



## South Table Mountain Preschool

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Dear South Table Mountain Families:


We are very excited that you chose to share your child with us at South Table Mountain Preschool. Please review the following handbook carefully, sign and return the Handbook Policy/Procedure Acknowledgement Form found at the end of the handbook. You may keep the handbook to use as a reference during the school year.

Sincerely,

*Denice DeSoto*

Denice DeSoto, Director  
South Table Mountain Preschool  
EIN Number – 84-06422455  
Tax Id Number – 98-00531

<b>Table of Contents</b>	
South Table Mountain Preschool	3
Preschool Program	4
Pre-Kindergarten Program	5
Afternoon Programs	6
Mission Statement and Educational Philosophy	7
Registration Requirement	8
Policies and Procedure	10
Programming	13
Safety and Security	14
Health and Nutrition	17
Family Involvement and Communication	21
Policy and Procedure Acknowledgement	24



## South Table Mountain Preschool

**South Table Mountain Preschool** was established in 1986 by the Golden Jaycees Club at the Golden United Methodist Church. It was originally named the Golden Jaycees Preschool. The school then moved to its present location at Faith Lutheran Church and changed its name to South Table Mountain Preschool.

**South Table Mountain Preschool** is honored to stand in partnership with Faith Lutheran Church in vision and mission. Our desire is to minister the heart of Christ in our daily experiences and academic endeavors, building in the children a solid foundation of faith and character. Through lessons, outreach, life skills, community events, and play, the children will grow in the knowledge of their Lord and thrive.



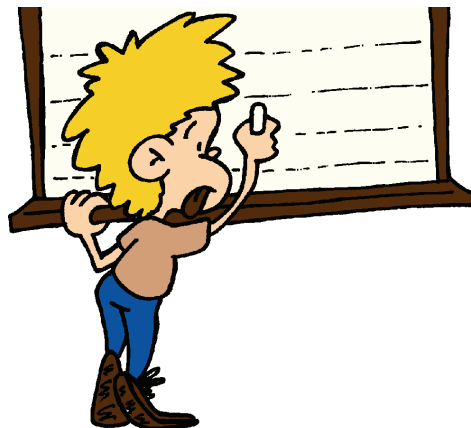
## Preschool Program

Our preschool program integrates literacy skills through play and theme-based curriculum. Children learn the alphabet and how to express themselves verbally, with an emphasis on conversation and phonetics. Introduction and exploration of math, science and social studies is based on developmentally-appropriate activities. Other activities help develop happy, confident learners—children who have fun while they sing, dance, talk, rhyme, write, create, and explore. Social skills are enhanced, emphasizing the importance of positive behavior toward others, and spiritual learning is cultivated with gentle songs, Bible stories, and living like Jesus—loving others.



### Preschool Educational Objectives:

- Develop an expressive vocabulary
- Develop listening skills using a variety of literacy forms
- Develop age-appropriate strategies that will assist them with reading
- Participate in activities that relate the sciences to daily living
- Develop math skills through counting, sorting, and classifying using manipulatives.
- Define numbers through real-world experiences
- Foster the development of fine motor skills through drawing, painting, and basic prewriting skills.
- Develop self-help skills
- Encouraging all students to be an “ I Can Do” life long learner.

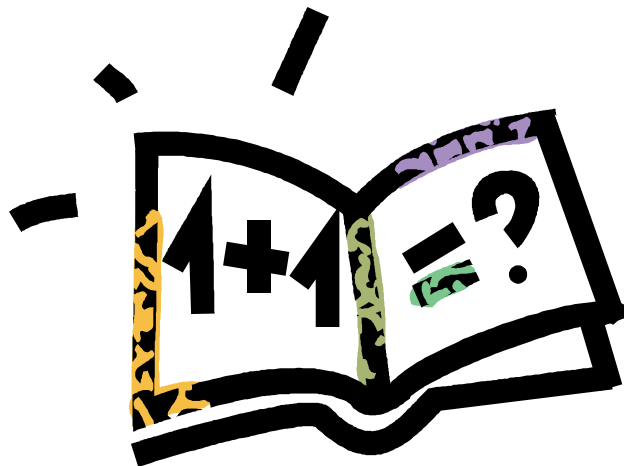


## Pre-Kindergarten Program

Our Pre-kindergarten program stretches children's understanding of language, phonics, and math, while encouraging exploration and discovery through art, nature, science, social studies, music, and movement. This is accomplished through play and theme-based curriculum. The children learn to take turns, solve problems, respect differences, and resolve conflicts as they prepare for their elementary school. We desire to establish a foundation of reverence for biblical principles and love for our Lord and Savior, Jesus Christ. Prayer, Bible stories, and life principles of love and respect for one another are integrated into our curriculum.

### Pre-Kindergarten Educational Objectives:

- Develop language skills through reading, conversation, and art.
- Be introduced to beginning phonics
- Begin to develop strategies that will assist them in reading and writing.
- Begin to develop age-appropriate writing skills
- Develop an understanding of numbers
- Be introduced to concepts of numbers and counting
- Learn to recognize, count, and write some numbers 1-25
- Learn to match, sort and classify
- Acquire scientific knowledge related to earth science
- Learn about art, music, and science across the curriculum
- Develop self-help skills
- Encouraging all students to be an "I Can Do" life-long learner.



## Afternoon Programs:

### Getting Connected and Getting Together.

#### Educational and Enrichment Programs

##### Getting Connected



A developmentally appropriate language arts and literacy program for both our Preschool and Pre-kindergarten students. This program allows our students to explore literacy so that they are encouraged to develop a heart and love for reading and writing. The Literacy Program is recognized by Jefferson County Public Schools.

##### Getting Together

Specialized enrichment programs that highlight fine and large motor skills through art, computers, music, movement and gymnastics.



##### Getting Connected and Getting Together

are included in the full-day school program package. Both Preschool and Pre-kindergarten students are welcome.



# **Mission Statement and Educational Philosophy**

## **Mission Statement**

We offer a warm, loving, Christian preschool that welcomes children of all abilities, races, and faiths. We share the Good News that God loves us and that He sent His Son Jesus Christ for us all. Our school program is designed to develop the whole child's spiritual, socio-emotional, cognitive, and physical needs. Each child's individuality and learning readiness will be honored and nurtured as they grow through play, exploration, child-initiated and teacher-directed activities.

## **Statement of Educational Philosophy**

We believe that to grow and succeed every child needs a balance of learning and play. This is what we provide here at South Table Mountain Preschool. Our program combines the better of the two leading teaching philosophies, child-initiated activities as well as teacher-directed activities. We let the individual interests of each child serve as the catalyst to healthy social and emotional development, while our teachers guide them to self-confidence and prepare them for life-long academic achievement and spiritual growth.



We respect and value and parents and recognize them as the most significant providers of care and nurturing for their children. We are honored to serve as a trusted partner in cultivating self-discovery and the love of learning for their children.

## **Non-discrimination Policy**

South Table Mountain Preschool admits students of any race, religion, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, or national and ethnic origin in administration of its educational policies or admission policies.

South Table Mountain Preschool strives to offer services to all children, including those with special needs, in compliance with the Americans with Disabilities Act. If children with special needs cannot be accommodated through our program because of staff limitations, we will recommend to parents the Child Find services and other services offered through Jefferson County Health and Human Services.

## **Who we are**

We are committed to hiring educationally qualified teachers who are personally and professionally devoted to the exceptional care, welfare, and quality education of children. Most of our teachers exceed the academic qualifications required by Colorado licensing regulations and have an average of more than four years of teaching experience at quality schools. In addition, our teachers are CPR and first-aid certified. More

importantly, they are enthusiastic and enjoy their work with children. This is reflected in the positive environment they create for the children. We strive to create and maintain an atmosphere that fosters the healthy spiritual, emotional, intellectual, social, and physical growth in each child. We acknowledge that learning is enhanced in an environment that encourages sharing, caring, laughing, questioning, risk taking, growing, playing, and praying.

## **Registration Requirements**

### **Admissions Criteria**

South Table Mountain Preschool accepts children between the ages of 3 and 5 years old. At times, we will accept children at 2-1/2 years of age if there is room in the class and staff is available. **Children must be potty trained.**

Before your child is accepted for admission, the following criteria must be met: The parent(s) or guardian(s) must complete a tour of the facility and meet with the Director. Your child's needs will be discussed to insure proper placement. The following forms are required and must be completed and returned on the first day of school:

- Registration form and payment of fees

- Enrollment record

- Health Appraisal and Immunization Record (to be completed by both parent and physician)

- Emergency Card

- Health Care Plan (If required by physician for administration of medication)

- Medication Permission Slip (If necessary)

- Parent Handbook (Tuition Agreement) (Signature required)

- Two current photographs of your child

- A copy of custody decree (If child does not live with both natural parents)

### **Enrollment Fees**

Children three years through Pre-K will be accepted for enrollment. The registration fee is \$100.00 and will reserve a place for your child. This is a non-refundable fee. Each child will be assessed an annual supply fee of \$75.00 which is payable on registration day held just before school starts. This fee is prorated for families starting after November of the school year.

### **Multiple Child Discount**

A tuition discount of 10 percent will be assessed to the second and additional children enrolled from the same family.



## **Returning Students**

Students who leave in June and plan to return in September will be given priority, but are not guaranteed a spot for fall unless students are registered and the nonrefundable registration fee has been paid in full.

## **Tuition Accounting**

Tuition is calculated as an average for the entire school year - August through May. Some calendar months have extra days or weeks, and some are short days or weeks. STMP billing reflects an average 4-week schedule for each month. This will allow families to budget for a consistent tuition amount on a monthly basis.

## **Tuition Payments**

You will be billed at the first of each month for 4 week increments. Your bill will be emailed to you or placed in your child's Cubby. Payment is due by the 10th of each month.

- All tuition payments must be made by check, cashier's check, or money order (cash will not be accepted).
- Automatic Payment Program is also available – Please talk with the Director or Business Manager.
- If a tuition check is returned from the bank, the amount of the check plus a \$30 return check fee will be due immediately.

Should you fail to pay tuition by the end of the month in which it is due, the course of action will take place:

1. A meeting will be scheduled between yourself and the Director to work out an agreed repayment schedule.
2. The repayment agreement will be documented and kept in your child's file.
3. If agreed repayment plan is not delivered, a second meeting will be scheduled between yourself, the Director, and the preschool.
4. At this meeting you will be given the opportunity to review and amend your repayment plans. If they are agreed, you will be given one final opportunity to pay.
5. If deadlines are not met, you will be given notice, in writing, to withdraw your child from the preschool.
6. Your account will then be passed to our debt collection agency to collect outstanding tuition. Parents are liable for all legal fees incurred to collect delinquent accounts.

## **Late Pick-Up Charges**

A late fee of \$2.00 per minute will be charged to those students that do not adhere to their contract schedule. Please pick up students at your appropriate scheduled pick up time to help maintain a healthy student and teacher ratio. We are legally responsible for maintaining required teacher /student ratios with in the classrooms and staff is scheduled according to the contracted schedule of the students.

## **Policies and Procedures**

### **Reporting Absences**

If your child is going to be absent, please notify the preschool office. If your child is ill, please notify us as to the nature of the illness, particularly if it is contagious, so that we can consider the health of all the children enrolled in the program.

### **Vacation Policy**

Vacations times are not reflected in your child's program. All vacations or extended planned absences will not be credited. Full payment of your child's tuition is still expected. SEE TUITION ACCOUNTING listed above.

### **Withdrawing Your Child**

Any family that is withdrawing from the school must notify the Director in writing, two weeks prior to your child's last day. Any tuition unused, following your time at South Table Mountain Preschool, is refundable.

### **Personal Belongings**

South Table Mountain preschool supplies all classrooms with age appropriate educational materials and toys. Therefore, we feel it is best if your child does not bring toys, money, candy, video games, or other personal items from home. The Preschool is not responsible for lost or broken items brought from home.

### **Custody and Visitation**

From time to time, issues arise as to the release of a child to the appropriate parent or legal guardian. Please note any custody or visitation restrictions on your enrollment forms. Additionally, please provide the preschool Director with any legal documents supporting those restrictions. We will strictly adhere to the instructions provided in such legal documents. Please provide updated legal documents as needed.

### **Being Green**

Our school is trying to be a green school through various methods. We recycle and or reuse many materials. Help our students and teachers take the time to care for God's beautiful world. Please help as well and join us in our green effort of: Donate children's books, good conditioned toys, extra craft supplies, recycled paper for writing, old cards and envelopes, etc.

Also, recycling is an important part of our school even at meal times. Prepare food that your child will enjoy as well as healthy so there is less waste of food. We also encourage lunch boxes and reusable lunch containers.



## Closure Dates and Holidays

Our scheduled closure dates are published annually. Additional calendars are located by the Parent Sign In and Out Area, should you ever need another one. No discounts are given for holidays and closure dates that fall on your child's regularly scheduled day.

The holidays are as follows:

*Jefferson County School Large Vacation Days – Winter Break and Spring Break*

*Labor Day*

*Thanksgiving Day and the day after Thanksgiving*

*Christmas Eve and Christmas Day*

*New Year's Eve and New Year's Day*

*President's Day*

*Memorial Day*

## Inclement Weather

South Table Mountain Preschool follows the Jefferson County Public School system protocol for severe weather days. When the Jefferson County Public School system is closed, South Table Mountain Preschool will also close. Please tune into 85 KOA AM radio and the local television networks on severe weather days to keep informed in case of inclement weather.

## Outdoor Play

It is important for children to play outdoors during the day. Each of our classes are scheduled to be outdoors for a minimum of 1/2 hour in the morning and afternoons. However, if it is too cold (below 30°) or too hot, staff will have children free play indoors (free play is child directed play).



## Clothing

We strongly encourage you to dress your child in “play clothes” for school. PLEASE HAVE YOUR CHILD WEAR CLOTHES THAT COMPLIMENT THE DAILY WEATHER. Some of our activities can get messy, and we want your children to be comfortable while they play and learn. For safety and comfort children should wear rubber-soled shoes. We strongly discourage you from allowing your children to wear flip-flops or sandals with no backs.

**Important:** Please label all clothing with your child's name in permanent marker. Please check the Lost and Found periodically for missing items. At the end of the month unclaimed items will be donated to charity.

## Potty Training and Diapers

We do **NOT** accept children in any of our programs who are not potty trained. Also, diapers or pull-ups are not acceptable forms of underwear and will not be allowed.

## **Birthdays**



Birthdays may be celebrated at school. If you want to have a party at school for your child, please notify your child's teacher at least a week prior to the event.

## **Specific Supply Needs**

An Extra Change of Clothes - placed in a cloth bag. Clothes cannot be in plastic or Ziploc plastic bags.

### **Please label everything**

- Socks
- Pants
- Shirt
- Underwear

## **Nap Time**

- Small Crib Sheet
- Small Crib Blanket
- Small Pillow
- Storage container with child's name for naptime items (backpack or durable woven plastic container - no plastic bags of any kind)



## **Other Items**

- Lunch Box
- 2 Kleenex Boxes
- Water Bottle with the Child's Name

## **What Not to Bring to School**

For the safety of our children and in consideration of our philosophy, we ask that you leave the following items at home:

- Weapons, or toys promoting violence
- Candy
- Chewing Gum
- "Jellies," Flip Flops, or sandals without backs
- Anything unlabeled
- A frown

# Programming

## Education

The preschool is open from 8:20 AM - 3:45 PM. The teachers' planned activities are for 8:30 AM - 3:30 PM class time. This is what we call the "educational portion of the day." We encourage families to consider the full-day educational program because of the different and complimentary curriculums that are offered during the morning and afternoon hours.

The afternoon includes GETTING CONNECTED (developmental literacy) and GETTING TOGETHER (enrichments: music, movement, gymnastic, art and computers)

## Prayer

Prayer is a part of the daily activities at South table Mountain Preschool. The children say "Grace" together before they eat, and pray together at other times during the day and learn to bring God into their daily lives. The goal is to nurture a relationship with God and help our children be the "hands, feet and voice" for Jesus when we love others.



## Bible Time

Bible time is part of our daily schedule and includes Bible stories, lessons, songs, and prayer.

## Chapel

Twice a month, either on Tuesday or Wednesday, the children will have Chapel. This is a 15 - 20 minute session with all the students of the school. Chapel will be held in the Worship Center of the church. Parents are welcome to come and participate.

## Share Day

Each class has "Share Day". (Please check with you child's teacher for days and times.) Children may bring a toy, book, CD, or any other item of their choice (please no weapons or toys that promote violence.) This provides a valuable time for the child to develop speech and language skills as well as self-confidence. The toy must be put in the designated "Share Day" box or bag, and will only be brought out for "Share Day" time.



## Special Events



There will be numerous special events planned on campus. We strongly encourage parental involvement on these occasions. If an activity is planned for a day that your child is not scheduled to attend, your child is very much welcome to attend, along with a parent or grandparent.

### Field Trips

Occasional walking field trips to South Ridge Park are taken throughout the year. Parents are welcome to join the class for our field trips. To ensure the safety of all the children and to enhance their enjoyment of the experience, we ask that parents follow these guidelines:

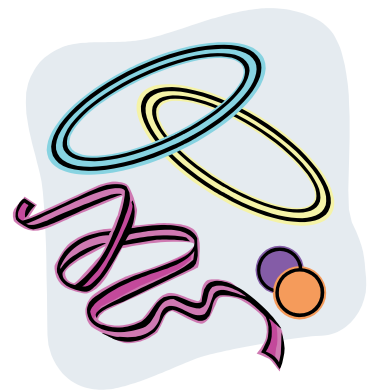
1. Teachers consider you a part of a team and ask that you follow their directions in assisting the children.
2. We ask that parents keep their attention focused on the children and not on adult conversation.
3. Parents may take pictures as the time and conditions permit.

If your child should arrive at school and their class has left to walk to South Ridge Park, then the authorized person may take the child to South Ridge Park and have the child join their class. Also, staff persons at South Table Mountain Preschool facility must be notified that the child is joining their classmates at the park. If authorized person is not able to take the child to join their class, then the child may stay at the South Table Mountain Preschool with available staff. Authorized person must sign in the child. Field trip forms must be signed by a parent/guardian for all children participating in field trips.

## Safety and Security

### Arriving at and Leaving the Center

When the center opens and attendance is low, children may be gathered together in one room or on the playground, before they move to their respective classrooms. At 8:30 AM the children are taken to their classrooms. Likewise, after 3:30 PM, as children are picked up, remaining children may be joined again on the playground or in one classroom. When you come to pick up your child, for the safety of all children, please keep your child with you from the time you pick them up until you get them into the car.



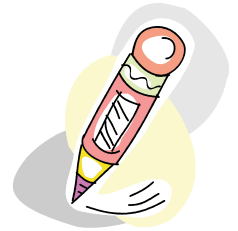


### **Child Pick Up After Hours**

A staff member will remain with a child who is not picked up according to your contract schedule (see Late Pick-up Charges, page 9). Every effort will be made to contact authorized persons for your child's pick up. If your child is not picked up by 4:45 p.m. by an authorized person for your child, Health and Human Services Child Care Division will be contacted.

### **Signing In and Out**

State law requires that children must be signed in when brought to school and signed out when picked up. Signatures must be your full legal name, no initials, our licensing regulations require you **to sign your name in full**. The school can be fined if you are only initialing or not signing. These fines will be passed on to you.



### **Supervision of Children**

Children are to be under direct supervision of preschool staff at all times in compliance with Division of Child Care Rules and Regulations—Colorado Department of Human Services. A head count will be done when children are being transitioned from one area to another to assure location of each child.

### **Visitors**

All visitors must sign the visitors log in the lobby. Director should be notified as to the reason for visitation.

### **Emergency Procedures**

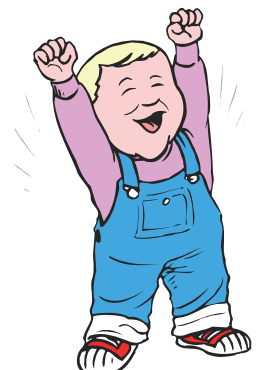
We periodically schedule, carry out, and document emergency drills. We have developed an emergency evacuation system designed to meet the needs of our center. Evacuation plans are posted in each classroom. In the unlikely event that our center is severely damaged or declared unsafe, all children will be evacuated to a safe distance from the building, where we will await your arrival. Should such an emergency occur, the Preschool Director will attempt to notify you as soon as possible.

### **Emergency Contacts**

For your child's security please be sure to provide us with at least two emergency contacts and keep their numbers up to date.

### **Bathroom/Clothing Accidents**

All children must bring a complete change of clothes in a labeled small cloth bag (no plastic). Parents should label all clothes with the child's name. If your children use these clothes, please send a new change of clothes the next day they are at school. Children are more comfortable in their own clothes.



## **Authorization**

You must inform the school if someone other than a parent is going to be taking your child home. On the emergency card, please be sure to list all persons you authorize to take your child home from South Table Mountain. They must present a photo I.D. if we do not know them. No child will be released to any person not authorized by a parent. State law prohibits us from accepting authorization over the telephone. This is for your child's safety.



## **Student Record Updates**

Whenever there are changes or additions to the information originally provided on your registration form, please stop by the office to make changes. This is very important for the school to have telephone numbers where you may be reached while your child is at school. In an emergency we want to be able to reach parents quickly.

## **Complaints in Regard to Child Care**

If you have any questions or concerns in regard to the care your child is receiving, please feel free to make an appointment to discuss these concerns with the Director of South Table Mountain Preschool. If you as a parent or guardian of a child enrolled at South Table Mountain Preschool would like to file a complaint in regard to child care or licensing violations, you must send the complaint to:

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203-1714  
(303) 866-5958

## **Social Services**

South Table Mountain Preschool is licensed by Colorado Department of Social Services Lic. # **809464**. They shall have the authority to interview children, or staff, and to inspect and audit a child or facility records without prior consent. The Licensee shall make provisions for private interview with any child or staff member and for the examination of all records relative to the operation of the child care facility. The Department has the authority to observe the physical condition of the child, including conditions that could indicate abuse, neglect, or inappropriate behavior.

## **Reporting Child Abuse**

South Table Mountain Preschool is concerned about the well being of all the children and families. The preschool has a moral and legal responsibility to report any case of suspected child abuse. In suspected abuse and neglect cases no evidence will be excluded on grounds of confidentiality including preschool records. Although South Table Mountain administration is not obliged to do so, we may speak with parents prior to notifying the Department of Social Services.



# Health and Nutrition

## Illnesses

All children must check in with the teacher prior to being left for class. At this time the teacher will ensure that the child is free from obvious signs of illness. State regulations prohibit us from admitting any child too ill to participate in regular daily activities.

In order to keep the children healthy, we ask that you adhere to the following guidelines and keep your children home if any of the following apply:

- If a child is sent home with a fever, they cannot return to school until they have been without medicine and fever free for 24 hours.
- If a child is too tired and exhausted to participate in the normal daily routine, we will ask that you come and pick up your child.
- If the child has an uncontrollable cough, or is having difficulty breathing, they will not be allowed at school.
- Your child will not be allowed at school if they have an excessive runny nose. If the child cannot keep the mucus from constantly dripping, and the teacher has to wipe their nose more than three times within one hour, we will ask you to come and pick up your child.
- If your child is vomiting or has diarrhea, they will be sent home, and may not return until they have gone 24 hours without vomiting or diarrhea.
- Any undiagnosed rash.
- Sore or discharging eyes or ears, profuse colored nasal discharge.
- A communicable disease.
- Should your child get sick at school they will be isolated and you will be notified.
- An authorized person must pick the child up within one hour. If you will be keeping your child home from school due to an illness, please notify the office, so that we may advise other parents accordingly.
- Should your child be exposed to a contagious illness at school, a notice will be posted so that parents are made aware of symptoms to be alert for.

**Note:** We will notify you if your child is exposed to a communicable or infectious disease while in school. We must be contacted when your child is exposed to communicable or infectious diseases outside school.

South Table Mountain Preschool uses the Division of Public Health Infection Control in Day Care Centers chart as a guideline for readmission to or exclusion from school.

## **Medication**

Medication will be given if prescribed by a physician. The medication must come to school in the original bottle or container, with the prescription label attached. A written request from the parent or guardian is required. Non-prescribed medicine will not be administered unless a physician request form is complete. Medication will be stored in the child's classroom, accessible by teachers who can administer medication. Medication shall be out of children's reach.



## **Sun Screen**

Parents – please apply sunscreen before your child comes to school. South Table Mountain Preschool will apply sun screen to children as needed. We ask that you provide the sun screen you would like applied to your child. We will not apply sun screen to your child if you have not provided the sun screen approval form. (Spray sunscreen is required)

## **Biting**

South Table Mountain Preschool understands that biting in young children is normal in early childhood development. However, since biting and other such behaviors have the potential to harm others:

South Table Mountain Preschool has established the following policy to help manage this behavior.

1. If a child is bitten, the teacher will tend to the bitten child with first aid procedures, then speak with the child that bit about the inappropriate behavior. An injury report will be filled out, and parents of both children will be telephoned regarding the incident. The parents of the child who bites will need to sign the injury report, and we will keep a copy on file.
2. If there is another incident within two weeks with the same child biting again, the child will be sent home, and the incident will be documented in an injury report. The injury report must be signed by the parents of the child who bit, and will be kept in the child's file.
3. A conference will be set up with the parents, teacher of the child, and the Director to provide input and written documentation of strategies that may be used for your child.
4. If the biting continues, the biting will be documented and signed by the parents of the child that bites, and kept in the child's file. The Director and the teacher will decide if it is in the best interest and safety of the other children to keep the child that bites in the program.

## **Accident/Illness Procedures**

If your child is involved in an accident or suffers a major illness during school hours, we will make every effort to notify you immediately about the condition and any medical treatment. Concurrently, we will contact the appropriate emergency agency (consistent with your requests set forth in the *Identification and Emergency* form that you completed at registration) to provide the necessary special care that your child needs. In the case of an emergency, and if we cannot make contact with your or your designated emergency contact, South Table Mountain Preschool in its sole and unlimited discretion, shall seek any necessary treatment, including, but not limited to, calling 911. The parent(s) or guardian(s) shall be responsible for any and all expenses incurred, in the event that this course of action becomes necessary.

### **Immunizations and Health Requirements:**

According to State Law all students must have a current certificate of immunization acknowledging adequate protection against several diseases. Children who have been vaccinated against these diseases need only obtain an updated, valid certificate. This information may be obtained from your local health department or personal physician.

A current immunization record for each child must be on file continually for us to maintain legal records required by state regulations. We must enforce a policy that no child may start school until an adequate immunization record is on file. Admission or continued enrollment of any child may be denied when a child has a disability or illness that the school management deems potentially harmful to any other student or staff member, or in which case the illness or disability is beyond the capacity of the Preschool to sufficiently handle. No child with a communicable disease will be allowed to attend South Table Mountain Preschool. South Table Mountain Preschool also requires an annual health certificate from its staff members.

South Table Mountain complies with state regulations and maintains a nurse consultant on staff. During monthly visits, medication training, universal precautions, file reviews, and ongoing health education is administered.

### **Medicine Reactions**

South Table Mountain Preschool shall have no responsibility for any kind of reaction caused by the ingestion of medication or application of sun screen.

## Allergies

We are **not** a “peanut free school”. We take special precautions with children that have allergic reactions to food products, and will not allow sharing of snacks or lunches. Student that do have severe allergies will have a medical profile listed with both the Director and the classroom teachers.

## Staff Medical Training

The Director and key employees are trained on a continual basis in the administration and monitoring of medications and emergency procedures in regard to health care plans and special situations. (CPR, First Aid, Universal Precautions, and other)

## Rest Time

All Children will be required to rest if attending our program in the afternoon. Depending upon age, children are expected to rest quietly or engage in quiet activities, allowing those who would like to sleep the opportunity to do so. We ask that you provide a bedding bag with a small crib sheet, a small blanket, a small pillow and a nap animal if your child would like. Bedding bags are to be taken home and laundered on a weekly basis, or more frequently if necessary.

## Food and Nutrition

Parents are responsible for providing snacks and lunches for their own children as needed. We ask that all food is prepared in child-size portions, cut-up, sliced, peeled and in non-breakable containers for easy and safe consumption. All lunch boxes, bags, and drink containers need to be labeled on the outside. We also ask that snacks are packed separately from lunch to reduce the risk of mistaking one for the other.



If your child attends the morning program, they will need one healthy snack. If they attend the morning program and lunch bunch, they will require one snack and separate lunch. If they attend the full day program, please include two snacks and a lunch. (We encourage healthy foods choices.) Please label snacks as well as lunch containers. Our staff is not allowed to heat up or microwave ANY food for children. Please consider this when packing your child’s lunch and snacks.

- *As some students have allergies to peanuts or nuts which can be life threatening, South Table Mountain Preschool has a policy of being NOT being a "nut-free" facility. We just need to be careful and respectful of the food choices students bring to share.*

# Family Involvement and Communication

## Open Door Policy

Parents are always welcome. We encourage you to visit at any time. Open communication between the parents and staff is important, and so is your input. Please feel free to discuss any questions or concerns you may have, regarding the preschool, with the Director at anytime. You may drop by or make an appointment at your earliest convenience.

## Director School News Letters/Communication Via E-mail

Monthly school newsletters or general communications will be sent via e-mail. This helps with keeping “green” as well as it opens an easier and quicker communication channel to our parents/families about school happenings or even emergency information. Individualized communication with families will be through “one on one” conversation, phone, or email.

## Teacher Newsletters

Each classroom offers weekly lesson plans and often newsletters to keep parents abreast of activities, lessons and events provides information Please be sure to take time out to review communications that are posted out side of the classrooms as well as the Parent Board in the front hallway of the school.

## Lesson Plans

The teacher of each classroom will post either weekly or monthly lesson plans. Lesson plans will provide information on activities children will be doing that week or month.

## Registration Day

Before school starts, the school has a registration day that allows parents to complete and turn in student forms and fill out information that is needed for enrollment. Most of the required forms (including immunization) are online so you can complete them in advance, print them off and bring them with you to registration.

## Meet Your Teacher

Before school starts, students will be allowed to come and visit the school and their teachers. This will allow for your child to get a chance to meet their teacher and familiarize the lay out of their classrooms. It is a great way to start the school year.



## **Family Open House**

This is an evening for the family to get to know your child's program better. It allows for all our families to see the school, appreciate their child's work, talk with the teachers and to enjoy some time to gather and celebrate. A date in October is set in the yearly school calendar.

## **Student Evaluations**

We schedule Pre-K student evaluations twice a year, once in late fall and once in the spring before school ends. Our preschool children have evaluations done only in the spring. The purpose of the evaluations in preschool is to monitor each child's progress in all areas of the child's development. The evaluations help us to meet both the current and future needs of the child. Parent-teacher conferences are available upon parent request.

## **Parent Classroom Volunteers**

Parents that are interested in volunteering their time, services, and resources are greatly valued and appreciated here at South Table Mountain Preschool. Parent volunteers are encouraged to help supplement and enrich our programs in a variety of ways including assisting with projects, reading, and activities in the classroom, and through helping with field trips and special events. Also, by sharing cultural heritage and professional backgrounds, the children's cultural awareness and understanding of social issues is increased. Talk with your classroom teacher for more information.

## **Parent School Support**

We encourage parents to help our school through various support activities such as: Osbourne Book Club, Preschool Web Site, Newsletter, Fix It– Maintenance, Note-Card Fundraiser, Field–Trips, Parent Social Club, Special Events, and others. If you are interested in joining the parent team, please contact the Director for more information. Your help is GREATLY APPRECIATED

## **Discipline**

Children at South Table Mountain Preschool will not receive physical punishment. Children who have conflicts or problems with others while at our center will be encouraged to verbalize their angers or concerns. The role of the teacher at school is to be an assistant in positive problem solving. Children whose behavior endangers others will be supervised away from other children. The child will be encouraged to discuss the problem with a staff member, and other concerned parties. The staff rarely uses "Time Out", unless a child is emotionally out of control, and needs a private time to regain composure. No child will be subjected to humiliation, shame, fright, or verbal or physical abuse by staff members or by parents on the premises or on a field trip.



## Conflict Resolution

Learning to manage conflict is an important part of preschool. All children need to understand how to resolve conflicts appropriately on their own, and ask for help when they need it. As we guide children toward their independence, we keep in mind that children need to learn to repair their broken relationships on their own without forcing them to be insincere.

- We help children verbalize their feelings and desires, and to listen to one another.
- We give children the opportunity to suggest their own solutions to the conflict.
- We assist children in finding an appropriate solution if needed.
- We help children to recognize and take responsibility for their own behavior.
- Should an extreme behavior occur (*e.g.* biting, kicking, throwing toys, etc).
- First occurrence: The child will be warned the parent notified in writing, and a note kept in the child's file.
- Second occurrence: The child will be removed from the classroom and sent to the Director's office. The parent will be notified in writing, and a note kept in the child's file.
- Third occurrence: The parent will be called to pick the child up for the remainder of the day. A parent- teacher conference will be scheduled in which a specific plan of action will be developed to address the behavior.
- The action will outline all the steps the staff and parents will take to try to improve the child's behavior, and the steps toward dropping the student should the behavior persist.
- If we cannot meet the special needs of your child, or if there is concern for the physical safety and well being of other children and/or teachers, we will request that you withdraw your child.
- South Table Mountain Preschool may drop immediately any child whose behavior credits a significant risk of harm to the health and safety of themselves, other children, or staff, without following the guidance steps





## South Table Mountain Preschool

### Policy and Procedure Acknowledgement

By signature of this form, I, \_\_\_\_\_  
acknowledge:

- 1) I have read and understand the policies and procedures set forth in the Parent Handbook.
- 2) I agree to observe these policies and procedures.

Parent Signature\_\_\_\_\_

Date\_\_\_\_\_

Director Signature\_\_\_\_\_