

### **Legacy Church Preschool Mission Statement**

We will provide children with a loving and Christian environment that encourages social, academic, emotional, and spiritual development.

### **Our Goals**

Our first goal is for your child to have a very positive “first school” experience. We strive to provide a loving, safe environment that will prepare him/her for kindergarten and, more importantly, teach him/her about God’s love.

Our second goal is for you, the parent, to know you have a Legacy Church Preschool staff that will take excellent care of your children, keep them safe, love them, teach them, and care for them.

### **Our Staff**

At LCP we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly, qualified staff is an integral part of providing this environment. Our current staff has had

- 1) A detailed interview and screening process.
- 2) Approval by the state of Texas through a national background check
- 3) State CPR and first aid requirements fulfilled
- 4) 24 hours of training per school year
  - a) We believe firmly in training and continued education for all of our staff. Each has qualified themselves to work with your children by attending specific training classes to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

### **Hours and Days of Operation**

We are open Monday through Thursday each week with the exception of holidays. Classroom and office hours are 9:00-2:00. Extended care hours are 8:00-9:00am and 2:00-4:00 pm. Our program begins the Tuesday after Labor Day and runs through the end of May. (Specific dates vary each year and are given to parents at the time of registration.) Once LCP begins, we *loosely* follow the Plano I.S.D. **holiday** schedule. We close for two weeks at Christmas and one week for spring break. The school year calendar will be given to parents prior to the start of the school year.

### **Paperwork and Forms**

No child is considered enrolled until the \$100 registration fee has been paid and **all** paperwork is completed and signed. This registration fee is non-refundable.

We are required by the state to have current and updated information on each child in our center. This is also for your safety. Paperwork must be complete and turned in by May 28<sup>th</sup>. If you register after May 28<sup>th</sup>, all paperwork must be completed before your child is considered enrolled.

If you withdraw your child before the end of the school year, you must fill out a withdraw form available in the LCP office, giving a **one month paid notification\***. This fee is necessary as LCP is self-supporting and space has been made available for your child in his or her class. Your fees are used to pay the salaries of the teachers hired based upon the teacher/child ratio of each class.

No refunds of tuition are made, regardless of whether your child is present or absent as expenses continue to be incurred. No refunds are made for vacations, school holidays, or early withdrawal from our school.

\* If your child withdraws from the program and re enters in the same school year, there will be a re entry fee.

**Vision and Hearing Screening (ONLY for children who are 4 years old by September 1<sup>st</sup>)**

Children who are 4-years-old by September 1<sup>st</sup> must have vision and hearing screening results on file in the LCP office. A copy of your child's hearing and vision must be on file before your child can start.

**Information Change**

Parents are to notify LCP of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. LCP requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that LCP has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

**Tuition Fees**

Our tuition fees are figured on an annual cost for the program broken into nine equal monthly payments for convenience. **The first payment is due no later than August 10th.** Payments will continue from September-April. There will be no payment in May. All tuition payments are due by the 10<sup>th</sup> of each month. We only accept checks, money orders or online payments. PLEASE NO CASH! Payment in advance by semester or school year will be accepted. Tuition should be deposited inside the LCP administrative office in a designated mailbox or you may go to our website and pay online. Please do not hand your payment to an employee. Fees are the same amount each month. No adjustments will be made for sick days, vacation days, or short months due to calendar holidays.

Checks should be made payable to Legacy Church Preschool (LCP). You will be charged a \$25 insufficient funds fee should your check not clear at the bank. Failure to make payment on time will result in a late payment fee and will be assessed as follows:

- After the 10<sup>th</sup> of the month, \$15.00 late fee per child
- After the 20<sup>th</sup> of the month, \$25.00 late fee per child

You will not receive a monthly statement. If you are late with your payment, however, you will be provided with a late payment notice. You are paying for the space reserved, not the child's attendance. If your child is sick or otherwise does not attend school when monthly tuition is due, please mail your payment to:

Legacy Church Learning Center  
4501 Legacy Drive  
Plano, TX 75024

If you are charged a late payment fee from September through April, you MUST pay that fee within the calendar month for your child to continue attending LCP. **However, tuition for May MUST be paid by the 1st of the month in order for your child to remain in our program. Your child will not be allowed to return to school for the remainder of the school year until tuition has been paid in full.** Thank you

for understanding that we have to pay our teachers for the entire school year and their salaries are dependent upon your monthly tuition payment.

### **Parent Communication**

Teachers will communicate with parents through daily folders that the children bring home each day. Please make sure you look through and read your child's folder. Teachers will also send weekly emails with important reminders. Please make sure we have a current email address for your family.

### **Bad Weather Policy**

If Plano I.S.D. is closed for bad weather, we are also closed. If openings are delayed due to bad weather, please call 972-491-2482 for information on the LCP schedule for that day. There are no make-up days for bad weather days.

### **School Closing**

- In the event of an emergency closing, your child's teacher will contact you by phone.
- If LCP is closed due to bad weather, the director will notify you by email. You can also watch the news for Plano ISD closings. If Plano is closed for bad weather, we are closed.

### **Room Assignments**

All children are placed in classes according to their age as of September 1<sup>st</sup> of the current school year. At these early ages, since social development is so important, we do not "bump" your child up to the next room due to size, developmental progress, etc. Should attendance be low in a classroom, we reserve the right to combine classes provided that it will not present a safety risk to the children and provided that the children's ages of the combined class do not exceed 18 months in difference.

### **Student to Teacher Ratios**

Student-to-teacher ratios are based upon guidelines set by the state. All of our classrooms are lower than the state recommended ratios, and all of our classrooms have two full-time teachers. The following chart shows our student-to-teacher ratios for each classroom.

<b>Age of Children</b>	<b>Maximum Class Size</b>	<b># of Teachers in Room</b>
1 year olds	8 students	2
2 year olds	10 students	2
3 year olds	12 students	2
4 year olds	14 students	2

### **Toilet Training**

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at school. **Children entering the 3 year old class must be potty trained unless you have a signed medical note from the Dr. stating there is a health reason.** children who are younger than 3 and learning to potty train must wear Pull-ups or diapers until they are accident free. Accidents can be embarrassing for the child and a health/safety risk for the other children. Thank you for cooperating with your child's teacher and assisting her in helping your child become potty trained.

### **Drop-Off and Pick-Up**

Parents must accompany their child(ren) into the LCP area every morning and check-in their child(ren) immediately after dropping their child(ren) off in the appropriate room. Our program begins promptly at 9:00 a.m. with specific activities that are designed to help facilitate a smooth transition into the day.

Arriving late can add stress to a child's day and disrupt his/her ability to adjust to the routine. Due to our shortened day and numerous activities, our teachers are not able to backtrack and make up work missed due to late arrival. If you arrive early, please do not go into the classrooms until the teachers are ready to accept children at 9:00 a.m.

To make drop-off easier, please keep good-byes brief. Smile, reassure your child that you will be back, hug or kiss your child, say good-bye and calmly leave. Remember, an upset parent can mean an upset child. **Please do not go into the room with your child.** Say your goodbyes at the door. We do not allow ongoing, hysterical crying. We will call parents after 20 minutes of solid crying (this is not for fussy or mad stop/start crying). Although we have an open door policy, children do get upset if they see or hear their parents after drop-off. For this reason, we ask that you be discreet if you are in the hallway.

**You are required to sign your child in and out every day.**

Pick up time is at 2:00 p.m. Please do not be late! Pick up time must be enforced to allow the teachers time to complete their clean up responsibilities before they leave to pick up their own school-age children. If you have more than one child in the program, please arrive early enough to have the last child picked up by 2:00 p.m. The following scale will be used to assess late pick-up fees:

2:11-2:15 p.m. \$5.00

2:16-2:20 p.m. \$10.00

2:21-2:25 p.m. \$15.00

2:26-2:30 p.m. \$20.00

2:31 and later \$25.00

### **Third Party Pick-up/Drop-off**

If someone drops off your child at LCP, he/she may also pick up your child that day. If, however, you have a situation where you will drop off the child and someone else will pick up the child (other than the usual drop-off person such as a spouse, grandparent, nanny, etc.), you need to give us written information to that effect. The pick-up person will be required to present their driver's license for identification and will need to sign your child out of the room.

### **Curriculum**

LCP offers an age appropriate, comprehensive curriculum where students get weekly instruction in math, language, science, and community.\*

#### **Specials**

Bible—All of our children attend weekly Bible class where they learn about God and His love through music, puppets and crafts. In addition, Bible class for children ages 3 and older emphasizes learning key biblical stories that provide a foundation for truly understanding God's Word.

Science Lab—All children will have bi-monthly opportunities to visit the Learning Center Science Lab and explore amazing wonders in this beautiful world God created. Four day students will get additional supplemental science lessons.

Spanish—We offer bi-monthly Spanish to children ages 3 and older.

Music & Movement & PE—Our Music & Movement program will teach your child that exercising can be fun! Twice a month all children will participate in physical education focusing on games and sportsmanship, balance, agility, cardio, and nutrition!

### **Guidelines for Participation in Music & Movement & PE**

In order to ensure the safety of all children during physical fitness, please adhere to the following guidelines:

- Students must wear shoes that will stay on and allow for comfortable movement and participation without the risk of injury. Teachers will not allow a child to participate if his/her shoes might cause him/her injury. You may pack a pair of appropriate shoes in your child's backpack if necessary.
- Students who have on-going medical problems (i.e. severe asthma, injured leg/foot) should not participate until they are well.
- Girls may not wear looped earrings or ones that dangle below the earlobe.
- Girls should wear shorts underneath skirts and dresses.

### **Outdoor Play Policy**

Every child enrolled at LCP will spend approximately 30 minutes playing on the playground each day. Children need to arrive each day with appropriate clothing, coats, and shoes, that will allow them to play safely outside.

There are some circumstances that will prevent the use of the playground:

- Temperatures/heat indexes above 95 degrees
- Temperatures/heat indexes below 35 degrees
- Red Alert Ozone days (for any outside play after 12:00 p.m.)
- Rain/Ice/Snow
- Objects or broken equipment on the playground area that pose a hazardous threat to the safety of the children

In the event the playground is not usable, children will play with age-appropriate toys in the Indoor Recess Room during their "outside" time.

### **Lunches/Snacks**

Each child is to bring a lunch with a drink. Please send food your child can handle such as finger foods. Lunches need to be cut up, prepared, and ready to eat. We are unable to prepare or heat your child's lunch. We prefer you send milk, juice, or water (No carbonated drinks). Please supply all necessary utensils for your child's lunch (i.e. straw, spoon) We ask that you please label the lunch box and thermos with your child's name.

All children will have a daily snack as well to be provided by the child's parents. Please include a drink for snack time **separate** from your child's drink for lunchtime. Snacks need to be packed in each child's backpack or bag **separate** from his/her lunch.

### **Clothing**

Dress your child in appropriate clothing for "play." Select clothing that is washable, sturdy, and free of complicated fastenings. Your child needs to be able to go to the restroom without the teacher having to unhook or take off items. We cannot be responsible if dressy clothes or shoes get dirty or messy. On Photo Day, you may send a change of clothes if you do not want your child to play in his/her nice clothing.

### **Rest Time**

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. You must provide a **plastic** folding nap mat. These can be found at either Wal Mart or Mardel's. Please do not send sleeping bags, cloth mats or roll-up mats. Our teachers will clean your child's mat at the end of each rest time and will store it in the classroom. Children are allowed to bring a blanket or "lovie" for rest time.

### **What to Bring Each Day**

Please label everything for your child and place all items in a bag that is large enough to hold it all, including lunch and snacks.

All children will need to bring the following every day:

- Lunch with drink
- Snack with drink
- Change of clothes (weather appropriate)
- Special "lovie" or blanket for rest time
- Diapers or "Pull Ups" (at least two—labeled with child's name)
- Pacifiers (if appropriate)

### **Supplies**

At the beginning of the school year, you will need to bring a box of wet wipes (80 count or higher and a box of facial tissues (75 count or higher). Please label your supplies with your child's name and give this to your child's teacher at Meet the Teacher Night or the first day of school.

### **Toys**

LCP has a wide variety of toys, games and other resources to offer children during center time. Personal toys are not permitted in LCP, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. LCP is not responsible for stolen, lost or broken toys or clothing.

### **Birthday Celebrations**

Children like to share their birthday with playmates at school. Birthday party invitations may be passed out at school only if ALL children in your child's class are invited. This eliminates hurt feelings. **If you would like to bring cookies or cupcakes for your child's class, please contact your child's teacher in advance to schedule this with her.**

### **Water Day**

Each year, we have Water Day, towards the end of the school year. Children will play with water tables, sprinklers, and other games where they will get wet. There are no swimming pools or deep bodies of water. In order for your child to participate in this event, you must sign the admission form giving permission for them to participate.

### **Open Door Policy**

As children's experiences depend on a healthy relationship between the staff and parents, we make every effort to maintain an open line of communication.

We will communicate with parents through the following:

- Monthly calendars and newsletters
- Weekly updates (Bloomz app)
- Special notices
- Posted classroom schedules

### **Parental Involvement**

We encourage all parents and/or guardians to be involved in our activities. We believe that parental participation is vital to any successful child care program. We have an open door policy that allows parents access to the center during operating hours. Below is a sample list of some of the opportunities for involvement in our center. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the LCP office with his/her suggestion.

1. Parent Orientation
2. Meet the Teacher
3. Fall Festival
4. Christmas Program
5. Water Day
6. Helping with classroom parties
7. Parent Opportunities such as Spanish day, science lab day, Bible day, etc.
8. Administrative Volunteer
9. Sending special treats for your child's birthday

In the event that a parent feels like he/she would like to be more involved in the program but cannot due to his/her work schedule or due to other conflicts, we will help him/her find a project or area which he/she can do on his/her own time. Please see the Director if you are interested in finding a way to become more involved.

### **State Licensing**

Legacy Church Preschool is licensed by the Texas Department of Family and Protective Services (DFPS). We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your child. LCLC complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/teacher ratios. Parents are welcome to review a copy of the state's minimum standards and LCP's most recent licensing inspection report at any time during normal business hours.

Texas Department of Family and Protective Services  
1-800-582-6036

The following information is made available to you for your safety and protection:  
DFPS Abuse Hotline  
1-800-252-5400 or [www.txabusehotline.org](http://www.txabusehotline.org)

### **Illnesses and First Aid**

Any child who has one or more of the following conditions cannot attend LCP that day:

- Run a fever or vomited within previous 24 hours
- A runny nose that is not clear (unless you have a note from a doctor stating that it is not contagious)
- Any contagious disease or condition
- Diarrhea within previous 24 hours
- Not feeling well or appearing ill

This is for the best interest of all children. We may refuse any child from attending due to illness. If there is a question regarding any condition, please see the Director. If your child becomes ill during the day, we will contact you or someone on your emergency list. Sick children must be picked up as soon as possible. Please see **Appendix B** for more information on sending a child home and our first aid policy.

### **When to Call**

You do not need to call us for a routine absence. If your child will be absent for an extended period of time, we would appreciate that information. If you have an emergency or need to call after hours, you may leave a message at the church office at 972-618-4600 and ask for an LCP staff member.

### **Allergies/Medications**

Please advise us of any allergies (food or otherwise). It is the general policy that LCP staff does not administer oral medication of any kind or administer breathing treatments, even with verbal parental permission. If your child suffers from a severe allergic reaction or asthma that requires immediate emergency medication (Benadryl, Epi-pen, or inhaler only), you may request an “Emergency Medication Authorization” form from the office. Parents choosing this option must also leave the medication **in its original container** in the office. This procedure must be handled through the LCLC administrative office—not with your child’s teacher. The medication must have the child’s full name written on the bottle, as well as the date it is brought to LCP.

Please do not send medication to school with your child including vitamins. If your child is in need of medicine or special care during the day for a short time, we encourage you to keep him/her at home until well. However, if you have special daily instructions that would benefit your child, please advise the staff.

### **Immunization Requirements for Students and Staff**

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. Students must also have a health statement signed by a doctor who has examined the child within the past 12 months and can verify that the child is physically able to take part in the day care program. The child’s immunization record and health statement must be provided by the parent, and all information must be current and on file in the LCLC office before the first day of school. Parents wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. Your child **will not** be allowed to stay at LCP if we do not have a current immunization record on file. If your child receives booster shots during the year, please update his/her records in the LCP office. Tuberculosis tests are not required for children.

Staff members are required to have a yearly TB test. These tests are given the week of Teacher training and negative results are kept in staff files. We do not require vaccines and/or immunizations for our staff.

### **Accident Reports**

Safety is a top priority at LCP, yet there are times when a child will have an accident/incident between your child and another child. If the accident/incident requires “more than a hug and a kiss”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you and a copy filed with the office. We ask that you sign the copy provided to you and return it to the office to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

If your child requires emergency medical attention while in our care, we will first call 911, administer first aid/CPR, then a staff member will contact you or the person you have on your emergency contact list (if you are unavailable). If an injury occurs while in our care and you take your child to the Doctor later, please notify us. We have to report injuries that require medical attention to the state within 48 hours of the incident. You may contact your child’s teacher through their email. Also, please contact the director by email and/or phone call.

### **Fire Drills and Disaster Drills**

The state requires us to conduct monthly fire drills and disaster drills every three months. We adhere to these guidelines and document each time we conduct these drills.

### **Emergency Preparedness Plan**

All classrooms have an emergency bag that goes everywhere with the class. In this bag, teachers have a binder with all of our emergency procedures as well as a class list and parent contact information. If we have to evacuate the property, we will go to Christ Church at 4550 Legacy Drive. We will walk to Christ Church, across the street, by using the cross walk at the corner of Legacy and Preston Meadow. In the event of an evacuation/relocation, we will notify parents by phone once we are to our safe place and kids are counted. We also have a copy of this plan in the office for parents to view at any time.

### **Child Abuse Reporting Policy**

The State of Texas requires that LCP and all members of child care institutions be on the lookout for and report to the State and appropriate authorities any and all suspected cases of abuse to a child. LCP staff members are required to have at least one hour of annual training on preventing, recognizing and reporting child abuse.

At LCP our center and staff are mandatory reporters of child abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised

that parents make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

DFPS Abuse Hotline  
1-800-252-5400

### **Definition and Signs of Child Abuse**

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect includes failure to provide for a child's basic physical, medical, emotional, or educational needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

The Department of Family and Protective Services website provides information for parents on child abuse prevention, warning signs and ways to go about reporting suspected child abuse. To review this information, visit the following website: [http://www.dfps.state.tx.us/Site\\_Map/parents.asp](http://www.dfps.state.tx.us/Site_Map/parents.asp). If you or your child is a victim of child abuse, you may contact Kirk Gentzel at Legacy Church. He can get you in touch with a local program that helps parent and kids who are victims of abuse.

### **Nursing Mothers**

Nursing mothers have the right to breastfeed or provide breast milk for their child while in LCP care. Our Sunday morning Infants room will be available for mothers needing to nurse during school hours.

### **Gang Free Zone**

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited. Anyone engaging in gang related criminal activity or engaging in organized criminal activity within 1000 feet of LCP is a violation of this law and is therefore subject to increased penalty. Parents may contact their local municipality to obtain a copy of a gang free zone map.

### **Additions and Changes**

LCP reserves the right to edit or adapt the policies in this handbook as need arises. The center will make all changes and additions available at the time these changes are made. Parents will be notified of these changes through the normal written communication system of the center at the time they are made effective.

**APPENDIX A**  
**Legacy Church Preschool**  
**Discipline Policy**

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At LCP we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

**According to licensing rules for child care centers in the state of Texas:**

Discipline must be:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

LCP has a set of school rules that are posted in each classroom and reviewed frequently with the students.

1. Be kind
2. Be safe
3. Be neat

The following is considered unacceptable behavior at our school:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Throwing toys, rocks, sand
- Using toys and materials inappropriately
- Aggressive behavior
- Using toys and materials inappropriately
- Abusive, or inappropriate language
- Arguing with team members or other children
- Lack of Cooperation
- Behavior determined by the director to be unacceptable
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

In order to ensure that inappropriate behavior by your child is handled fairly and justly by our staff, we will follow these steps:

**1) Redirection**

A) The teacher will encourage the child's good behavior and/or redirect his or her activity.

**2) "Time out" or "think time" within their area**

A) If a problem still exists, the child is then removed from the situation

B) One minute per year of age, no more than three minutes after the child has regained control or composure.

C) "Time out" or "think time" shall be defined as an area away from the group or activity yet within the area.

D) The child will be allowed to return to the group as soon as possible.

E) The teacher will not only decide if the child is ready to return, but will encourage him/her to be ready.

F) If redirection and "time out" / "think time" periods are not sufficient, staff members intervene as soon as possible to prevent physical or emotional injury.

G) The teacher will try to help the child identify his/her unacceptable behavior and possible alternatives

**3) Discipline Chart**

A) Students get stickers in their take home folder for having Christ Like Character traits. Each time a student fills up 10 boxes in his/her sticker chart, they get to go to treasure box.

**4) Behavior Intervention Meeting**

A) If the child's behavior continues to be inappropriate over a period of time, a behavior intervention meeting may take place

B) Those in attendance will be the parents, one of the child's teachers, and the director

C) This may be called by any of the individuals listed above.

**5) Sending a child home**

A) When the child becomes out of control

B) And/or when the child fails to respond to the measures taken by the LCLC Team

C) This is at the discretion of the director

## 6) Termination of services

- A) When the above steps have been ineffective in dealing with behavior issues
- B) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
- C) Termination may be effective immediately after consulting the director
- D) The parent or guardian will be notified.
- E) LCLC considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.\*

*\*Once in a while we run across a child who is simply 'not ready' for a school program. If the above steps have been ineffective in dealing with behavior issues, we reserve the right to withdraw your child from this program due. No refunds will be made on registration fees or monthly fees if a child is asked to withdraw.*

**In addition to the above, LCP will use several methods to track behavior and communicate with parents.**

- 1) Daily Reports—to be communicated via take-home folder.
- 2) Sticker chart—contained in the take-home folder. Students receive a sticker for having Christ Like Character traits and visit the treasure box once they fill 2 rows on their chart.
- 3) Observation Form—an inner-center documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any LCLC staff member and are used solely to track behavior patterns.

**LCP** expects parental involvement and cooperation in all aspects of discipline. The key to effective discipline is consistency, and we strive to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn. Thank you for your assistance with any behavior issues that might arise throughout the year.

## **BITING POLICY**

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience, and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with a more effective way of communicating and to ensure the health and safety of everyone in our program. The following is a plan of our pre-emptive strategies:

- For infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However in order to protect the privacy of all our families, parents will not be informed of the biter.

- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail we reserve the right to remove the biting child from the program.

**APPENDIX B**  
FIRST AID/ILLNESS POLICY

**Guidelines: When a Child Can Return to School after an Illness**

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits him/her to the center prior the guidelines listed.

**Fever Free:** Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.

**Vomit Free:** Must not have vomited for 24 hours.

**Uncontrolled Diarrhea:** Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething we can allow the child to continue coming to the Center at that time (if it is determined this is the cause of the diarrhea).

**Conjunctivitis (Pink Eye):** 24 hours after documented treatment for conjunctivitis has begun.

**Mouth Sores:** Must have a doctor's note stating that the child is non-infectious.

**Rash:** With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.

**Infestations (e.g. head lice, scabies):** Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.

**Tuberculosis:** Must have a doctor's note stating that the child is non-infectious.

**Impetigo:** Cannot return until 48 hours after treatment has begun.

**Strep Throat:** 24 hours after documented treatment has been initiated.

**Varicella (Chicken Pox):** Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.

**Shingles:** Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.

<b><u>Whooping Cough:</u></b>	Cannot return until 5 days of appropriate treatment has been started.
<b><u>Mumps:</u></b>	Cannot return until 9 days after onset of swelling of glands near the ear.
<b><u>Hepatitis A:</u></b>	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
<b><u>Measles:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Rubella:</u></b>	Cannot return until 6 days after the rash appears.
<b><u>Ringworm:</u></b>	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

#### **Guidelines: Assessing a Sick Child and Administering First Aid**

**Sending a Child Home** When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30 minute time frame is exceeded, the late pick-up charge may go into effect.

**Sick Child**

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100.4° F or higher.
4. A judgment call may be made if evidence of an illness is present but is not accompanied by a high temperature.

**Injury w/ Blood**

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

**Injury w/o Blood,  
Head Injury**

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

**Broken Bones**

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

**Bite Marks**

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

**In an emergency**

1. Contact the director.
2. Instruct a team member to call 911, as well as the child's parents.
3. Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

**Head Lice**

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into LCLC.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

**Contagious Disease**

1. Parents are required to notify LCLC when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5<sup>th</sup> disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that LCLC was notified, and the date that it was posted.
4. The child may return to LCLC as stated by the health alert.

LEGACY CHURCH PRESCHOOL  
Termination of Services Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Child(ren)'s Names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My Child's (children's) position at LCP will be/has been terminated effective as of \_\_\_\_\_  
\_\_\_\_\_. (Month/date/year)

Our reasons for termination are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will pay the final two weeks but my child will not attend

My child will be in attendance the final two weeks

My Child will be returning on \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_