

KIDS FIRST PRESCHOOL &  
DISCOVERY DAYS  
PARENT HANDBOOK

2020 – 2021

785-832-1104  
First United Methodist Church  
867 W Highway 40  
Lawrence, Kansas 66049  
Kidsfirstlawrence.com

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**MISSION STATEMENT:**

“Children will be taught in a Christian-based environment that will assist them to grow intellectually, socially, emotionally, physically, and spiritually. Families will be supported as their children are encouraged to explore new environments, make new friends, become independent and know that they are unique and loved by God.”

**VISION STATEMENT:**

“Kids First Preschool & Discovery Days and First United Methodist Church Early Childhood Programs will be recognized in the community as leading and strengthening children and families in a spirit of Christian faith.”

**Students of any race, color, national origin, ancestry, religion, physical handicap, or sex are welcome.**

**Office Hours:**

**Phone 785-832-1104**

- 8:30 a.m. - 3:15 p.m. Monday-Wednesday-Friday
- 8:30 a.m. - 11:45 a.m. Tuesday-Thursday

**School Hours for Children:**

- 9:00 - 11:30 a.m.– Morning Sessions for Kids First Preschool
- 9:00 - 11:25 a.m.– All Sessions for Discovery Days
- 12:30 - 3:00 p.m. – Afternoon Sessions for Kids First Preschool
- Due to issues of liability for FUMC, access to the gym will be limited to classroom use only with supervision of teachers or other authorized personnel. During arrival and departure times, all individuals are limited to the main hallways. Please help us keep everyone safe inside our building during school hours.

**Kids First Preschool Visitation Policy:**

- Parents are welcome to visit their child’s class at any time. However, please be cautious with visits at the beginning of the year. This is a time when your child needs to be learning to adjust “without you”. We will notify you, if we feel your child cannot be calmed.
- Please do not go through lengthy “goodbyes” at the beginning of each day. It is best to say goodbye and leave. The teacher will calm your child, if needed. Again, if your child can not be calmed within a reasonable time, we will notify you and ask you to return.
- Some special visits will be encouraged during the school year; for example, Preschool Dad’s Day and Mom’s Day. These are listed on the yearly school calendar. You will also be reminded of these times in the monthly newsletter.

**Tuition:**

- Tuition is due on the **FIRST SCHOOL DAY** of each month. You may pay in the Preschool Office or you may mail payment to FUMC, 946 Vermont St. 66044. Checks should be made payable to FUMC; memo should note Kids First Preschool or Discovery Days as you may pay for both programs with one check. Teachers will not accept payments.
- ***Automatic payment drafts to your bank account are recommended.***
- If your pay schedule is later in the month, please notify the Director to set up a payment date.
- Receipts will be written only for cash payments.

- Tuition for the 2020-2021 school year is:
  - \$540/year broken into 9 monthly payments of \$60.00 for 1-day Discovery Days.
  - \$990/year broken into 9 monthly payments of \$110.00 for the 2-day program Kids First Preschool or Discovery Days
  - \$1,485/year broken into 9 monthly payments of \$165.00 for the 3-day program Kids First Preschool
  - \$2,340/year broken into 9 monthly payments of \$260.00 for the 5-day program Kids First Preschool
  - Tuition may be paid monthly, each semester, or yearly.

#### **Tuition Assistance:**

- There is a limited amount of funds available for need-based tuition reduction. Please see the Director for more information. The form is available online at kidsfirstlawrence.com under the “Enrollment” tab. The FUMC Scholarship, Memorials, and Endowment committee will determine awards.
- In case of emergency no-fault building closure (fire, earthquake, tornado, etc.), tuition will be refunded within 30 days for services not covered, to limits of insurance coverage.

#### **Fees:**

- **A non-refundable enrollment fee** will be collected at the time of enrollment. It is used for start-up fees and processing. The fee is due seven days after enrollment form is completed.
- **A supply fee** for the fall will be collected at the time of enrollment. A spring supply fee will be collected in January. These fees are for art and cleaning supplies for your classroom.
  - The fall supply fee will be refunded for families who withdraw before July 1.
- Field trips for Kids First Preschool may have a minimal cost. Special notes concerning field trips will be placed in your child’s cubby.

#### **Requirements for Attendance:**

- Kids First Preschool children attending preschool must be potty trained.
- Discovery Days children do not need to be potty trained.
- Enrollment in the Beginners program is for children who are a minimum of three years of age by August 31<sup>st</sup> of the school year and would be eligible to enter kindergarten in two years.
- Enrollment in the Pre-Kindergarten program is for children who are a minimum of four years of age by August 31<sup>st</sup> of the school year and eligible to enter kindergarten in one year.
- Discovery Day programs are for children who are a minimum of 2 years old.
- Children are accepted for a trial period of adjustment. If there are concerns during the first month from either parents or teachers, a meeting will be set up between parents, teachers and the Director to discuss options. Please review the withdrawal procedures listed later in this handbook.
- All children must be immunized according to recommended schedule. Any requested waiver or exemption from this policy must be for medical reasons, in writing, and approved by the state with a physician’s written recommendation.

#### **Attendance:**

- Please notify the preschool office (**785-832-1104**) when your child will be absent (due to illness or other reason). Teachers will be notified by the Director. Regular attendance in class is encouraged and helps the year go more smoothly for your child.
- We encourage you to **arrive and depart at scheduled times**. We understand an unavoidable delay may occasionally occur and we will reassure your child that you will be coming soon.

- If you are near a phone, please notify us if an unavoidable delay occurs. Consistent late pick-up of your child (after 11:40 am or 3:10 pm) will necessitate an additional charge of \$5.00 for each one day of tardiness. The director will notify you of additional fees, if needed.
- Elementary school dismissal conflicts will be discussed on an individual basis.
- Parents will provide a list of authorized persons to pick up your child (see Safety section). **Children will not be released to unauthorized persons.** If an emergency has occurred and no one on your pickup list is available, please notify the office as quickly as possible of the person responsible for pickup. The authorized person will need to show proper identification to the Director and the classroom teacher.

### **Classroom Assignments**

- Classes have one teacher for every 6-7 children. There are two teachers in each classroom.
- Classes are grouped according to age and balance of gender, when possible.
- Kids First Preschool children have weekly "specials" classes in the art and music room.
- Discovery Day children do not leave the classroom for art or music.

### **Calendar:**

- A calendar for the school year has been planned; you should have received one at Meet-the-Teachers days.
- Each classroom teacher will send home a monthly calendar near the end of the previous month. Please check these regularly; as they list the day your child may be responsible for snack, birthday celebrations, weekly themes, and vacation days. **All calendars are also posted on [kidsfirstlawrence.com](http://kidsfirstlawrence.com).**
- *Kids First Preschool Newsletter*, a school newsletter, will also be sent home every one to two months. Updates and changes to the calendar will be listed in the newsletter.
- The staff reserves the right to change the school calendar to respond to emergencies or other unforeseen circumstances that affect the educational program. **The calendar will also be updated as USD 497 updates.**

### **Bad Weather Policy:**

- Kids First Preschool follows the lead of USD497 in dismissing school in inclement weather. If the district calls a snow day, we will follow and cancel school that day. If the district chooses to have a delayed start, we will cancel morning classes, but afternoon classes will begin at 12:30, as scheduled.
- Closures will be listed on the home page of [kidsfirstlawrence.com](http://kidsfirstlawrence.com) and our Facebook page. Parents will also be sent an email.
- Use your best judgment in bringing your child to school. If you are uncomfortable in certain driving conditions, please notify us that you will not be bringing your child to school.

### **Illness and Accident:**

- Temperature/diarrhea/vomiting: Children should be kept home **at least** 24 hours **after** a temperature has returned to normal and diarrhea and/or vomiting has ended. If a child develops a fever/diarrhea/vomiting during school hours, you will be notified to come to pick up your child immediately.
- Sore Throat/Runny Noses: Children with sore throats and/or runny noses (other than allergies) **should not** be brought to school. Please also look for signs such as unusual lethargy, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing or other unusual signs for your child.
- Communicable Disease Policy in Kansas regulations state "Schools and child care facilities must exclude for persons afflicted with an infectious or contagious disease that is dangerous to the public health. It shall be the duty of the parent or principal or guardian in charge of facility to exclude any child or other person affected with a disease suspected of being infectious or contagious until the expiration of the prescribed period of isolation." (65-122) The following common diseases are considered contagious Chickenpox, Hepatitis Type B, Lice,

Measles, Meningitis, Mononucleosis, Mumps, Pink Eye, Pinworms, Ringworm, Scabies, Staph infection, Strep infection. Other diseases may also be considered infectious. The Health Department requires certain communicable diseases to be reported to the county health department. This list is available to review and is available in the Director's office.

- If your child becomes ill with a communicable disease (i.e. strep infection), please notify the Director so parents of exposed children can be alerted.
- If there is a specific communicable disease, a "Health Alert" notice will be posted outside your child's classroom. The notice will include the infection, as well as a list of symptoms and the incubation period. No names are associated with the Health Alert.
- If your child becomes ill at school, you will be notified as quickly as possible, so that he/she can be cared for at home. We have a cot for your child to rest upon until you are able to pick him/her up. The cot is in the Director's office.
- Teachers follow emergency procedures in case of injury to a child. Parents will be notified as quickly as possible.
  - If a life-threatening situation occurs, 911 will be called first and then parents will be notified.
  - If a child has a non life-threatening accident at school, the teacher will notify parents at the time of pick-up. Accident reports will be filled out by the teacher involved and be available for parents to review.
  - If a non life-threatening accident occurs, which the staff deems the parents should be notified of immediately, the Director will call parents to come in for a consultation. Please make sure correct contact numbers are listed on your child's forms. **Please notify the Director, if your contact numbers change during the school year.**
- Other accidents, such as bathroom accidents, will be noted by a "Guess What Happened to Me" note in your child's backpack or by verbal notice from teacher.

#### **Lice policy:**

- Parents should notify the Director if their child is found to have head lice and advise when appropriate treatment was started. If a child is found to have head lice while at Preschool or Discovery Days, parents will be called to immediately pick up their child; the child will remain in the Director's office and away from close contact with others until picked up by the parents. **Immediate treatment at home is recommended and the child may return to Preschool or Discovery Days 24 hours after appropriate treatment was started and there are no remaining signs of lice or eggs.**
- Parents will be notified when a case of head lice has been detected in their child's classroom.
- A sympathetic attitude will be maintained by the entire staff to families who are experiencing difficulty with control measures. The staff will be aware of difficulties (such as treatment failure) that some parents experience and help them seek extra help from health officials.
- Information and updates on head lice cases and treatment will be included in school newsletters and notices, when appropriate.
- Confidential records of head lice detected at Preschool and Discovery Days will be kept for monitoring purposes only.

#### **Field Trip Policy:**

- Parental assistance is needed for all field trips. Parents and children will usually meet and depart from the field trip. (For example, we meet at the Fire Department and depart for home from there.)
- Each parent is responsible for their child. You may be asked to pick up or return your child to school at the beginning or end of the field trip.
- If both parents work and your child will be riding with another parent, it is the parent's responsibility to find a ride for their child and organize a car pool if desired. (Teachers will not assist.) Parents will be the drivers for field trips. **All parents must notify classroom teachers of their intentions for their child to attend or not attend the field trip.** A written request will be sent home for you to fill out and return to the classroom teachers. Please carefully check your child's school bag to look for these forms.

- A list of “possible” field trips is available under the Curriculum section of the handbook.
- Each child must be in an appropriate restraint in a vehicle. The Kansas law states that children 4 years of age and under must be in an approved child safety seat. Children 4-7 years must be in a booster seat, unless they are 80 pounds or 4 ft. 9 in. tall. Drivers can be stopped and issued a fine of \$60.00, if a child passenger under the age 14 is not wearing a seat belt. Parents are responsible to follow these guidelines.
- Discovery Day children do NOT go on field trips.

### **Progress Assessments and Parent Teacher Conferences:**

- The fall assessment will be a written social progress report. If, after reading the report, you feel you need more clarification, contact your child’s teacher directly.
- In the spring, parents will receive a written progress, followed by individual conference times with the teachers. The date will be listed on the calendar at the beginning of the school year. Sign-up sheets for conferences will be available a number of weeks before the conference date. No children will be in class during conferences. If you are unable to attend this conference, teachers can arrange a phone conference.
- Teachers collaborate as they prepare information for the assessments. They will share ideas, feelings, and information that may be gained in preparing for assessments.
- The Art and Music/ PE teachers will have the opportunity to discuss your child’s progress with the classroom teachers. “Specials” teachers will prepare specific sections of the assessments.
- Both classroom teachers will be in attendance at conferences, if possible.

### **Health & Nutrition**

- Preschool children will be served water with their snack. Cups and napkins are provided.
- Snacks will be provided by parents for Kids First Preschool. We ask parents to bring the same snack for all children. (For example, do not bring 6 chocolate puddings and 6 vanilla puddings.) **Healthy snacks are encouraged and should include 2 food groups (i.e. cheese & crackers, pretzels & grapes, muffins w/fruit, fresh veggies & crackers).**
- Parents may be asked to assist with snacks for special days, i.e. Thanksgiving, Valentine’s Day, Kansas Day, Christmas, etc. A sign-up sheet will be available outside your child’s classroom entrance, if we need assistance with special snacks.
- Parents may provide a special treat on the day their child celebrates his/her birthday. Parents should provide spoons or forks, if needed for the snack. We encourage healthy snacks for birthdays, as well. Fruit muffins are a good substitute for cupcakes. All birthdays will be celebrated during the school year. Children with summer birthdays will celebrate their ½ birthday.
- **Kids First Preschool and Discovery Days will not serve peanut or tree nut snacks. All snacks should not contain peanuts/tree nuts, peanut/tree nut butter, or peanut/tree nut oil.** Please also check labels to ensure that the product does not contain an allergy warning stating that it may contain nuts or is manufactured in a facility that processes nuts. A list of nut-free snack options will be made available to parents. **There are many easy and healthy options that are safe for all of our students.**
- In addition to peanuts and tree nuts, parents should make an effort to be aware of children with special allergies in their child’s classroom and provide appropriate snacks for all children. Parents whose child has a specific food allergy are encouraged to bring non-perishable snacks for their child, which the teachers will keep in a locked cabinet in the classroom.

Food and other allergies will be clearly listed on child’s enrollment forms. If special emergency medication is needed, it will be clearly marked with child’s name, medication and dosage. An action plan will need to be in the child’s records with a prescription from the child’s doctor. This medication will be stored in the locked first aid cabinet in the director’s office or a locked classroom cabinet. The KDHE medication form, as well as an allergy survey will also be needed from the parents.

### Safety:

- Tornado and fire drills will be observed. We call them safety drills for the children. Tornado drills are called during the months of April, May and September (tornado season). Fire drills are called each month. A written log of dates of the drills is listed in the office and is available to the fire marshal when an inspection is made of the building.
- Should tornado warnings occur during school hours, we have severe storm protection in the inside area of the building. Classes have designated areas for children and teachers to take cover. We will take the necessary precautions for your child's safety. The building is equipped with automatic access to weather alerts.
- In the unlikely event that a crisis occurs in the building, parents will receive an emergency text and staff will begin to call individual parents. **Please make sure we have your correct emergency contact numbers on file.**
- Adult visitors coming to the preschool during school hours are required to sign-in at the Director's office. No sign-in is required during normal delivery and pick-up times.
- Kansas law requires that our staff report any suspected child abuse or neglect. **Staff members are mandated reporters. It is required that DCF be informed of a possible concern & they will make the decision about further action.**
- Parents will sign-in & sign-out children at the classroom door. All persons authorized to pick-up children will be registered on the online enrollment form. Teachers will have a list of authorized adults for child pick-up in their classroom. **Children will not be released to unauthorized persons**
- If authorized persons are not available for pick-up, call the office and give the information to the Director who will notify the teacher. The person arriving to pick up a child will then need to have personal identification to show the Director and the classroom teacher before a child will be released to their care.
- Emergency contact numbers, other than parents, must be entered on the online form.
- For the safety of all children, please do not leave unattended children in the parking lot while you deliver your preschool child to his/her room. Please ask another parent to help you by either delivering or picking up your child in class or watching the children in the car. **Leaving unattended children in a car is considered a reportable cause for neglect with DCF.**
- Please be cautious turning into the parking lot of FUMC West Campus as we are at the top of the hill and there is no left turn lane at this time.
- **Written parental permission** must be given by the parent for photographs to appear in the newspaper, on the church or preschool website, or Facebook. Please make sure you have signed or declined the permission form. No names will appear on the church websites or Facebook; however names may appear in the Journal World. Permission must also be given to have your child's name in the preschool classroom directory that may be distributed.
- Children and personal family information is considered confidential and will not be given to any unauthorized person. You may pick up your child's records at the end of the year.

### Withdrawal:

- Parents are free to withdraw their child at any time with **one month notice to the Director. Tuition is due for that month.** Please notify the Director, as well as the classroom teacher. **At least one month payment is due from the date of notification.**
- Enrollment fee & special supply fees are non-refundable.
- Upon request, all records will be returned to parents, when child is no longer enrolled.
- All records are available to parents, upon request.

### Special Services:

- Lawrence Early Childhood Special Services offers special services in auditory, speech, language and movement exploration. These services are free to USD 497 children; see Director for forms.



- Tiny K offers special services for Discovery Days children.
- If a child needs special services, we will work directly with the district to assist with and accommodate special services within our preschool program. Most special services are offered within classroom settings.
- Teachers/Director may discuss specific needs directly with parents and assist parents in contacting Lawrence Early Childhood Special Services or the Tiny-K program or in formulating IEPs.
- We desire to facilitate the best possible learning environment for each of our children. If your child has a written IEP/IFP (Individual Educational/Family Plan), state law mandates that we have a copy of it in our confidential, locked files. Please give copies to our Director as soon as the plan has been finalized.
- KU Child and Family Clinic is also a good resource for assistance with specialized problems. Their staff members usually do not come to the preschool. Contact phone number is 864-4416
- Special custody issues must be documented for the office. If needed, a copy of the divorce decree must be on file

### Curriculum:

- Christian Education materials are used. They are non-denominational, but often coincide with many of the Christian churches in our community.
- Christian holidays are celebrated, such as Christmas and Easter.
- Children will have the opportunity to assist their classroom teachers with Bible story presentations during the school year. Parents are notified when their child will participate and parents are welcome to attend any of our Bible story presentations.
- Each teacher will organize *developmentally appropriate* monthly lesson plans, according to the individual needs of the children in her care. Lesson plans will be posted at each classroom. Although all teachers will be working toward the same goals, experiences provided may vary, as each group and each set of teachers are different.
- *Developmentally Appropriate Practice* will include age-appropriate experiences for your child's age level, individually appropriate experiences for your child, and consideration of the social and cultural context of individual children/families.
- Kids First Preschool provides literacy-based education, including:
  - Social/emotional development
  - Language development
  - Literacy (reading) development
  - Mathematics development
  - Scientific inquiry development
  - Understanding ourselves and our community (preschool)
  - Appreciation of the arts
  - Physical development (large muscle)
- Discovery Days provides theme-based education in a play setting that includes:
  - Social & emotional development
  - Language development
  - Physical development
- All preschool classes celebrate holidays, such as Thanksgiving, Christmas, Easter, Kansas Day, Halloween, and Valentine's Day etc. We also enjoy other "fun days" for example, Pajama Day.
- Kids First Preschool provides special days that are reserved for our Dads and Moms to visit. More information will be given before the visits.
- Kids First Preschool children participate in a Christmas concert in December that will be held on a Sunday afternoon. (See preschool calendar.)
- Kids First Preschool parents are always welcome to come to a specific classroom and share their occupation or hobbies with the children in their classrooms. These visits should be coordinated with the classroom teacher. This is a good time to share a specific occupation, if you so desire.

- Children may bring a pet to school for sharing, if coordinated with the classroom teacher.
- Kids First Preschool provides some field trips that fit into the curriculum that is being studied. (See field trip policy.) Parents will provide transportation for their child for field trips. Parents may carpool together; however teachers do not set up the car pools. You will be notified well in advance of the scheduled field trip.

### **Developmental Focus:**

We strive to help your child grow socially, physically, emotionally, intellectually, and spiritually in the following ways in a Christian environment.

- Personally/Socially: We strive to assist your child by helping him/her to feel that she/he is a unique individual who is accepted and loved, be independent in self care, accept a reasonable amount of authority, learn to cooperate with friends, know there are others who love her/him, enjoy group activities, understand that the community offers friends and helpers, and understand that we are part of the world.
- Physically, Emotionally: We strive to help your child be aware of health and safety habits, learn acceptable ways to handle his/her emotions and feelings, coordinate his/her large and small muscles through indoor and outdoor play, use manipulative materials, use observation skills, recognize cause and effect, create special art projects, and participate in directed music and movement classes.
- Intellectually: We strive to help each child develop a strong foundation for further education by giving him/her life experience, providing opportunities for language building, developing hands-on science experience, understanding the five senses and their relationship to the natural world of living things, learning to predict outcomes, participating in music and rhythm, using thinking and reasoning skills, learning about art and art appreciation, and gaining a joy for learning.
- Spiritually: We strive to help your child to become aware of the following concepts: God is the Creator who loves each one of us; Jesus is God's Son who lives, loves us, and is our friend; prayer is an opportunity to talk to God, anytime or anyplace; the Bible gives us the privilege of discovering God through many stories; a church is an important place to worship, enjoy friendships, learn to respect and love other people, and care for the beautiful world because it was created by a loving Heavenly Father.

### **Behavior Guidance Policy:**

- The goal of behavior guidance is to help children develop inner control in order to manage their own behavior in a socially approved manner. Teachers will help children learn about appropriate behavior and how to get along with others.
- Staff is guided by positive Christian principles of firm and loving guidance.
- Staff will help children and parents to understand the expectations of behavior and the purpose behind them. Praising and reinforcing positive efforts and behaviors with words and actions.
- Staff will be consistent in their approach to behavior. Appropriate guidance will follow a child's misbehavior immediately, helping the child understand why he or she is being corrected.
- Staff will be good role models for the children by acting with kindness, patience, and respect.
- Teachers/Director will monitor the environment to anticipate possible problems.
- Teachers/Director will reinforce positive effort and behavior. Praising good behavior and effort will help children know they are appreciated.
- Teachers/Director will use positive word direction by telling a child what to do and how to do, rather than what "not" to do. Staff will strive to use positive direction with an explanation of inappropriate behavior. For example, "Please walk" is more effective than "don't run."
- Teachers/Director will assist children with appropriate behavior and how to get along with others.
- Teachers/Director will negotiate disputes between children at a minimum, allowing them to solve the problem by themselves, if possible.
- Teachers/Director will use a firm but kind voice in correcting inappropriate behavior.

- Teachers/Director will use time out as a regrouping time rather than a punishment. For example, “Throwing sand is not appropriate. You may not play in the sand box if you continue to throw sand. You will have to sit on the bench. What would you like to choose to do?”
- Teachers/Director will use natural and logical consequences in correcting behavior. An example of a natural consequence is, “We want you to wear your mittens outside. If you choose not to wear your mittens, your hands will be cold.”
- Negative physical behavior (hitting, biting, pinching, etc.) from children will not be allowed. If negative behaviors continue, the child would be removed from the group and told that hitting, etc. is not allowed because it hurts people. The child could return to group activities if the negative behavior is stopped. If further intervention is needed, the child may be brought to the Director’s office for a limited time.
- Punishment that is humiliating, frightening, or physically harmful to the child shall be prohibited.
- The following methods are prohibited:
  - ❖ Corporal punishment
  - ❖ Verbal abuse, threats, or derogatory remarks about the child or the child’s family.
  - ❖ Binding or tying to restrict movement, or enclosing in a confined space.
  - ❖ Withholding or forcing foods.

## **Biting**

- Perhaps no other concern with toddlers challenges parents and teachers as much as biting. Even though biting is a normal stage of development during childhood, we must maintain a safe and healthy environment for children in our care.
- Biting occurs for many reasons whether it is teething, developing language skills, frustration, seeking attention, being overly tired, or simply just trying to get a reaction from someone.
- What happens when there is a biting incident at Discovery Days or Kids First Preschool?
  - ❖ Maintaining confidentiality, parents of both children will be notified of the biting incident.
  - ❖ The first time a child bites, he/she will be firmly told, “NO” and will sit in \*time-out while staff takes care of the child who was bitten.
  - ❖ Staff will then “shadow” the biter so that he/she is always within arms reach.
  - ❖ The second bite will require a visit to the Director’s office for \*time-out.
  - ❖ On consecutive bites, parents will be contacted to pick up the child and have him/her go home for the day.
  - ❖ If the biting continues and is severe to where it becomes necessary to send the child home on a daily basis or is adding stress on the other children or environment, there will be a meeting of the parents, Preschool Director and Discovery Days Director or lead classroom teacher where the biting is occurring to formulate a plan of action for further biting.

\*One minute time-out for each year of child’s age

## **Picture Permission:**

- Occasionally the newspaper or local television will visit the preschool on special days. Parents will give written permission in the fall, either proscribing or authorizing the release of their child’s picture to the media.
- Children’s pictures may occasionally be placed on the church or preschool website or Facebook. Written permission proscribing or authorizing website pictures will be obtained from the parent. No names will appear on the website.

**Staff Time Commitments:**

- Please remember that during preschool hours, teachers' time belongs with the children. Please do not engage the teachers with a long conversation at arrival or pick-up.
- Please notify the classroom teacher about something that may affect your child. i.e., the loss of a grandparent, a serious illness in the family, the loss of a pet, or the excitement of a new baby.
- Parents will not receive daily assessments of child behavior at pick-up time. Teachers are not encouraged to give private assessments, other than positive comments, while other parents are within the same area. If you or the teachers have concern, a private meeting should be set up.
- Teachers are always willing to set up special times to discuss any problem or situation that may have an impact on your child, i.e. a family death, separation, or divorce.
- Other than positive comments, please do not discuss your child in his/her presence, especially with other parents around.
- The Director will attend any conference, if needed.
- The Director is available to parents each day. If you have specific concerns about your child or the program, please stop by the office.

**Teacher/Director Continuing Education:**

- Teachers and Director are required to obtain 12 in-service/professional development hours per year in order to keep skills sharp and updated. These classes are certified by the state of Kansas Core Competencies.
- CPR and First Aid is required for all staff and completed before the start date and every two years after that.
- Lexie's Law coursework is required for all staff.
- Douglas County Health Department evaluates our program and staff on a yearly basis.
- We are licensed by the State of Kansas.
- All persons who may come in daily contact with our preschool children are reviewed for criminal records by Kansas Bureau of Investigation each year.
- Teachers have health assessments on file.
- All teachers, substitutes and volunteers must have a negative TB test on file.

**Teacher/Director Evaluations:**

- Each teacher is evaluated yearly by the Director.
- The Director is evaluated yearly by the Early Childhood Programs Board. Individual school goals are submitted at the beginning of the year and the Board reviews the outcomes at the end of the year.
- Parent evaluations may be collected at various times during the year.
- Special concerns about any teacher may be discussed with the Director at any time during the school year.
- Special concerns about the Director may be taken the Early Childhood Programs Board at any time during the school year. Board members will be made available to parents.

**First United Methodist Church Early Childhood Programs Board:**

- The board is comprised of church members and parents of Kids First Preschool & Discovery Days. Directors of Kids First Preschool, Discovery Days, and Children's Ministry are ad-hoc (non-voting) members.
- The Early Childhood Board oversees general policy, financial matters, and the personnel of the FUMC Early Childhood Programs. This board comes under the direction of the Administrative Board of First United Methodist Church.
- Preschool & Discovery Days Directors report at each board meeting, as requested.

**Tuition Assistance:**

- First United Methodist Church and Early Childhood Program Board offers a limited number of reduced tuition assistance funds. If you have a need, please see the Director for an application. Applications are reviewed and acted upon by the Scholarships, Endowment and Memorials Committee of First United Methodist Church. The Treasurer and a designated member of the ECB will assess late applicants as they come in after the initial Endowment & Memorials Committee meeting.