

# PEACE LUTHERAN CHURCH

## CREATIVE PRESCHOOL

411 East 6<sup>th</sup> Street, PO Box 240, McCook, NE 69001  
(308) 345-2595, mycreativepreschool@gmail.com

### PRESCHOOL HANDBOOK

#### **DEVELOPMENTAL PROGRAM**

Children should have the opportunity to learn through play and have fun. They should not be compared to or be in competition with other children. Through our Christian preschool, your child will have the opportunity to grow spiritually, physically, mentally, emotionally and enhance his/her creativity. Each session will incorporate Bible stories, singing, creative play, hands-on-experiences, coloring, cutting, art, science, math and literacy activities as well as activities to develop shape, letter, number, and name recognition. Included in their program will be social skills and language development. The developmental domains of Approaches to Learning, Creative Arts, Health and Physical Development, Language and Literacy Development and Social and Emotional are incorporated into our daily lesson plans.

#### **BATHROOM POLICY**

Children must be fully potty trained to attend Creative Preschool.

This means that they must be able to go to the bathroom independently without making a mess.

#### **MONTHLY TUITION**

The tuition for preschool will be \$80.00 for 2 days per week or \$150.00 for 4 days per week, which is due on the first of each month. If transportation is needed, an additional fee will be added.

#### **TRANSPORTATION**

Creative Preschool has a van available for transportation to and from daycares within the city of McCook. If your child needs transportation to and/or from school, you will be given a copy of the transportation policy. A signed, completed transportation form will need to be on file before this service can begin. The cost for full time transportation will be \$48.00 per month, part time will be \$24.00 for the 2 Day Classes. 4 Day full time per month will be \$96.00 and part time will be \$48.00. If transportation is needed sporadically, the cost will be \$3.00 per trip.

**We do not have van service if there is snow or ice on the roads. Our van has rear wheel drive and it's a challenge to drive on slick roads. Please check our Facebook page for updates on this. We want to keep everybody safe!**

## **HOURS OF OPERATION**

Creative Preschool is open Monday through Thursday during the school year. The preschool will open 10 minutes before the scheduled start time (8:50 a.m. and 12:20 p.m.). This allows the teachers adequate time to prepare for class. We also ask that you be on time to pick up your child at the end of class (11:30 and 3:00). For security reasons, the doors of the church, other than the front entrance by the church offices, will be locked at all times other than entry and exit times.

### **DAILY SCHEDULE**

9:00-9:15/12:30-12:45	Arrival Time/Free Play
9:15-9:30/12:45-1:00	Large Group Time
9:30-9:45/1:00-1:15	Bible Based Life Lesson/Prayer
9:45-10:00/1:15-1:30	Music/ Story Time
10:00-10:15/1:30-1:45	Snack
10:15-10:30/1:45-2:00	PE Activities/Recess
10:30-11:15/2:00-2:45	Small Group Activities
11:15-11:30/2:45-3:00	Closing/Show and Tell

## **FIELD TRIPS**

Field trips will be planned throughout the school year. Notice of such outings will be sent in advance. A signed permission slip to cover all such trips is due the first week of school and will be required before your child can participate in any activity. During these outings, your child's safety is our primary concern. We will ask for parent volunteers to help drive and accompany us, so we can keep adult/child ratios small.

## **COMMUNICATION**

A monthly newsletter and calendar with activities and a snack schedule will be sent home monthly. Notes will be sent when special events occur. This information can also be found on the church's website at:

<http://plcmccook.org/creativepreschool.html>. Additional information such as photos, reminders, and snow day information can be found on our facebook page, facebook.com/plccreativepreschool. Also, please feel free to call Kelsey or Pastor Lonnie at the church, 345-2595, or e-mail [mycreativepreschool@gmail.com](mailto:mycreativepreschool@gmail.com) if you have any questions or concerns.

## **HEALTH AND SAFETY PRACTICES**

**Student Illness:** We follow the McCook Public Schools guidelines. A copy is posted on the preschool web page and a written copy can be emailed or sent home upon request. Please call the church office when your child is ill. Any communicable disease should be reported immediately so that other parents may be informed. These include: ringworm, impetigo, head lice, pink eye and scabies. A note from a physician is needed before a child may return to school following any communicable disease. Additionally, any child with a temperature over 100 should be kept at home and should not return until the temperature has been below 99 for 24 hours.

**Immunization records are required by the State of Nebraska and will be due the first week of Preschool.**

**Staff Illness:** Staff members who display signs of infectious illness will not be permitted to be in attendance.

**Health Care Plan:** Only children who are current on immunizations shall be admitted, with the exception those whose parents/guardian file a physician's letter of exemption with Creative Preschool. Immunizations will be kept up to date in children's files.

**Accidents & Injuries:** First Aid will be administered to any child needing care. Serious accidents will be reported to parents/guardians as well as the Nebraska Department of Health and Human Services (D.H.H.S).

**Hand Washing:** Hands will be washed before and after meals, after bathroom use, after nose blowing or wiping, after handling pets, and after handling an ill child.

**Toys & Equipment:** These will be sterilized daily or as needed with the recommended cleaning solution. Toys, furnishings, fixtures and equipment in the preschool room will be inspected on a weekly basis to ensure that they are kept safe and in good repair. This includes ensuring no sharp edges, rust, or loose parts.

**Soiled Clothing:** Soiled clothing is secured in a plastic bag and placed in your child's cubby to take home.

**Fire Drills:** Practice drills will be conducted a minimum of once quarterly and recorded on record sheets provided by the state. Evacuation procedures will be posted on the wall next to exits.

**First Aid Training:** We require all of our staff to maintain a current CPR & First Aid Certificate, and IED training.

**Release of children:** **Children will absolutely NOT be released to anyone except those authorized to pick up the child on the enrollment form.**

Identification is required of those authorized who are unfamiliar to staff. In the event you wish another adult to pick up child, it would require that you give written permission in advance or a phone call to verify.

**Reporting Child Abuse:** Nebraska State Law and Licensing requirements states that child care facilities are required to report immediately to the police or Child Protective Services (CPS) any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report. Our reporting policy can be found on our website.

### **SNACKS AND BIRTHDAY TREATS**

Each child will take turns bringing snacks and drinks. The snack schedule will be on the monthly calendar. Please make sure the snacks are nutritious. A gallon of milk and a large box of snack crackers or fruit are perfect for snack time. Birthdays will be celebrated as noted on the monthly calendar. A "half birthday celebration" will be planned for children with summer birthdays. Cookies or cupcakes with milk are just fine as a birthday treat. Any special dietary needs will be noted on your child's monthly calendar.

### **MEDICAL EMERGENCIES & NATURAL DISASTER PLAN**

**Medical Emergencies:** It is our policy that we will first call 911, then the parents or guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the directions on the enrollment form will be followed. In the event IMMEDIATE medical attention should be required, we will use McCook Community Hospital, 308-344-2650. Serious injuries will be reported to the Nebraska Department of Health and Human Services (D.H.H.S).

**Disaster Plan:** Parents who enroll in our program are encouraged to read our disaster plan. A copy of this detailed plan is available at the school and online on our website.

### **TERMINATION OF SERVICES**

Reasonable steps will be taken to avoid termination; however, Creative Preschool may terminate services for any of the following reasons:

**Financial:** Late payments, returned checks, or any other problems with payment of tuition and fees. If there is a problem with making payment on time, it is the parents' responsibility to contact the Preschool Director and make arrangements.

**Failure to follow policies:** Failure to honor the obligations listed in the Parent Handbook, or in any written policies provided by the school.

**Adverse Actions:** Any actions by parents or children that adversely affect the program at Creative Preschool.

**Failure to Cooperate:** Failure to cooperate with Creative Preschool in matters which the school determines serious enough to warrant termination.

## **PARENT VISITATION**

**Visitations:** We have an open-door policy. Parents have free access at all times to all areas used by children. The only limitations to this policy are as follows: During facility operating hours or while the child is in care, only the licensee, employee, volunteer, or an authorized representative of a governmental agency, or parent shall have unsupervised or regular access to the children in care. We will allow the Parent/guardian of the child in care unsupervised access only to their child.

## **BEHAVIOR MANAGEMENT & DISCIPLINE POLICY**

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows: (Use of corporal punishment is illegal in Nebraska)

**Positive Reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.

**Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.

**"When-Then" & "If-Then" Statements:** A statement in which the child is encouraged to accomplish a task before going on to something else.

Sample: "When you finish picking up the blocks, then you can play with the marble run."

**Verbal Warning:** If a child is having trouble following directions, the teacher will give the child a verbal warning that their behavior is not appropriate. If the child does not attempt to follow the directions, he/she will take a break from the group.

**Time Out:** The child is separated from the group for a maximum of one minute per year of age. When the child shows that he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.

When a child exhibits behaviors (hitting, kicking, biting, etc.) and is not able to be calmed and demonstrate self-control, the parents will be called and required to pick up their child in a timely manner.

Parents will be notified when their child has a significant behavior problem. If a behavior problem persists, the parent or guardian is asked to a conference with the board of education to discuss what the problem is and develop a plan to solve it.

If a child is continuously disruptive and or endangering the safety and well being of the other children, they may be dismissed from the preschool at the preschool director's discretion.

## **INCLEMENT WEATHER PROCEDURES**

Creative Preschool follows the McCook Public Schools (MPS) decisions for late starts and cancellations due to weather. Therefore, if MPS cancels because of weather, Creative Preschool is also cancelled.

If MPS call a two-hour late start, there will be NO morning preschool class.  
If MPS call an early dismissal, there will be NO afternoon preschool class.  
In the event hazardous weather conditions are present or forecasted for the afternoon, the Preschool Director and Peace Lutheran Board of Education will decide whether or not to cancel the PM preschool session.  
**Parents will be notified by our Facebook page and by a text from the church messaging system.**