



# **Tiny Tykes Preschool Program Parent Handbook 2015-2016**

## **Preschool Location**

1920 Fairmount Ave.  
Richmond, VA 23223  
Administration Office  
601 N. 31<sup>st</sup> Street  
Richmond, VA 23223  
804-236-4964



**Tiny Tykes Preschool** program is a ministry of **Church Hill Activities and Tutoring (CHAT)**. In as much, it follows and adheres to all the philosophies and tenets of **CHAT**.

## **Church Hill Activities and Tutoring**

### **Our Vision:**

Opening Homes, Transforming Lives, Rebuilding Communities

### **Our Core Purpose:**

We equip and serve the youth of Church Hill to make transformative decisions.

### **Our Organizational Definition:**

We create and sustain intentional communities that are dedicated to transforming the lives of at-risk youth in Church Hill by equipping them to rebuild the city through:

Spiritual Formation

Education

Life Enhancing Skills

Leadership Development

Mentoring

Community Life

### **Our Core Values:**

Faith

Hope

Love



## **The CHAT Vision at Tiny Tykes:**

**CHRIST CENTERED :** Tiny Tykes is a unique and loving environment for children to experience a developmentally appropriate classroom atmosphere within a Christ centered community. We have a desire to meet the needs of the children and their families with loving and generous hearts in an effort to share His love. As teachers at TT, we work hard to reflect the love of Christ in all we do. We extend our program to all children of the neighborhood, regardless of socio economic, cultural or ethnic background, providing equal opportunity for all children to learn in a Christian community. We actively look for ways to reflect and share God's love throughout the day in an age appropriate manner. In addition to chapel and daily stories or dramatic presentations, prayer and music, the families and children will be offered opportunities to serve God in a loving and accessible way.

**EDUCATE:** We will educate in a loving and caring environment, just as you would find in a home. By exposing the children to this environment, we open doors to education that may otherwise stay closed. Children's brains are formed the most during these critical early childhood years. Tiny Tykes strives to provide a place of learning through play that prepares the child for a lifetime love of learning. In doing so, we are actively and prayerfully seeking God's help in rebuilding our community, one child at a time. The Tiny Tykes children will experience daily learning about God's world as well as learning traditional preschool curriculum standards.

**COMMUNITY:** In seeking to develop a love of learning in all our children, we also reach out to all families in an effort to keep the sense of community strong. Parents are given opportunities to participate in many activities throughout the year, including field trips, classroom parties, providing snacks and planning gatherings. We strive to provide a parent/family wide event at least once a month at Tiny Tykes.

## **Philosophy of Education**

The family has the primary role in the development of children. We seek to enhance this role by welcoming family involvement in the Tiny Tykes Preschool program. Teachers and CHAT staff view children as competent and strong individuals created in God's image. Our environment is safe, nurturing, warm, and encouraging. Our program enables age appropriate problem solving, wise choice making, and developmentally appropriate experiences.

It is our belief that children learn through play, concrete experiences, and active exploration. Thus we do not focus on drills, rote memorization or worksheets. Children work in a center based classroom with exposure to many opportunities. We also encourage our teachers to work individually with the children on various skills, but we do not push for mastery. Preschool is designed to expose and experience social and educational interactions that prepare the child for Kindergarten.



## Goals

**All Tiny Tykes** activities integrate learning that meets the spiritual, emotional, intellectual, and physical needs of the children. Our educational goals include the development of:

- \*an awareness of God's love and grace
- \*strong basic language and literacy skills
- \*communication skills with peers and adults
- \*social skills including empathy, sharing, cooperation, and generosity
- \*cognitive problem solving
- \*creative expression
- \*large and fine motor skills
- \*parent participation and involvement
- \*after school programming that educates and provides care for working families

## Staff

We believe that learning never ends. Our staff participate in continuing education workshops, training, and childhood education classes throughout the school year through CHAT or other education venues. Additionally, Lead Teachers are required to be First Aid and CPR trained. Every teacher and staff member of the preschool must obtain a background check. Lead Teachers are required to have a Bachelor's Degree and Assistants are required to have prior experience with preschool age children, as well as encouraged to seek Early Childhood Certification.



## **Parent Volunteers at Tiny Tykes Preschool**

At TT we value our parents and encourage them to help out in the classroom as well as attend our monthly community activities. Additionally, there are a number of opportunities for families to help in the school and in the classroom. You will be given a sign-up sheet at Orientation to help us delegate these opportunities.

### **Room Parents**

Every Class at TT has a room parent. Room parents are responsible for helping plan and implement the variety of parties and special events the class may have throughout the school year. These items include the Halloween party, the Thanksgiving Feast, Christmas party, Valentine's Day Party, Easter Celebration and the End of Year Celebration in individual classrooms, as well as any other items listed on the School Calendar. This will require you to call other parents and arrange for specific items to be brought to the school for the parties etc., to take place.

Sign up sheets for parents willing to help you in this effort are provided at the beginning of the school year at Orientation. You can use these as a guide for planning the events along with your child's teacher. Feel free as a Room Parent to call all the parents in the child's class to arrange for this to take place.

If you were unable to attend orientation and would like to sign up, please let the Director know and we will make the opportunities available to you!

Room Parents may also be contacted for other items that would be helpful in the school or classroom throughout the year by either the Director or the teacher. Your time and efforts are valued and we are grateful for the help!

### **Volunteer Opportunities**

Volunteers are welcome at TT! We ask all regularly attending volunteers to pass a background check before beginning their volunteer time with us. Volunteers are needed for one on one tutoring, assistance with parties and gatherings, making playdough, providing snacks and a number of other administrative tasks. Additionally, classrooms are always in need of volunteers interested in helping out regularly with hands on activities.

### **Birthdays**

We love birthdays at TT! You are welcome to join us in the classroom on your child's birthday or the closest school day before it occurs. We ask that parents who are interested in celebrating their child's birthday in the class provide cupcakes or cookies for the whole class to share, as well as any paper products that may be needed. Please do not bring candy, cake, drinks or party favors to distribute to the children. You can contact the teacher ahead of time to arrange this.



## **Play Dough**

We LOVE play dough at Tiny Tykes! We love it SO much that we need volunteers from every classroom to make play dough for us on a monthly basis. Please sign up to do this on Orientation Night in your child's classroom. Please use the following recipe when making it as we have found that it works best for our purposes.

### **Playdough Recipe:**

*(makes about 2.5 cups)*

*1 1/2 cups of **flour***

*3/4 cups of **salt***

*1 1/2 cups **water***

*1 TB **vegetable oil***

*1/2 TB **cream of tarter***

***\*food coloring** - use the liquid kind*

*Mix all of the ingredients into a saucepan. Add the food coloring to your liking. - Children can help with this step*

### **Adults only -**

*Set your stove top to medium-low (about a 2.5 on a glass top stove). Stand by the pan and stir occasionally. When the batter look is gone and the ingredients start staying together when you stir (5-8 minutes), remove the pan from the heat. Lay out some wax paper and scoop play dough onto the wax paper. I can usually start kneading right away, but make sure that you check the dough for heat - you don't want to burn yourself!*

*Once the dough has been kneaded into a nice texture, place in an airtight container or zip lock.*



## **Parent Volunteers: Snacks and Meals**

We ask that all families help to provide snack for all the children for a week. We will have each family an assigned week throughout the school year to provide snack. All parents are required to participate in this. If you are unable to provide a weekly snack, we ask that you contribute by purchasing a large box of goldfish crackers. Below is a list of suggested foods to bring for the snack.

Please Note: We are a PEANUT FREE SCHOOL. Please do not send in any peanut products (peanut butter, peanut butter chips, peanuts etc.) due to allergies in the classrooms.

Snack suggestions: (all snack items must be made in a peanut free facility in addition to being peanut free)

Large tub of goldfish  
Grapes  
Apples  
Oranges  
Raisins / Craisins  
Cheerios

Please do not send:  
Fruit gummies  
Applesauce  
Tube yogurt  
Cookies, candy or other sweets

Water will be provided for each child so we ask that drinks not be included in snacks.

If a child is staying for Lunch Bunch, children must be provided with a healthy lunch and drink. We do not allow sharing of food due to allergy possibilities. Water will be available in each classroom to the children throughout the day.

Please do not allow your child to bring any gum or candy to school. We ask that all snacks be nutritious.



## General School Information

***In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home unless requested by the teacher (share day, etc.).*** TT staff cannot be responsible for lost or broken personal toys.

School is in session Monday through Friday.

**School Hours:** 9:00 a.m. -12:00 p.m.

*Students may arrive starting at 8:50am*

**Lunch Bunch Hours:** 12 p.m. – 2 p.m.

### **Available Programs:**

*Tiny Tots 2.5-3 yrs. Old – M/W/F Class & T/TH Class*

*Tiny Tillers 3-4 yrs. Old – M/W/F Class & T/TH Class*

*Tiny Tumblers (Pre-K) 4-5 yrs. Old – Monday-Friday Class only*

### **Drop Off and Pick Up:**

Please make every effort to have your child at school on time in the morning. If they miss the first 30 minutes of school, they have missed the most important part of the day.

A **late fee** will be assessed if a child is picked up after 12:15 and not signed up for Lunch Bunch. **The late fee will be \$10.00 for each 15 minutes that a child is not picked up.** Children who are not picked up on time, will be taken to Lunch Bunch until they are picked up and charged the fee for Lunch Bunch.

### **School Closures/Inclement Weather Policy**

In the event of severe weather, TT may close. Announcements of school closures can be found on the CHAT **website** at [www.chatrichmond.org](http://www.chatrichmond.org) and an email or text will be sent. In general, *if Richmond City Schools are closed, TT will also be closed.*

If there is a two hour delay in Richmond City Schools, TT will be delayed for one hour and open at 10 a.m.

If there is a one hour delay in Richmond City Schools, TT will also have a one hour delay and open at 10:00 a.m.



If school is cancelled, so are Lunch Bunch and Marvelous Mornings.

If snow begins to fall during the school day with accumulation on sidewalks and streets, TT ***will not hold Lunch Bunch.*** Parents who have signed up for Lunch Bunch will be notified ASAP to pick up their children by 12:00 p.m. This is so that staff may also leave before the roads become hazardous. Children will be cared for until their parents pick them up.

In the case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.



### **Tiny Tykes Preschool Transportation Policy:**

Tiny Tykes Preschool is happy to offer transportation to any student that resides in the Church Hill community. Due to the overwhelming response from individuals asking to utilize this service, we have had to implement requirements that will be utilized in determining whether your child is eligible to receive CHAT provided transportation. In order to be eligible to receive transportation via a CHAT issued bus or van you must:

- 1.) Live within the boundaries of Church Hill Virginia.
- 2.) Unable to provide transportation to our location via your own vehicle.

### **Bus Stop Policy:**

When multiple children live within a 2-3 block radius, a stop will be assigned. When that stop is assigned you (or a person approved by you) will be required to accompany your child to the stop and wait with your child until your child is picked up. Should you have questions, comments or concerns that need to be addressed with the director of the preschool or with your child's teacher, please feel free to contact your child's teacher directly or send a note in your child's bag. The bus driver, or the assistant, will not have time to have conversations regarding a specific child's need(s). They must arrive at each stop by the designated time in order to arrive at school on time.

### **Bus Stop Drop Offs:**

Children will be dropped off at their assigned bus stop. An approved guardian will be required to be present in order for the child to be released. ***An approved guardian is an individual whose name and information has been given to the school (in advance), and has signed permission to receive the child.***

In the event that an approved guardian is not present to receive the child, the child will be taken back to the school and will be counted (and charged appropriately) as an attendee of Lunch Bunch for that day. The parent will be notified that the child is still in the care of Tiny Tykes Preschool and will be requested to pick them up no later than 5:30pm. Should future incidents of this nature occur, the child will no longer be eligible to receive transportation services.



## **Lunch Bunch**

Lunch Bunch is our afternoon enrichment program. It is held 12pm-2pm each day school is in session. You must be enrolled in the preschool to attend the enrichment program. Children will use their time to explore a different activity each day based on the curriculum theme of the week. Themes will vary between cooking, sports, science, crafts and other interesting opportunities. Children will play outside for at least 30-45 minutes on these days, whenever possible.

\*Naptime will not be given.

\*Each child should bring a packed lunch that does not require refrigeration or heating up, as well as a drink.

Cost:

12 p.m. – 2 p.m. - \$15 per day

Parents will be billed on a monthly basis for their use of Lunch Bunch.

## **Lunch Bunch – Drop In Policy:**

Children are eligible to participate on a drop in basis by making a reservation at least one day (24 hours) ahead of time. You can notify the Preschool Director of your Drop In need via email or phone call. An acknowledged response is required from the Preschool Director.

Scholarships for Lunch Bunch are available upon request.

## **Late Pick Up Policy:**

A **late fee** will be assessed if a child is picked up after 2:00pm. **The late fee will be \$10.00 for each 15 minutes that a child is not picked up.**

- 1.) Late Incident (1): Fee assessed and reminder given regarding late policy.
- 2.) Late Incident (2): Fee assessed and reminder given regarding late policy.
- 3.) Late Incident (3): Fee assessed and future usage of Lunch Bunch Terminated

## **Marvelous Mornings**

Marvelous Mornings is our early morning drop off program **available by appointment only and staff availability**. It is available from 8:00 a.m. until 8:50 a.m. The cost for this service is \$10 per morning. If you are interested in making an appointment, please email the Director at least one day in advance.

## **Illnesses**

We would like to avoid the spread of illness as best we can. If a child becomes ill at Tiny Tykes Preschool Program, the director or teacher will immediately notify the parents to come pick up the child. The child will be kept separated from the group until taken home.

Children will not be permitted at school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Vomiting on two or more occasions within the past 24 hours.
3. Diarrhea – three or more watery stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
6. Fatigue that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel.
- 9. Please do not return to school until you have been fever free for 24 hours.**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of injury or accident, in which 911 is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified.



The staff cannot transport children to a hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, trained staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

### **Dress Code/Clothing**

We ask that parents provide a *complete* change of clothes for their children. These clothes should be clearly labeled with the child's name and stored in a clear Ziploc bag. Do not send in summer clothing. **It is better to send in fall/winter clothing.** Accidents can happen even with older preschoolers when they wait too long before going to the bathroom, or if they get wet on the playground or in the classroom. If an item of clothing is used during the day, a note will be sent home so the parent can replace it the next school day. We will send the clothing home in the winter to have more weather appropriate items available.

Children should wear play clothes to school that can get dirty. The children will participate in messy activities such as coloring, painting, water/mud play, etc. Children should also wear closed toe shoes to school if possible.

**Please no wooden clogs, crocs, or flip-flops. The children DO NOT like getting mulch from the playground in their shoes.**

Additionally, please have your child send in a change of shoes if they wear rain boots to school. They often come off throughout the day and it will help from disrupting the classroom flow.

Children should be appropriately dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for daily outdoor play.

***Please label all items.***



### **Outdoor Play**

Outdoor play is a regular part of the daily routine at Tiny Tykes Preschool. Children should be prepared to play outside some part of *every day*. We provide varied, safe outdoor activities as well as playground play each day. Children should be dressed appropriately for the weather. If you wish for your child to use sunscreen, please put it on before they arrive at school. We are not permitted to apply sunscreen to the children.

### **Special Programs**

The children attending Tiny Tykes Preschool will perform several programs for their families during the year. There will be a Thanksgiving Feast, a Christmas program performed the last day of school before Christmas break, an Easter program performed the week before spring break and an End of Year Party and Graduation. All family members and special friends are invited to share in these wonderful celebrations. If your child does not attend on the day of the celebration, we will allow you to send them in for that day. Siblings are welcome at all celebrations unless otherwise noted.

### **Field Trip Policy**

*We will ask that every parent takes the time to attend a field trip with their children if possible. It is a special time for the families to come together and experience the joy of our school community. Information will be sent out throughout the year about field trips.*

Parents will be required to sign permission slips for their children to attend a field trip regardless of their own attendance. Some field trips we will ask that siblings do not attend. This is on a trip by trip basis. Some field trips will have a minimum cost associated with them. This is also on a trip by trip basis. Scholarships to attend these trips are available.

### **Bathroom Policy**

Bathrooms are provided in the hallway of the school. The following is the bathroom procedure used by preschool staff:

\*Preschool children will be accompanied by a teacher/assistant when they need help to use the bathroom. If a child does not need help, he/she may be accompanied by a teacher/assistant, that will wait for the child in the hallway or outside of the stall.

\*The teacher/assistant will assist the child, if needed, but will encourage the child to learn to take care of bathroom needs him/herself.

\*When a child has had an accident wetting or soiling their clothes, the teacher/assistant will assist the child in changing their clothes in the lavatory. The teacher/assistant will put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing will be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.

\*The teacher/assistant will teach the children how to wash their hands according to the directions on the bathroom wall.

### **Potty Training**

We begin working on potty training when children enter the two year old classroom unless otherwise directed by the parent. At that time, we ask that parents send their children to school in pull-ups which makes it easier to assist them. Our goal is for each child to recognize and ask to go to the restroom independently. We will ask and encourage each child to try to use the bathroom often during the day. No child will be forced to sit on the potty nor will any child be singled out for not being potty trained. Accidents do happen and are part of the training process and we are prepared to clean up if something should happen. Please keep three full changes of clothes in your child's cubby during this period. If you are experiencing some potty training issues, it is alright to back off from the process for a while. We will assist you in any way possible during this time.



## **Tuition and Fees**

### **Tuition:**

Tiny Tykes tuition is designed to be affordable and accessible to all families. We offer scholarship applications to every family when they apply. Scholarships are awarded based on family income, family size and based on an income sliding scale.

### **Tuition Rates:**

#### **Tuesday/Thursday**

One Payment	\$1,100.00
Three Payments	\$366.66
Nine Payments	\$122.22

#### **Monday/Wednesday/Friday**

One Payment	\$1,500.00
Three Payments	\$500.00
Nine Payments	\$166.66

#### **Monday-Friday**

One Payment	\$2,100.00
Three Payments	\$700.00
Nine Payments	\$233.33

#### **Lunch Bunch**

Monday – Friday 12pm-2pm	\$15.00/day
Billed monthly	

### **Payments:**

#### **Tuition is payable as**

1. **One payment** due by September 1<sup>st</sup>
2. **Three equal payments** due on September 1<sup>st</sup> , December 1<sup>st</sup> and March 1<sup>st</sup>
3. **Nine monthly payments** due on the 1st of each month
4. **A late fee of \$10.00 per month will be assessed for payments received after the 15<sup>th</sup> of the month, in addition to the possibility of disenrollment.**

**Since the tuition contract is a legally binding document, once it has been signed, the family is responsible for payment of tuition.**



## Scholarship Policy:

Tiny Tykes and CHAT understand that the expense of enrolling your child in a preschool program may be a strain on a family's budget, and helping eligible families reduce their cost through scholarships is a key part of our program. We also keep our tuition as low as possible, while striving to provide a quality preschool experience. Each family that applies for a scholarship is carefully and prayerfully considered. **We strive to help all families with this expense so that we may help your child get a head start on learning.**

### **All families are subject to the minimum tuition fees of:**

\$20.00 for one child and \$40.00 for more than one child enrolled per year – regardless of the program of enrollment or scholarship eligibility.

Our process is as follows:

1. **APPLICATION:** Upon request, we will provide the scholarship application to parents of prospective or registered students. *Tax forms and documents requested below must be submitted with the application to confirm eligibility.*
2. **DEADLINE:** Applicants must submit their information by mail or in person within two weeks of applying for the Tiny Tykes program.

**Tiny Tykes Preschool Program**  
**CHAT Administration Office**  
**Attn: Preschool Director**  
**601 N. 31<sup>st</sup> St.**  
**Richmond, VA 23223**

3. **NOTIFICATION:** CHAT and the Preschool Director will review all applications, and will notify all applicants of their decisions within 2-4 weeks of receiving it.

**4. AGREEMENT:** Applicants who are approved for a full or partial scholarship will receive a scholarship agreement outlining both the school and family expectations for tuition payment and fulfillment of school policies, at which time they may accept or reject the scholarship. The agreement must be signed and returned to CHAT offices upon receipt.



**Refund Policy:**

**CHAT will not refund tuition that has been paid for the time the child has been there. If a family has extenuating circumstances that cause the child to withdraw from the school, refunds will be determined on a case by case basis.**

**Additional Fees:**

A fee of \$10.00 per application will be charged as a deposit on your total tuition. This fee is due upon applying. Other fees that may come up throughout the year will be related to snacks and or field trips and will be kept as low as possible.

## **Behavior Management Policy**

Since we understand that each child is loved by God, made in His image, and redeemed for His service, Tiny Tykes views guidance and discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what he/she would like to do. A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.

Teachers use ***indirect guidance*** techniques such as these:

- \*We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
- \*We give choices: “You may paint with the other children or you may read a book in a quiet corner.”
- \*We have a regular routine: “We always wash our hands before lunch. After lunch is a story time.”
- \*We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- \*We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use ***direct*** guidance techniques:

- \*We use affirmatives: “We use walking feet indoors” rather than “Don’t run!” or “Use your words to tell us you’re angry” rather than “Don’t hit!”
- \*We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- \*We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
- \*We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

At CHAT and Tiny Tykes, the goal of guidance and discipline is education and redirecting children. If a child is unable to demonstrate self-controlling behavior, a brief time-out will result for the child to regain control. Time-out occurs only when other measures fail, and is used as an opportunity for the child to “re-group” and not as punishment. Parents will be notified if a child goes to time-out.



If a child is consistently unable to gain control over a period of time and requires more individual attention than can be given within child-to-staff ratios, we will contact a parent. An aid (possible at the cost to the parents) may have to be placed with a child who consistently requires one-to-one attention. If this does not result in the desired outcome, the child may have to take a leave of absence from the program temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of preschool services.



## Conflict Resolution

When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of Christ as outlined in Matthew 18 as the method for dealing with our differences:

**First**, one should go directly to the person with whom he/she has a difference, whether it is a teacher, the administrator, another parent, board member, or pastor. The issue should be clarified in a non-accusatory manner and an attempt made to reach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved.

**Second**, if conversation with the person directly does not bring resolution, the concern should be discussed with the director.

**Third**, if conversation with the director does not bring resolution, the concern should be discussed with the president of the preschool board who may arrange a meeting of all persons involved to discuss the issue. He/she may also ask someone within the CHAT Senior Staff to provide counsel at such a meeting.

**Fourth**, any unresolved issues may be requested to be brought before the preschool board at the monthly preschool board meetings. The CHAT Executive Director will be present at this meeting to offer advice and counsel.

## Parent Responsibilities

There are several ways in which you can help us maintain the best possible teaching atmosphere for your child:

- \*Communicate any concerns regarding our program or your child immediately to staff.
- \*Pick up and read the notices and information left for you in your child's bag.
- \*Check your child's bag daily for papers and projects. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- \*Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly and replace by the next school day.
- \*No smoking on the premises, either indoors or outdoors.
- \*Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.



## **A Final Word**

Thank you for choosing CHAT and Tiny Tykes Preschool Program! We are so glad you and your children are here! We promise to care for and love your child as though he/she were our own. We promise to offer a positive learning environment for your child. It is a privilege to come alongside your family to help you raise your child. If you have any questions or concerns, please contact the Preschool Director.