

Play and Learn Discovery Handbook

Vision

“Success for Every Child”

Mission

“Teaching Children for Future Success”



**For Families of
Children
Ages 6 Weeks to 5 Years**

Play and Learn Preschool
Discovery Handbook
 For Families of
CHILDREN
 Ages 6 Weeks to 5 Years

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Revised: PLP Discovery Handbook	© 2011
Revised PLP Discovery Handbook	© 2012

Welcome to Play and Learn Preschool!

Dear Families,

It is the purpose of Play and Learn Preschool to be a *Beacon of Light* in a *Land of Discovery* and to impact the lives of children of all socio-economic levels in a positive way so they may live happy and successful lives. The Bible is our guide in the development of Christian character and in learning to be like Jesus, loving, kind, and compassionate. In this way, we glorify God and children experience positive fruitful lives.

The Discovery Handbook for families is a guide to help us work together as partners in providing quality care and instruction for children. As a preschool, policies and procedures are essential in maintaining order which enables us to fulfill **our Vision** of “*Success for Every Child*” and **our Mission** of “*Teaching Children for Future Success.*”

We encourage you to be actively involved with us as a family partner in the care and instruction of your child. For teacher and parent, open dialogue and frequent communication about the progress and development of your child is very helpful in providing for a loving and nurturing environment. We maintain an “open door” policy. You are welcome to visit at any time.

Welcome to Play and Learn Preschool. May your days and those of your child be blessed with glorious discoveries and wonderful memories.

Carla Story, Preschool Director



It's all about the children



Business Cards

Convenient for Parents, Grandparents, Family Members

Keep one in your purse or wallet for quick reference

Just click on print - page 4 only and cut out as needed



Play and Learn Preschool
Teaching children for future success

918-747-2440

www.playandlearnpreschool.org

3616 S, Yale Ave., Tulsa, OK. 74135



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A Beacon of Light in the Land of Discovery

“Teaching children for future success.”



Jane and Michael represent all of our children in the process of discovery as they play and learn about the world around them. The caterpillar becomes a beautiful butterfly which represents the transformation of each child as they mature. The butterfly also represents the resurrection of Jesus and new life for all who believe.

3616 South Yale Avenue
Tulsa, Oklahoma 74135
Phone: 918-747-2440
Fax: 918-747-7175

Email: kidsplayandlearnpreschool@yahoo.com

Website: www.playandlearnpreschool.org

An Affiliated Ministry of Yale Avenue Christian Church

Play and Learn Preschool, Inc. accepts children of any race, color and national or ethnic origin.

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Revised PLP Discovery Handbook © 2012

Guiding Principles

Statement of Faith, Vision, Mission and History

Faith - Our Faith at Play and Learn Preschool is based on these beliefs:

- In the one God, Creator and Sustainer of all things and the source of all goodness and beauty, all truth and love
- In Jesus Christ, God manifest in the flesh, our Teacher, Example and Redeemer
- In the Holy Spirit, God present with us for guidance, comfort, and strength
- In the forgiveness of sins, in the life of love and prayer, and in grace equal to every need
- In the Word of God contained in the Old and New Testaments as sufficient rule both of faith and of practice
- In the church, those who are united in the living Lord for the purpose of worship and service
- In the reign of God as the divine will, realized in human society, and in the family of God where we are all brothers and sisters
- In the final triumph of righteousness and in the life everlasting

Core Values - Our Core Values at Play and Learn Preschool are:

- The Bible is our authority and is relevant for us today
- Through worship we celebrate God's presence and involvement in our lives
- Spiritual growth is a daily process resulting in a lifetime of change
- Every child is important to God and therefore valued by us
- We experience life in its fullness through vital, Christ-centered relationships
- We believe excellence honors God and inspires people
- We approach life with a servant attitude
- God has given every believer spiritual gifts to use in helping others
- Leadership is reserved for those who demonstrate by good example their commitment to Christ, the church and the preschool
- God calls all believers to unity in Christ

Vision - Our vision is "*Success for every child*", as they:

- Experience and understand God's love;
- Understand and apply God's instructions;
- Develop a sense of self-worth and servant hood;
- Develop a balance of body, mind and spirit.

Our Vision stated succinctly is "Success for every child" in response to God's call to provide loving care and instruction to children in our community with Jesus as our guide and example.

Mission - Our Mission is *“Teaching children for future success”* as we:

- Demonstrate and incorporate God’s love in the education process
- Partner with the family in providing a foundation of Bible-based education
- Nurture self-confidence and accomplishment through hands-on experiences
- Assist in the development of the whole child in a secure, safe and nurturing environment

We advance our vision and mission in the Tulsa metro area through the provision of quality and excellence in care and developmental learning, emphasizing our loving care, flexible enrollment, convenient location, age appropriate curriculum and co-curricular activities. We are sustained by tuition revenue and donations. We are driven by the need of our community for quality preschool service and the desire to help every child achieve a positive outcome of the mind and heart for a productive and beneficial life.

We partner with parents to prepare the next generation for a successful and joyful life.

Philosophy - The philosophical foundation of Play and Learn Preschool is one of providing a Christian environment with individual nurturing and professional care which will help the children develop a strong sense of self-worth in an atmosphere conducive to learning. Through the process of play our children learn about the world around them. Christian centered curriculum is the means by which a variety of attractive and stimulating activities occur which promote the development of spiritual, physical, social, emotional and cognitive skills in children. The play process and the activities utilized in the development of skills are geared to the age appropriateness of both the class and the individual child.

Purpose - The purpose of Play and Learn Preschool is to enable our children to learn and discover by participating in age appropriate activities that stimulate them to develop spiritually, socially, emotionally, physically and intellectually. That is why we are called “Play and Learn Preschool” for it is through the process of play that young children learn best how to live successful lives. Al so, it is our purpose to:

- Provide a Christian environment where children are cared for and nurtured so they feel happy and secure
- Help build a child’s self-confidence and encourage their individual abilities
- Appreciate the uniqueness of each child
- Encourage each child to progress at his/her own developmental rate in an age appropriate environment where they may learn new Biblically based concepts and skills through “hands-on” experiences

Family Life Values - The Family Life Values of Play and Learn Preschool are as follows:

- Our goal is that each member of the Leadership Team, Support Team, and Teaching Team has a personal relationship with Jesus Christ
- Our curriculum for children is taught from a Christian perspective and is based on the principles of the Bible
- We honor the parenting roles and child development principles taught in Scripture

Scriptures and Pledges

“For the reverence and fear of God are basic to all wisdom. Knowing God results in every other kind of understanding.”
Proverbs 9:10

“For I know the plans I have for you declares the Lord, ‘plans to prosper you and not to harm you, plans to give you hope and a future.’ “
Jeremiah 20:11

“Teach your children to choose the right path, and when they are older, they will remain upon it.”

Proverbs 22:6

“Your Word is a lamp unto my feet and a light for my path.”

Psalms 119:105

The Pledge of Allegiance

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

The Pledge to the Christian Flag

“I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty to all who believe.”

The Pledge to the Holy Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its word in my heart that I might not sin against God.”

“The entire process of education is seen as a means used by the Holy Spirit to bring students into fellowship with God, to develop a Christian mind in them and to train them in godly living, so that they can fulfill God’s total purpose for their life personally and vocationally”. Adapted from Dr. H. Gene Garrick

History

Play and Learn Preschool was established in 1982 primarily as a Mother’s Day Out program under the Education Ministry of Yale Avenue Christian Church. Through the ensuing decades this program became a transitioning ministry serving not only this congregation but also the surrounding community. In October of 2002, the program was approved as a licensed two star preschool under the auspices of the Department of Human Services in the State of Oklahoma. As a result, the program has evolved into a Christian early learning center for very young children, which provides care and instruction to children of all economic levels. The preschool was incorporated November 12, 2004 as a not-for-profit corporation and received IRS 501 c 3 tax exempt approval as a public charity May 24, 2006. Although a separate corporation, the preschool retains a relationship as an affiliated ministry with Yale Avenue Christian Church. All families are invited and encouraged to worship and share in the ministries of Yale Avenue Christian Church.

Who We Are TodayA Christian Learning Center for Infants through Pre-K

At Play and Learn, we recognize that working families need a safe, caring environment where their children can learn the life skills of heart and mind. Excellence in care is essential because children grow and develop quickly. Since 1982, our qualified staff has helped children, from infant to pre-k, learn, gain confidence and discover self-worth in a Christian environment.

Through play, children gain experiences in motor, cognitive and social skills, character traits and hygiene. Parents can be confident that our comprehensive, age-appropriate guidance meets their child’s individual needs.

Professional Affiliations

CCRC (Child Care Resource Center of Tulsa)

ITEP (Infant & Toddler Enhancement Program)

NAEYC (National Association for the Education of Young Children)

ACSI (Association of Christian Schools International)

CECPD (Center for Early Childhood Professional Development)

OCCA (Oklahoma Child Care Association)

OCNP (Oklahoma Center for Non-Profits)

Governance and Administration

Governance Team

Play and Learn Preschool, Inc. is a not-for-profit organization governed by an eleven member Preschool Board of Directors. The preschool board and its committees provide the guidance for and oversight of the preschool.

Leadership Team—Administration

The Leadership Team consists of two administrators and an Administrative Support Team.

Carla Story, Preschool Director, manages the daily operations and provides oversight for the preschool. She has her Director's Credential and over 26 years of experience in the field of early childhood care and education.

Misty Bean, Assistant Director - Finance, oversees and coordinates the finances and the nutrition program. She has her Director's Credential, Certificate of Mastery and over 9 years of experience.

Administration Support includes the Food Services Manager/Chef and an administrative assistant.

Teaching Team—Faculty

Our caring and loving teaching team have varied levels of child care education and experience with many having been on staff 4 to 8 years or more. Their education levels include CDA (Child Development Associate), COM (Certificate of Mastery), Associate's and Bachelor's degrees. We encourage and emphasize continuing education for the faculty. All faculty members are required to have a minimum of 20 hours of workshops and continuing education courses each year in addition to CPR, first-aid and food handlers certifications. Our faculty is comprised of teachers who bring positive influence to our children.

Licensing

Play and learn Preschool is licensed by OKDHS (The Oklahoma department of Human Services) and is a participant in the Oklahoma Stars program as a two Star Preschool.



Carla Story



Misty Bean

Environment

Safe Working Environment – Staff (Policy)

Play and Learn Preschool is committed to providing a safe working environment for our staff. The Preschool will not tolerate any conduct by any employee, administrator or person in the building that can create a hostile work environment. The work environment at Play and Learn Preschool will remain free from harassment, discrimination or threat of physical abuse toward any person. Play and Learn Preschool’s Board of Directors will not tolerate abusive behavior (verbal or physical) towards staff members by children that are in the care of staff members.

Safe Preschool Environment – Children (Policy)

The building in which the preschool is located is locked at all entrances and the primary entrance to that building is controlled by staff. Children are counted by staff throughout the day as they move from activity to activity to avoid a child becoming lost from the group. For special times, such as a walk outside, the rope technique is used whereby each child holds onto the rope to aid in both control and safety of the group. The staff closely monitors the children on the playground and utilizes the counting technique mentioned above. In the event of an emergency requiring the evacuation of the building, the control and counting techniques are used to maintain order and safety and to avoid a child becoming lost. The parking lot is monitored by camera. The safety and security of our children is of primary importance.

Oklahoma statutes define child abuse as harm or threatened harm to a child’s health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect.

All care givers who have reason to believe that a child has been abused or neglected or is in danger of being abused, is mandated by law to promptly report suspected abuse. A report may be made to any county office of the Department of Human Services or to the 24-hour statewide Child Abuse Hotline. 1-800-522-3511

Environmental Emergencies

The Preschool has fire and disaster drills on a regular basis. Our Preschool is located only a block away from a Tulsa Fire Station which is located on 31st Street. Medical treatment centers and hospitals are just a few blocks South on Yale Avenue and accessible within minutes.

In case of FIRE, all children are immediately removed from the building to a designated area outside and attendance is checked. Evacuation plans are posted in each classroom.

In case of a TORNADO, children are removed from the classrooms and taken to the Family Life Center (Gym). The children are positioned on the floor and put their hands behind their necks for protection. Every caution possible will be taken.

In case of a LOCK-DOWN emergency, teachers keep children in the classrooms with the doors secured.

These drills are rehearsed and teachers supervise the children at all times. Staff will stay with the children until the last child is picked up by an authorized person.

Weather Alert – Use Website www.playandlearnpreschool.org

The Preschool homepage provides quick access to “Alerts” and is updated on an as needed basis. Our Weather / Mechanical Failure Policy can be found on our website. Just click on the “Weather” button for details. Generally the Preschool policy is that if Tulsa Public Schools are closed due to weather, Play and Learn Preschool will also be closed. However, it is advisable to check the website, or phone message at 747-2440 or TV channels 6 and 8 for opening / closing information. There will be no adjustment in tuition for these days.

Enrollment, Tuition and Preschool Operations

Enrollment—General Information (Policy)

Nondiscrimination Policy – Play and Learn Preschool, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the preschool.

Play and Learn Preschool is not equipped to provide service for children with disabilities and other special learning needs. However, through referrals to programs equipped to offer such service, the Preschool can provide contact information for parents or legal guardians of children with disabilities and other special learning needs.

Play and Learn Preschool is a full-time Christian early learning center operating year round except on designated dates when the preschool is closed. See the 12 month calendar in this handbook or click on the “Calendar” button on our website.

Prior to the child’s attendance, a conference with the parent or legal guardian and the child is required to acquaint each new family with the environment, staff, and schedule for child care. During this visit, the parent or legal guardian will have a personal interview to become more informed about the preschool.

Enrollment Schedule

Full Time– 5 days weekly

Part Time can be 4, 3, or 2 days depending upon availability

Hours: 7:30a to 5:30p Monday through Friday all year except certain days when closed—see calendar

Enrollment Forms

ALL REQUIRED FORMS AND RECORDS NOTED BELOW MUST BE COMPLETED AND ON FILE BEFORE A CHILD IS CONSIDERED ENROLLED IN OUR PRESCHOOL PROGRAM.

See Enrollment Packet for forms. (Policy)

ALL Enrollment Forms noted below are required and must be fully completed and signed.

- A. ENROLLMENT
- B. FAMILY
- C. MEDICAL
- D. TUITION
- E. PRESCHOOL

A CURRENT IMMUNIZATION Record MUST be on file.

Enrollment Fee

A \$80.00 NON-REFUNDABLE ENROLLMENT FEE per child must be paid at time of enrollment at time of enrollment to guarantee a classroom space. A 10% enrollment discount is applicable for each additional child in the family. This fee is applicable from the month enrolled through the end of the school year (August).

ENROLLMENT INFORMATION UPDATE – PLEASE KEEP THE PRESCHOOL INFORMED OF ANY CHANGES. As a family, you are responsible for keeping all information updated on the enrollment forms in the event there are changes during the year.

YOU MUST IMMEDIATELY NOTIFY OUR OFFICE OF CHANGES IN:

-Home phone and address
-Medical status

-Work place and phone number
-Authorized pick up persons

Add-On-Days for part-time children are welcome if classroom space is available. These days must be scheduled in advance by completing an Add-On Day Request Form. If you Schedule an Add-On day and your child does not attend, you will be charged for the time.

Confidentiality (Policy)

Confidentiality of information about the child and family will be maintained. Enrollment forms and all other information concerning the child and family compiled by the Preschool will be accessible only to the parent or legal guardian, preschool staff, state licensing agency personnel assigned to review records for licensing, health consultant or a validator from the National Association for the Education of Young Children (N.A.E.Y.C.). Information concerning the child will not be made available to anyone, by any means, without the expressed written consent of the parent or legal guardian except as noted above.

Tuition (Policy)

Play and Learn Preschool is a not-for-profit organization which relies primarily on tuition revenue to operate the preschool and provide wages to the teachers who care for your child every day. Your prompt payment of tuition is necessary so that the preschool can meet its financial obligations. At the time of enrollment, the tuition rate schedule and related details will be provided. A detailed explanation of the preschool tuition can be found on our website home page by clicking on the “Tuition” button.

Tuition Payment Plans

Monthly Tuition Plan– payment due on the 1st day of month and subject to a late fee if unpaid by the 8th day of the month

Twice Monthly Payment Plan– payments are due on the 1st and the 15th day of the month and subject to a late fee if unpaid by the 8th and 23rd day of the month. Late fees are applicable to both days.

Special Payment Plan– available only by approval of Preschool Director.

Tuition payments may be made at the preschool by check, money order, or a credit / debit card. Cards accepted are Visa, MasterCard and Discover. Also available is Tuition Express, an optional payment system. This convenient system may be initiated for online payments or to have payments automatically charged to a credit card or withdrawn from a bank account. Checks or Money Orders are to be made payable to **Play and Learn Preschool, Inc.**

Late Fees and Return Check Fees are applicable. Payments not received by the 8th of the month are considered delinquent and subject to a \$25 late fee. If payment is not received by the 15th of the month, your child/ren will not be permitted to return to our preschool without making prior arrangements with the Preschool Director or Financial Administrator. A returned check will result in a \$30 handling fee. Delinquent tuition may result in the disenrollment of your child from the Preschool. Unpaid tuition accounts will be turned over to a collection agency.

Tuition Rate Formula - Play and Learn Preschool utilizes an Equal Monthly Rate Formula for full-time Non-DHS students based on the daily rate x 5 days x 52 weeks ./ 12 months so the amount due is the same each month. Because staffing and other services are based on scheduled enrollments, no refunds or rate reductions can be given for illnesses, absences, vacations, snow days, weather/mechanical closings or scheduled preschool closed days.

Reminder—Tuition is due in full even if your child is absent.

Overtime Charges at the rate of \$1.00 per additional minute will be assessed for late pickup after 5:30 p.m. Charges will be applied to your next billing statement.

Changes in Enrollment must be approved by the Director and an Enrollment Change Request Form completed and signed. There is no charge for the first change. A \$10 fee is required for each subsequent change.

Withdrawal Notice of two weeks in writing is required if you intend to withdraw your child/ren from our preschool program. Tuition is due for those two weeks. A Withdrawal Form is available at the preschool office.

Preschool Operations (Policy)

Days and Hours of Operation 7:30 a.m. – 5:30 p.m. Monday thru Friday

The Preschool is open year round except for certain designated days as listed in the 12 month calendar located in this handbook and on our website. Click on the “calendar” button. See also the section on Weather Alerts in this handbook as well as Posted Alerts on the website homepage.

Please enter and exit through the West door. It is mandatory that parents or legal guardians sign in and out at the Welcome Desk and always accompany their child to and from the classroom notifying the teacher of your arrival or departure. Please do not leave other children or purses in your car unattended and keep your car locked to prevent the potential for theft.

All children need to arrive by 9:00 a.m. but may arrive as early as 7:30 a.m. Children adjust best when they arrive promptly. Each child is to participate in class group time which includes curriculum lessons and activities as well as co-curricular activities.

Children are to be picked up on time. Children may leave as early as 2:30 p.m. but must be picked up no later than 5:30 p.m. Overtime charges will apply to any child picked up late as noted above under the Overtime Charges.

Pick-Up Authorization

NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED TO PICK UP THE CHILD. Persons picking up a child must be authorized in writing on the Family Information Form. If it should become necessary for some other person to pick up your child, parents or legal guardians must call and advise the preschool. Play and Learn Preschool reserves the right to request identification of anyone unfamiliar to the staff.

Attendance

Attendance for each child is recorded daily. It is your responsibility to notify the Preschool if your child will be absent. There are no make-up days. There are no trading days. The Preschool assigns staff to classrooms based on the number of children enrolled. Therefore, we cannot refund tuition for days your child is absent.

E.B.T. Procedures (For DHS Parents) **NO CARD ... NO CARE PROVIDED... NO EXCEPTIONS**

DHS Parents or legal guardians must have their EBT cards in order to leave their children for the day. If your DHS card is not swiped, the preschool will not receive tuition payment for your child, therefore, we can not accept your child for the day without your card unless you pay us directly on that day.

It is against the law for you to leave your EBT card at the preschool or give it to anyone else. Please make arrangements with DHS for additional cards if you have someone other than yourself dropping off or picking up your child. Play and Learn Preschool is not responsible for making arrangements with DHS regarding EBT cards.

Health and Medical (Policy)

Teaching Staff Certification

A Teacher in each classroom is certified in pediatric first-aid and CPR.

Immunizations

According to state law, current proof of your child's immunizations must be on file at all times. An immunization record can be provided by your physician or public health authority. This information can be faxed to our preschool. (918-747-7175). Exemption from the immunization requirements can be made for medical or religious reasons but satisfactory documentation from a physician or public health authority is required. A health record will be maintained for each child and will include health insurance coverage required for treatment in an emergency, up-to-date immunization records, current emergency contact information, names of individuals authorized to have health information access, instructions for any special health needs such as allergies, and/or any other special conditions.

If your child is overdue for any routine health services, you as a parent or legal guardian must provide evidence of an appointment for those services before the child's entry into the program or as a condition for your child remaining enrolled in the program. Satisfactory documentation of the service provided is required. If abnormal results occur and any follow-up is required, approval by the Preschool Director for attending the program is required along with follow-up documentation. An exception for any immunization may be granted as a result of religious beliefs, subject to approval by the Preschool Director.

Illnesses

No ill child can be permitted to attend class. Our goal is to keep a healthy atmosphere in the classroom so that other children are not exposed.

If your child becomes ill during the day, you will be notified and arrangements must be made to pick up your child as soon as possible. A child will need to be dismissed from class if:

- The child's illness prevents the child from participating in routine activities
- The illness requires more care than the staff are able to provide without compromising the needs of the other children in the class
- Keeping the child under our care poses an increased risk to other children with whom the child may come in contact
- The child develops a fever of 100 degrees or more

Should it be determined that a child has become contagious, the child will be transferred from the classroom to a separate location accompanied by a staff member until the parent or legal guardian arrives to pick up the child. A notice to parents will be posted at the classroom door regarding the potential exposure of a communicable disease to children in that classroom.

Please keep your child home if any of the following symptoms are present:

Fever during the last 24 hours(1)

Diarrhea during last 24 hours

Heavy nasal discharge

Unknown skin rash

Tired and pale

(1) If child has a fever of 100 degrees or more

Constant and severe coughing

Vomiting during last 24 hours

Sore throat with swollen glands

Persistent itching of scalp

Fussy and irritable

Please notify the preschool if your child will be absent due to illness. A Medical Release (Doctor's Note) is required for return to preschool after an illness.

Medications

(Prescription and Over-the-Counter)

THE PRESCHOOL DOES NOT ADMINISTER MEDICATIONS TO CHILDREN. (Policy)

With written parent or legal guardian consent, staff may apply external creams or ointments directly to the skin, including sunscreen.

Parents or legal guardians are responsible for administering medications to their children including both prescriptions and over-the-counter medications. Prescription diaper cream requires that all prescribed steps be followed. Please request that prescriptions written for your child by your physician be of sufficient strength that doses may be given as much as 6 to 8 hours apart. If your child needs a form of over-the-counter medication, please choose an age appropriate children's medication of sufficient strength that only needs to be given every 6 to 8 hours. This schedule allows prescriptions and medications to be given by the parent or legal guardian before and after attendance at Preschool. In the alternative, a parent or legal guardian may administer periodic medication to their child during the day at Preschool. Due to legal and medical requirements and the liabilities involved in the administration of medication to children, the Preschool does not administer medication to children, either prescription or over-the-counter. In the event of a medical emergency where breathing is restricted an Inhaler or Epipen may be administered. See the section on Illness to determine if your child is eligible to attend preschool while taking prescriptions or medications. If special medical conditions exist for your child on a ongoing basis, a consultation with the Preschool Director is required.

REMEMBER: Making proper arrangements with your physician will greatly expedite the process of administering prescriptions and medications to your child as well as save time, effort and frustration.

Parents or legal guardians are responsible for applying sunscreen or sun block with UVB and UVA protection of SPF 15 or higher to their children. It is recommended that the 6 hour sunscreen be used to cover the preschool day. As an alternative, parents may keep a supply of sunscreen in the backpack at all times and provide written permission for staff to apply the sunscreen as needed.

THE PRESCHOOL DOES NOT ADMINISTER INSECT REPELLENT TO CHILDREN (Policy)

The Preschool periodically sprays the areas surrounding the playground to control and repel insects to the extent possible. Parents or legal guardians are responsible for applying insect repellents if desired. Only repellents containing DEET should be used and can be applied only on children older than two months. Alternatives to DEET should be used only by approval from the child's physician or a public health authority recommends the use of an alternative insect repellent registered with the Environmental Protection Agency.

Medical Emergency – See also Injury Emergency below

In the event of a medical emergency involving a child, immediate help will be summoned from Emergency Medical Services and every effort will be made to accommodate the circumstances. The Medical Information Form provides your authorization and consent for any measures deemed necessary for the care and protection of your child in our care in the event of an emergency. If the parent or legal guardian is not immediately available, the Preschool Director or a designated staff person will accompany your child to the treatment facility and remain with the child until you or a person you designate can arrive at the treatment facility. Emergency rooms, hospitals and medical treatment centers are located just a few blocks from the Preschool and accessible within minutes. Applicable fees for medical and emergency services are the responsibility of the parent or legal guardian.

Allergies **EXTREMELY IMPORTANT NOTICE!**

The Parent or legal guardian must notify the Preschool if your child is allergic to any foods. Please do not bring peanuts or peanut butter to Preschool.

It is the responsibility of the parent or legal guardian to notify the teacher of any allergies their child might have. Children's allergies must also be listed on the Medical Information Form.

Communicable Diseases

Parents or legal guardians are asked to notify the preschool within 24 hours if their child has contracted or has been exposed to any communicable disease, such as: Chicken Pox , Impetigo , Lice or Pink Eye.

Your child may not return to class until head lice is clear.

A notice will be sent home if the classroom children have been exposed to a communicable disease.

Injuries

Play and Learn Preschool makes every effort to minimize accidents and injuries to children. Should an injury occur, an INJURY REPORT Form will be completed so that parent or legal guardian will have information about the incident. A first aid kit is maintained in each classroom, at the welcome desk and on the playground. There is a staff member in each classroom and on the playground trained in Pediatric CPR and First Aid.

Injury Emergency

In case of a severe injury, the parent or legal guardian will be called immediately. If the parent or legal guardian can not be reached, an alternate authorized person will be called. If neither can be reached, the child's physician will be called for instructions. In case of an emergency, 911 will be called for emergency medical service and the child will be taken to the hospital. Until the arrival of a parent or legal guardian, or the emergency medical service, the Preschool Director or person in charge will make the decisions about the care of the child. If an ambulance is called, a member of Play and Learn Preschool staff will accompany the child to the emergency room and remain with the child until a parent or legal guardian arrives. The child's parents or legal guardian will be responsible for any resultant expense.

IMPORTANT Please keep the preschool up to date on all phone numbers, emergency numbers and other information

FIRST AID KIT A First-Aid Kit is maintained by the Preschool at the welcome desk, in each classroom, on the playground. First-Aid Kits are kept inaccessible to children, and will be restocked following use to maintain an adequate supply of materials. A teacher in each classroom or playground is certified in pediatric first aid and CPR.

Other Information

Special Events (Policy)

Show and Tell

The purpose of Show and Tell is to encourage interest in life, develop social skills, build self-esteem and enhance vocabulary. Your child's teacher will arrange times for supervised Show and Tell along with group discussion and listening.

Celebrations

Individual celebrations or birthday celebrations are always welcome after 2:30 p.m. Please arrange with your child's teacher whenever you wish to celebrate a special occasion. If you wish to bring food to the Preschool for such an occasion, you must purchase it at a bakery or grocery store. Licensing does not allow homemade food to be distributed to the children.

Gifts are not to be exchanged by children at the Preschool, although small party favors can be distributed. You may want to give the Preschool a book or other item in honor of your child's birthday. For suggestions, talk to the director or your child's teacher.

Other Events

Events are scheduled from time to time throughout the year. The Events Schedule below highlights some but not necessarily all the events for the year.

Examples of the Preschool Events

(see Discovery Days Newsletter , Website or Events Calendar in Enrollment Packet for schedule)

Grandparent's Day
Check E Cheese family Night
Teddy Bear Picnic Day
Day of Caring Project
Fall Pictures
Caring Van Immunizations
Fall Party
Child Safety Month
Thanksgiving Luncheon
Santa Visit
Christmas Party
Drop Everything and Read
Valentines Party
Spring Pictures

Teacher / Parent Conferences
Kite Flying Family Fun
Easter Egg Hung
Week of the Young Child
Afternoon Family Cupcake Party
Earth Day
Muffins for Mom / Mother's Day
Teacher Appreciation Week
Donuts for Dads / Father's day
Water Day
Ice Cream Social
CPR / First Aide Training
Snow Cone Day
Watermelon Day and Water Day

Grievance Policy (Policy)

Play and Learn Preschool wants you to know that if, at any time, you have a concern regarding your child's care or instruction, please feel free to discuss your concern with the classroom teacher. If you are not satisfied after your conference with the teacher, you may speak with the Preschool Director or Assistant Director to assist in resolving the matter. Please do not hesitate to contact the classroom teacher first, then talk with the Director or Assistant Director if further assistance is needed. Remember the Matthew 18 principle. Matthew 18:15-17 sets forth the following guidelines: 1) Go to the person with whom there is a concern or conflict. 2) If the issue cannot be resolved, then seek the help of the respective administrator.

Pets (Policy)

According to Oklahoma Department of Human Services Child Care licensing standards, any animal that is brought to the Preschool (pets visiting, class pets) must be current on all necessary immunizations and be in good health. If you would like to share your child's pet with his/her class, it is necessary to obtain approval in advance, from both the Classroom Teacher and the Preschool Director so as to assure that all DHS requirements are strictly met. Approval may require documentation from a veterinarian. Teaching staff will supervise all interactions between children and animals. Children allergic to a certain type of animal must not be exposed to that animal. Reptiles are not allowed. Because of the requirements involved and concerns related to safety of children, bringing pets to Preschool is not recommended.

Communication

Communication is a vital part of our partnership in nurturing your child. Children benefit when parents are actively involved in their education. We know parents are concerned with their children's daily experiences and we are committed to building a close, cooperative relationship between parent and teacher. Parents need to be aware of the importance of their child arriving at preschool on time and bonding with their teacher. As your child begins our program and you bring them to class, please give them a big hug and leave the room so the teacher can begin to make them feel safe and loved.

Play and Learn Preschool provides a variety of communication channels for information about your child and Preschool activities. Some are noted below:

- The Discovery Handbook for preschool families
- The Discovery Days Newsletter published monthly and also on the website
- The Preschool Website at www.playandlearnpreschool.org
- The Preschool Email address at kidsplayandlearnpreschool@yahoo.com
- Parent / Teacher Conferences
- Welcome Desk Host
- Daily Reports
- Arrival / Departure and informal conversations with teachers

Families are encouraged to leave written notes with important information so all the staff who care for the child can share the parent's communication. The Daily Reports inform families about the child's experiences, accomplishments, behavior, sleeping, feeding, and other issues related to personal care, such as wet diapers and bowel movements for infants and toddlers.

Donations and Fund Raising

All donations whether materials or money are very much appreciated and help the Preschool significantly. From time to time, parents will be asked to assist with donations of baby wipes and similar supplies. If you desire to make a donation of books or toys, please talk with the Preschool Director regarding needs and acceptability of the items in meeting licensing requirements.

For those who wish to make cash donations, those donations are tax deductible and a statement of giving will be provided at the end of each calendar year. Cash donations are very helpful in making needed purchases of toys and equipment that otherwise can not be purchased due to lack of funding. In addition, an endowment fund is maintained and available to receive donations. When available, funding from the endowment is used to enhance salaries and benefits of employees.

Fund Raising events are scheduled from time to time to raise funds to meet needs of the Preschool that otherwise can not be met due to lack of funding. Your support of those events greatly assists the Preschool and directly benefit your child.

Website Cards – Cutouts

For your convenience, business sized cards are provided with each enrollment packet. These cards can be placed on the refrigerator and in the pocketbook or billfold for quick reference to phone numbers and website information. See page 4 in this handbook for cards you can print.

Play and Learn Preschool Example of Holiday Calendar

Holiday and Scheduled Closings

See Discovery Days Newsletter, Website or Preschool Calendar in Enrollment Packet for current dates.

September through August of each Preschool Year (12 month calendar)

Example Schedule

Sep	Holiday- Labor day
Sep	Staff Orientation/ Day of Caring Volunteer Projects
Oct	Fall Break
Oct	Fall Break
Nov	Holiday-Thanksgiving
Nov	Holiday-Thanksgiving
Nov	Holiday-Thanksgiving
Dec	Holiday-Christmas Eve
Dec	Holiday-Christmas Day
Jan	Holiday-New Years Day
Jan	Holiday-M L King Day
Feb	Holiday-Presidents Day
Mar	Spring Break
Mar	Spring Break
Mar	Spring Break
Mar	Religious Holiday-Good Friday
May	Holiday-Memorial Day
Jul	Holiday-July 4th Independence Day
Jul	Holiday-July 4th Independence Day

NOTE: Actual Holiday Schedule may vary or be subject to change—check communication sites below.

Preschool Closings Calendar posted on Website – Click on Calendar

For Monthly Events – check Discovery Days Newsletter or Website – Homepage Events Box

For Monthly Calendar – check Discovery Days Newsletter or Website – Click on Newsletter-
check Website

www.playandlearnpreschool.org

An detailed copy of the calendars is provided in your Enrollment packet for posting at home.

Infants

Ages 6 Weeks to 12 Months



Our Mission

Teaching children for future success through the process of play, enabling them to learn life skills for a happy and prosperous life!

Developmental Activities Include

Physical Development

- Large & small motor skills
- Climbing
- Crawling
- Walking
- Pull up
- Roll over
- Manipulate objects with hand
- Self feeds
- Pick toys
- Removes shoes / socks
- Turns pages
- Sit supported

Cognitive Development

- Understand simple words
- Respond to simple directions/request
- Recognize people / names
- Basic problem-solving skills
- Responds to facial expressions
- Love reflections in mirror

Language, Social, Emotional Development

- Bye-bye
- Peek-a-boo
- Play with friends
- Imitate some sounds you make
- Use simple words
- Begin to scribble

Classroom Program INFANTS

Younger Infants 6 Wk-6 Mo

Older Infants 6 Mo to 12 Mo

Classroom Placement (Policy)

Children from 6 weeks through 5 years may be enrolled in the Play and Learn Preschool Program. Children are grouped according to age and development with input from parents. Initial placement begins September 1 and may be adjusted as the child grows and develops. Teachers supervise infants by sight and sound at all times and provide attentive and personal interaction with each child. Placements and ratios are in compliance with licensing requirements. See Transitions below for additional details.

Transitions (Policy)

Children are placed in age appropriate rooms, i.e., infants, toddlers, two's, etc. However, not all children grow and mature at the same rate, therefore, a transition may be recommended from one room to another as being appropriate for and beneficial to the child. In consultation with the parents and teachers, a transition from one room to another may be recommended. Due care is taken by staff to assist the child in making a happy and successful room change.

Comprehensive Screening and Assessment Program (Policy)

The screening and assessment process is conducted with the approval of and in collaboration with parents. The purpose is threefold: to identify children who may have developmental delays or disabilities, to guide decisions about referrals for further evaluation, and, when appropriate, to connect families to resources that may help mitigate or minimize the severity of their child's delay or disability. By identifying children as young as possible, effective interventions can begin early, and significantly improve outcomes for children and their families. The screening and assessment program, which uses objective screening tools, is administered by appropriately trained and qualified staff, and meets the professional standards for standardization, reliability and validity. Screening and assessment occurs within 3 months of enrollment and on an annual basis thereafter, usually at the beginning of a programmatic year.

The screening is a standardized process or test used to identify a child who may have or may be at risk of a developmental delay or disability and need further evaluation. The screening process will provide one of two results: either a child is typically developing or there could be an indication of potential delay in developing. The screening process alerts the assessor to the potential need for a comprehensive assessment. Applicable to ages 3 +.

The comprehensive assessment is a process of observing and documenting the developmental progress of the child, both informally and formally. The results simply indicate a child's performance with respect to goals and objectives, i.e., those skills that are mastered and those that are emerging. Patterns that are indicative of developmental delays may also be revealed over the course of time. Any developmental delays observed may then be appropriately addressed. Applicable to all ages.

Typical Daily Schedule (Schedule subject to variation especially for younger infants)

Daily Lessons / Curriculum

Each child is considered in the curriculum and daily lesson planning process including assessment of and observations of each child's development. The lessons for younger infants are similar to that for older infants but developmentally adjusted to accommodate the younger infants, ages 6 weeks to 6 months. Those activities include motor skill development, sensory and recognition activities as well as individualized plans for each child. For the older infants who can sit up (usually 6 to 12 months), a variety of activities are planned and incorporated throughout the day and week which provide opportunities for development of large and small motor skills, sensory, social, emotional, language / literacy, and cognitive skills. This includes time for attention to individualized plans for each child. Loving care is given in the process of helping all the children discover and learn about their world. Infant walkers are not permitted.

7:30- Greet children and parents. Free play time. Children who have not eaten or had a bottle before arrival may be given food.

8:30- Breakfast is served to all infants.

9:00- Diapers are checked hourly and/or whenever the child indicates discomfort or exhibits behavior that suggest a soiled or wet diaper. For those infants not napping at this time, outside time will take place. During extreme hot or cold weather, infants are not taken outside to play. After and before outside times special activities will take place including free play and story time.

10:00- If outside time did not take place because of weather conditions, buggy rides will be supplemented. At the conclusion of these activities, hands are washed, diapers are changed as needed and preparation for bottles/lunch time are made.

11:00- Lunch is offered to all infants whether it be a bottle, baby food or table food. After lunch, hand washing, diaper changes if needed and preparation for nap time.

12:00- Nap time for older infants. Younger infants sleep on demand. Infants that do not want to sleep have free play, art or story time.

1:00- Upon waking, infants have diaper changes as needed and then have free play, art and story/book time.

2:00- Snack time for older infants and bottle time for younger infants or both if applicable. Outside time or buggy ride will now take place, weather permitting.

3:00- Upon return to the room, hand washing, diaper changes as needed and preparation for bottles/food. Free play for those in transition.

4:00- Special activities for those awake, naps for infants who wish to rest. Then preparation for leaving. Bottles, diapers, hand washing and free play occur until parent come to pick up their child(ren).

Each child is an individual and until teacher gets to know him/her we ask that the parents provide the preschool with the schedule they have used at home some of which may be indicated on the infant information form.

NOTE: Special activities may include one on one time with teachers, art, individual planned activities, group activities, motor skill activities, etc.

Nap / Rest Time - (SIDS)

Younger infants usually nap as needed whereas older infants are encouraged to begin the development of a routine. Younger infants sleep in individual cribs. Older infants transition, usually between 10 and 18 months, to sleep on cots. Infants, unless otherwise ordered by a physician, are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meets the standards of the U.S. Consumer Product Safety Commission or, as age appropriate, on cots approved by licensing. cot covers are provided and laundered on a regular basis.

Pillows, quilts, comforters, blankets, stuffed toys, and other soft items are not allowed in rest equipment for any infants under the age of 12 months.

After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

Educational Supplies

A list of supplies needed will be sent home. In addition, throughout the year there may be items needed for special projects. You will be informed as the need arises. Fund raisers are scheduled periodically during the year to raise money for the purchase of equipment.

Outdoor / Indoor Play

Young infants are taken outdoors for short periods of time, weather permitting. This provides an opportunity for fresh air and to explore a new world in the Infant Play Area. Dress appropriately.

Cubbies and Clips

Each child has a cubby for bottles, diapers, etc. A clip on the wall is also provided for communicating information and daily reports.

Hand-Washing (Policy)

PARENTS ARE RESPONSIBLE FOR OVERSEEING OR ASSISTING IN THE WASHING OF THEIR CHILD'S HANDS UPON ARRIVAL AT THE CLASSROOM EACH DAY.

All children are taught hand washing and personal hygiene and the staff carefully follows approved guidelines for hand-washing. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others. **Staff carefully follows approved guidelines for hand-washing.** All children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored. Very young children, those not developmentally able, are washed by staff. Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance. The hand-washing process is used frequently and after each of a variety of activities throughout the day, which may include moving from one class to another. Reinforcement of this process at home will be very beneficial in helping the child achieve a good habit.

Guidance

As infants grow into toddlers, the process of learning about conduct and discipline are instituted in an age appropriate manner. For infants, positive guidance through mimicking and loving encouragement provides the precursor to learning appropriate behavior patterns.

Parent Responsibility (Policy)

- Support the mission, purpose and philosophy of Play and Learn Preschool
- Support the Preschool in requiring students to obey policies and procedures
- Strive to send students to Preschool prepared to participate and succeed
- Maintain an active interest in the student's work and activities
- Strive to insure punctual arrival and unnecessary absences
- Cooperate with Preschool requests, i.e., read communications, signing and returning preschool forms
- Attend Preschool conferences, open houses, and meetings
- Discuss Preschool problems with parties most closely associated with the area of concern. Observe the "Matthew 18 Principle". Matthew 18:15-17 sets forth the following guidelines: 1) Go to the person with whom there is a concern or conflict. 2) If the issue cannot be resolved, then seek the help of the respective administrator.
- Strive to support the preschool through family participation at Yale Avenue Christian Church

What to Bring

Parents or legal guardian of children in the Infant Room need to bring sufficient bottles for the day, usually 4 to 5. The preschool does not wash or sanitize bottles as that is a responsibility of parents or legal guardian. Please label everything with the child's name and date. Refrigeration is available. The staff is pleased to accommodate and assist nursing mothers. Play and Learn Preschool adheres to the Department of Human Services Childcare Licensing requirements regarding breast-milk being accepted, stored and served to infants, as well as being sure that the milk is properly stored in sanitary containers that are labeled with the infant's name and date. Breast milk will not be stored in the refrigerator longer than 48 hours and no longer than 24 hours if the breast milk was previously frozen. Breast milk that has been in a freezer at 0 degrees Fahrenheit or below for more than three months can not be used.

Children in diapers need a bag with an adequate supply of disposable diapers for each day, usually 10 – 12. Parents or legal guardians are responsible for providing diapers/pull-ups. Caution: always provide extra diapers or pull-ups to avoid the supply running out. Soiled disposable diapers/pull-ups are placed in a hands free trash can with lid.

Cloth diapers are an available option for parents who desire them. Parents or legal guardians are responsible for providing cloth diapers. For a child requiring cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of urine and feces. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

Staff check children for signs that diapers or pull-ups are wet or contain feces (a) hourly and/ or whenever the child indicates discomfort or exhibits behavior that suggest a soiled or wet diaper and (b) when children awaken. Diapers are changed when wet or soiled. Children's diapers or soiled underwear are changed in the designated changing areas only. Each changing area is located at least three feet from other areas that children use and is used exclusively for one designated group of children. At all times staff have a hand on the child when the child is being changed on an elevated surface. Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.

Each child must have 2 extra sets of clothing in case of an accident. The clothing should be washable, sturdy and safe. It is suggested that children under the age of 3 not wear earrings, pierced or otherwise.

Caution

Earrings pose a risk for children. If a child has pierced ears, it is recommended that earrings not be worn during attendance at preschool. Clip-on pacifier straps are not permitted. Please label coats, sweaters and other items of outerwear.

Food

Play and Learn Preschool participates in the Child and Adult Care Food Program. For infants, with the exception of breast milk, the Preschool serves only formula and infant food that comes to the Preschool in factory-sealed containers prepared according to the manufacturer's instructions. The Preschool does not feed cow's milk to infants younger than 12 months. Formula or breast milk that is served but not completely consumed will be discarded. Milk, including breast milk, will be warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including breast milk, or other infant foods will be warmed in a microwave oven. A fresh bottle of formula or breast milk is used at each feeding.

A parent or legal guardian in consultation with staff will determine when their child is physically ready to be served fruit and vegetable baby food. The food is served at room temperature. Any unused portion of any serving is discarded. No deserts or meats are served. The guidelines of the Child and Adult Care Food Program are utilized.

Solid foods and fruit juices are not offered to infants younger than six months, unless that practice is recommended by the child's health care provider and approved by the family. Up to 3 tablespoons of infant cereal mixed with formula must be spoon fed to infants 4 months and older. Sweetened beverages are avoided. For older infants, ages 9 months or older, juice (only 100% fruit juice is recommended) may be served but the amount is limited to no more than four ounces per child daily. Juice is served in a sippy cup as bottles are prohibited for serving juice.

Teaching staff who are familiar with young infants feed them whenever they seem hungry. Feeding is not used in lieu of other forms of comfort.

Infants unable to sit are held for bottle-feeding. All others sit or are held to be fed. Infants do not have bottles while in a crib or bed and do not eat from propped bottles at any time.

The daily report to parents or legal guardians provides information about the quantity of food and the eating activities of the day.

Infants do not have access to large buckets that contain liquid.

The FOOD PROGRAM ENROLLMENT FORM is a requirements and is to be completed by ALL parents or legal guardians each year. Even if you do not qualify, the form must be completed and on file.

PARENTS OR LEGAL GUARDIANS MUST NOTIFY THE PRESCHOOL IF YOUR CHILD IS ALLERGIC TO ANY FOODS

PLEASE DO NOT BRING PEANUTS OR PEANUT BUTTER TO PRESCHOOL

In accordance with federal law and the United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Written Bldg., 1400 Independence Ave., SW, Washington D.C.20250-9410, or call(202) 720 -5964, USDA is an equal opportunity provider and employer. You may also write to the Oklahoma State Department of Education, Child Nutrition Programs Section, Room 310, 2500 N. Lincoln Blvd., Oklahoma City, OK 73105

Parent Conferences and Visits

Parent/ Teacher conference are typically scheduled twice annually but also are available upon request or as needed in addition to the discussions that may occur on a daily basis.



Toddlers & Twos



Toddlers Ages 12 to 24 Months
Twos Ages 24 to 36 Months

Our Mission

Teaching children for future success through the process of play, enabling them to learn life skills for a happy and prosperous life!

Developmental Activities Include

Physical Development

- Build and refine large & small motor skills
- Learn to negotiate steps
- Tie / buckle / button

Language Development

- Name recognition
- Numbers
- Colors
- Shapes

Cognitive Development

- Games
- Exploring
- Problem solving
- Play process for learning
- Gain an understanding of basic concepts and relationships

Social, Emotional Development

- Cooperation
- Accepting
- Sharing
- Serving
- Toilet training & hygiene
- Express feelings in appropriate ways

Classroom Program - Toddlers and Twos

Toddlers younger toddlers 12 – 18 months older toddlers 18 – 24 months

Twos 24 – 36 months

Classroom Placement (Policy)

Children from 6 weeks through 5 years may be enrolled in the Play and Learn Preschool Program. Children are grouped according to age and development with input from parents. Initial placement begins September 1 and may be adjusted as the child grows and develops. Teachers supervise toddlers/twos by sight and sound at all times and provide attentive and personal interaction with each child. Placements and ratios are in compliance with licensing requirements. See Transitions below for additional details.

Transitions (Policy)

Children are placed in age appropriate rooms, i.e., infants, toddlers, two's, etc. However, not all children grow and mature at the same rate, therefore, a transition may be recommended from one room to another as being appropriate for and beneficial to the child. In consultation with the parents and teachers, a transition from one room to another may be recommended. Due care is taken by staff to assist the child in making a happy and successful room change.

Comprehensive Screening and Assessment Program (Policy)

The screening and assessment process is conducted with the approval of and in collaboration with parents. The purpose is threefold: to identify children who may have developmental delays or disabilities, to guide decisions about referrals for further evaluation, and, when appropriate, to connect families to resources that may help mitigate or minimize the severity of their child's delay or disability. By identifying children as young as possible, effective interventions can begin early, and significantly improve outcomes for children and their families. The screening and assessment program, which uses objective screening tools, is administered by appropriately trained and qualified staff, and meets the professional standards for standardization, reliability and validity. Screening and assessment occurs within 3 months of enrollment and on an annual basis thereafter, usually at the beginning of a programmatic year.

The screening is a standardized process or test used to identify a child who may have or may be at risk of a developmental delay or disability and need further evaluation. The screening process will provide one of two results: either a child is typically developing or there could be an indication of potential delay in developing. The screening process alerts the assessor to the potential need for a comprehensive assessment. Applicable to ages 3+.

The comprehensive assessment is a process of observing and documenting the developmental progress of the child, both informally and formally. The results simply indicate a child's performance with respect to goals and objectives, i.e., those skills that are mastered and those that are emerging. Patterns that are indicative of developmental delays may also be revealed over the course of time. Any developmental delays observed may then be appropriately addressed. Applicable to all ages.

Typical Daily Schedule– Younger and Older Toddlers (Schedule may vary)

- 7:30 Arrive at Play and Learn, greet children and families, centers/music
- 8:15 Hand washing, breakfast
- 8:30 Clean up, hand washing, diapering
- 9:30 Outdoor play, weather permitting
- 10:00 Hand/face washing, diapering, water break, story time, finger plays, self directed activities
- 11:00 Hand washing, lunch time
- 11:45 Clean up, hand/face washing
- 12:00 Nap, rest time
- 2:00 Diapering, hand/face washing
- 2:30 Afternoon snack
- 3:00 Outdoor play, weather permitting
- 3:30 Hand/face washing, diapering, water break
- 4:00 Art exploration, cognitive choices
- 4:30 Story time, songs
- 5:00 Table activities, fine motor skills, review charts, prepare to end day
parent daily reports, good byes

Areas of development included in daily activities are Social/Emotional, Cognitive, Motor (large and small), Sensory, Math and Science. If you have any questions or concerns about your child's daily schedule or routine please do not hesitate to speak with the administrative staff or teacher.

Typical Daily Schedule- Twos (Schedule may vary)

- 7:30 Arrive at Play and Learn, Greet Children and Families, free play, table toys
- 8:15 Clean-up, Diapering, hand washing
- 8:30 Breakfast
- 9:00 Group time, diapering, potty, hand washing
- 9:30 Art, science, math
- 9:45 Diapering, potty, hand washing
- 10:00 Chapel, Kidercise, Spanish, art activities, centers
- 10:30 Outside time, weather permitting
- 11:00 Diapering, potty, hand washing, water break
- 11:30 Lunch, diapering, potty, hand washing
- 12:00 Nap, rest time
- 2:00 Diapering, potty, hand washing, snack time
- 2:30 Snacks
- 3:00 Group time, stories, music
- 3:30 Outside time, weather permitting
- 4:00 Diapering, potty, hand washing,
- 4:30 Table activities, centers
- 5:00 Story Time, prepare to end day, parent daily reports, good byes

Areas of development included in daily activities are Social/Emotional, Cognitive, Motor (large and small), Sensory, Math and Science. If you have any questions or concerns about your child's daily schedule or routine please do not hesitate to speak with the administrative staff or teacher.

Daily Lessons / Curriculum (Policy)

Each child is considered in the curriculum and daily lesson planning process including assessment of and observations of each child's development. The lessons for toddlers and twos include motor skills, large and small, sensory activities, social, emotional, cognitive development, art, music, literature, math, science and language skills. A Bible theme and story is included as part of the curriculum.

Co-Curricular Activities (Policy)

In addition to the daily curriculum, Play and Learn Preschool provides age appropriate co-curricular classes each week including Kidercise exercise classes, Art, and Spanish Language class at NO addition cost. And, for those who choose to do so, the Amazing Athletes Program and the Pointe Dance Program are available at an additional cost.

Nap / Rest Time

A nap or rest time is an appropriate and necessary activity for children. Please do not ask a teacher to keep your child from participating in nap or rest time, which is generally one to two hours. A favorite blanket or soft animal may be used during naps. Covering the head with a blanket is not permitted. Children nap or rest on cots. Each cot is covered with a sheet. The sheets are washed on a regular basis.

Educational Supplies

A list of supplies needed will be sent home. In addition, throughout the year there may be items needed for special projects. You will be informed as the need arises. Fund raisers are scheduled periodically during the year to raise money for the purchase of equipment.

Outdoor / Indoor Play

Younger Toddlers who are crawling may ride in a wagon while older toddlers may walk, or may go to a playground area designated for their age. Twos may go to their designated play area for outside play. The gym is available for days when weather is not suitable for outside play.

Cubbies and Clips

Each child has a cubby for bottles, diapers, etc. A clip on the wall is also provided for communicating information and daily reports.

Toilet Training (Policy)

Toilet training will begin when appropriate for each child's age and stage of development. Children should be able to express their needs, stay dry for two or more hours, and pull their pants up and down. Parents or Legal Guardians should discuss the matter with their child's teacher when they feel the time is appropriate. Parents are expected to partner with the teacher in the potty training process and continue the training at home.

Children will be offered frequent opportunities for toileting, particularly after meals as well as before and after outside play or nap time. Toilet training will be relaxed and pressure free. Children's hands will be washed after toileting. Wearing comfortable clothes that can be easily opened for toileting is very important in helping children become self sufficient in the toileting process.

Hand-Washing (Policy)

PARENTS ARE RESPONSIBLE FOR OVERSEEING OR ASSISTING IN THE WASHING OF THEIR CHILD'S HANDS UPON ARRIVAL AT THE CLASSROOM EACH DAY.

All children are taught hand washing and personal hygiene and the staff carefully follows approved guidelines for hand-washing. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others. **Staff carefully follows approved guidelines for hand-washing.** All children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored. Very young children, those not developmentally able, are washed by staff. Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance. The hand-washing process is used frequently and after each of a variety of activities throughout the day, which may include moving from one class to another. Reinforcement of this process at home will be very beneficial in helping the child achieve a good habit.

Biting (Policy)

It is the policy of Play and Learn Preschool, whenever possible to prevent or lessen the biting incidents that are prevalent any time you have two or more young children together. Very young children will often bite one another during the oral stage of their development when they are exploring the world with their mouths. Some times biting feels good! Sometimes it is an act of aggression. Sometimes biting is an act of affection or friendliness, an extension of a kiss. Sometimes young children bite to get attention. Whatever the reason, children do not realize the danger or hurt that they cause. The staff is diligent in watching for biting in the toddler and twos rooms. They stop many bits. However, parents should be aware that some biting will occur without warning where even two children of this age are together. When biting occurs, we care for and help the child who was bitten and help the child who bit to learn other behavior.

Conduct and Discipline (Policy)

When the actions of a child are inappropriate, several positive options may be instituted to help the child gain understanding about their actions including helping them express the problem and talking with them, providing a few moments of quiet time, and/or redirecting to overcome the problem. Learning what is and what is not appropriate behavior is a part of the process of gaining social skills, sharing and cooperating with other children. The positive guidance and behavior patterns learned at this age are very helpful in making the transition to the threes and beyond.

Parent Responsibility (Policy)

- Support the mission, purpose and philosophy of Play and Learn Preschool
- Support the preschool in requiring students to obey policies and procedures
- Strive to send students to preschool prepared to participate and succeed
- Maintain an active interest in the student's work and activities
- Strive to insure punctual arrival and unnecessary absences
- Cooperate with preschool requests, i.e., read communications, signing and returning preschool forms
- Attend preschool conferences, open houses, and meetings
- Discuss preschool problems with parties most closely associated with the area of concern. Observe the "Matthew 18 Principle". Matthew 18:15-17 sets forth the following guidelines: 1) Go to the person with whom there is a concern or conflict. 2) If the issue cannot be resolved, then seek the help of the respective administrator.
- Strive to support the preschool through family participation at Yale Avenue Christian Church or in a local church congregation of your choice.

What to Bring

1. Children in diapers need a bag with an adequate supply of disposable diapers for each day, usually 8 – 10 for toddlers and 5 – 7 for twos.
2. Each child must have 2 or 3 extra sets of clothing in case of an accident. The clothing should be washable, sturdy and safe.

Caution

It is suggested that children under the age of 3 not wear earrings, pierced or otherwise. Earrings pose a risk for children.

Note

Please do not bring toys and personal items from home. Please label coats, sweaters and other items of outerwear. A form of tennis shoe or athletic shoe, tie or Velcro, is recommended. No flip flops or crocks allowed. Do not bring your child to preschool without shoes. They will be unable to participate in outdoor play unless they have shoes.

Food (Policy)

Play and Learn Preschool participates in the Child and Adult Care Food Program which provides a well-balanced breakfast, lunch and snack for the children each day. To the extent possible, seasonal fresh vegetable and fruits, as well as whole grains will be added to the menu. A monthly menu is prepared, posted and also published in the Discovery Days Newsletter, in print and on the website. No food may be brought in, including home cooked or baked food, for special classroom celebrations except for food that is commercially packaged and store purchased.

The Preschool does not feed cow's milk to children younger than 12 months. Whole milk is provided to children age 1 to 2. 1% milk is provided to children 2 years of age and older. Toddlers and Twos do not carry bottles, sippy cups, or regular cups with them while crawling or walking. The teaching staff offers children fluids from a cup as soon as the families and teachers decide together that a child is developmentally ready to use a cup.

Food served on a plate will be cut up into ¼ to ½ inch pieces for finger feeding. Utensils will be available to children who can use them. As children are ready, they begin to learn the process of self service in terms of placing food on their own plate. Water is served in the room through the use of disposable paper cups.

If special food needs exist due to allergies, medical conditions or religious beliefs, the Preschool will accommodate to the extent possible within the limits of its operations. In the case of allergies or medical conditions, a written statement from the family physician will be necessary. For special foods regarding religious beliefs, a written statement from the family is also required.

The Preschool will inform parents or legal guardians of the food service plan and suggest ways to coordinate with this plan. The preschool will supplement a child's home-provided meal if the nutritional content appears to be inadequate. The parent or legal guardian will be informed by staff if food brought from home is being supplemented on a regular basis. The preschool will check for food allergies before providing any supplemental food. Meals may be prepared by the family upon written agreement between the parent or legal guardian and the Preschool. Snacks to go are available at the door for your convenience.

Toddlers / Twos do not have access to large buckets that contain liquid.

The **FOOD PROGRAM ENROLLMENT FORM** is a requirement and is to be completed by **ALL** parents or legal guardian each year. Even if you do not qualify and will not be using the food program, **THE FORM MUST BE COMPLETED AND ON FILE.**

PARENTS MUST NOTIFY THE PRESCHOOL IF YOUR CHILD IS ALLERGIC TO ANY FOODS

PLEASE DO NOT BRING PEANUTS OR PEANUT BUTTER TO PRESCHOOL

In accordance with federal law and the United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Written Bldg., 1400 Independence Ave., SW, Washington D.C.20250-9410, or call(202) 720 -5964, USDA is an equal opportunity provider and employer. You may also write to the Oklahoma State Department of Education, Child Nutrition Programs Section, Room 310, 2500 N. Lincoln Blvd., Oklahoma City, OK 73105

Parent Conferences and Visits

Parent / teacher conferences are generally scheduled twice annually. However, parent / teacher conferences are available on request or as needed in addition to discussions that may occur on a daily or weekly basis. Parents and legal guardians are encouraged to visit the preschool at any time.



Threes, Fours & Fives

Ages 36 Months to 5 Years



Our Mission

Teaching children for future success through the process of play, enabling them to learn life skills for a happy and prosperous life!

Developmental Activities Include

Language Development

- Demonstrate enjoyment of stories & books
- Communicate verbally by talking about feelings
- Develop pre-writing skills

Physical Development

- Strengthen large & small motor skills
- Develop hand-eye coordination

Christian Attitudes & Life Skills

- Demonstrate courtesy, kindness respect & honesty
- Build self-confidence
- Develop individual abilities
- Learn to feel safe & valued

Social, Emotional Development

- Demonstrate knowledge of self & self-help skills
- Relate positively with others
- Develop positive self-esteem & independence
- Learn problem solving, appropriate risk taking & making choices
- Learn they are valued & to value others around them

Cognitive Development

- Identify & group objects
- Demonstrate awareness of the world around them
- Demonstrate memory & creativity
- Develop ability to think out loud and talk themselves through a situation
- Learn about reading, math, science, the arts & technology (computer)

Classroom Program - Threes - Fours - Fives

Ages 3 to 5 years

Classroom Placement (Policy)

Children from 6 weeks through 5 years may be enrolled in the Play and Learn Preschool Program. Children are grouped according to age and development with input from parents. Initial placement begins September 1 and may be adjusted as the child grows and develops. Teachers supervise Threes/Fours/Fives by sight and sound at all times and provide attentive and personal interaction with each child so our classroom sizes are limited. Placements and ratios are in compliance with licensing requirements. See Transitions below for additional details.

Transitions (Policy)

Children are placed in age appropriate rooms, i.e., infants, toddlers, two's, etc. However, not all children grow and mature at the same rate, therefore, a transition may be recommended from one room to another as being appropriate for and beneficial to the child. In consultation with the parents and teachers, a transition from one room to another may be recommended. Due care is taken by staff to assist the child in making a happy and successful room change.

Comprehensive Screening and Assessment Program (Policy)

The screening and assessment process is conducted with the approval of and in collaboration with parents. The purpose is threefold: to identify children who may have developmental delays or disabilities, to guide decisions about referrals for further evaluation, and, when appropriate, to connect families to resources that may help mitigate or minimize the severity of their child's delay or disability. By identifying children as young as possible, effective interventions can begin early, and significantly improve outcomes for children and their families. The screening and assessment program, which uses objective screening tools, is administered by appropriately trained and qualified staff, and meets the professional standards for standardization, reliability and validity. Screening and assessment occurs within 3 months of enrollment and on an annual basis thereafter, usually at the beginning of a programmatic year.

The screening is a standardized process or test used to identify a child who may have or may be at risk of a developmental delay or disability and need further evaluation. The screening process will provide one of two results: either a child is typically developing or there could be an indication of potential delay in developing. The screening process alerts the assessor to the potential need for a comprehensive assessment. Applicable to ages 3+.

The comprehensive assessment is a process of observing and documenting the developmental progress of the child, both informally and formally. The results simply indicate a child's performance with respect to goals and objectives, i.e., those skills that are mastered and those that are emerging. Patterns that are indicative of developmental delays may also be revealed over the course of time. Any developmental delays observed may then be appropriately addressed. Applicable to all ages.

Typical Daily Schedule (Schedule may vary)

7:30	a.m.	Arrive at Play and Learn - Self selected activities in respective rooms
8:15	a.m.	Breakfast - clean up - bathroom break
9:00	a.m.	Specialty Classes, instruction, group time, centers, bathroom break
10:30	a.m.	Supervised Play - large motor activities - outdoors/indoors
11:30	a.m.	Lunch - clean up - bathroom break
12:30	p.m.	Nap/Rest Time
2:00	p.m.	Free Play - learning centers
2:30	p.m.	Snack - clean up - bathroom break
3:00	p.m.	Group Time, centers
4:00	p.m.	Play Time - outdoors/indoors
5:00	p.m.	Prepare for Home - Self-selected activities, centers
5:30	p.m.	Preschool Day Ends

***Preschool classroom schedules are adjusted for weekly Chapel and other activities that are scheduled from time to time throughout the year*

Daily Lessons/curriculum (Policy)

Each child is considered in the curriculum and daily lesson planning process including assessment of and observations of each child's development. The lessons for threes, fours and fives include language, numbers, stories, social skills, emotional skills, finger plays, rhymes, concepts and idea games and activities which are age appropriate. Group time also includes Bible based lessons on various curriculum themes which include instruction, discussions and activities. A Chapel time with music and a message is scheduled weekly.

Co-Curricular Activities (Policy)

In addition to the daily curriculum, Play and Learn Preschool provides age appropriate co-curricular classes each week including Kidercise exercise classes, Art, and Spanish Language class at NO addition cost. And, for those who choose to do so, the Amazing Athletes Program and the Pointe Dance Program are available at an additional cost.

Nap/Rest Time (Policy)

A nap or rest time is an appropriate and necessary activity for children. Please do not ask a teacher to keep your child from participating in nap or rest time. Nap/rest time is generally one to two hours. This depends on the age of the child. Children nap or rest on cots. Each cot is covered with a sheet. The sheets are washed on a regular basis.

Educational Supplies

A list of supplies needed will be sent home. In addition, throughout the year there may be items needed for special projects. You will be informed as the need arises. Fund raisers are scheduled periodically during the year to raise money for the purchase of equipment.

Outdoor/Indoor Play (Policy)

Outdoor activity is very important and is part of our daily schedule (weather permitting). If children are well enough to come to our Preschool, they are well enough to play outdoors. Please dress children properly according to the weather conditions. During the winter, be sure your child has a warm coat, socks, mittens and a hat. During unfavorable weather, children are scheduled to play in the gym where various toys and games are available to them. All children using playground or indoor play equipment will be supervised. Children will not be permitted to go beyond the range of direct supervision by staff.

Children's Cubbies

Each child has a cubby located inside their classroom. Please be sure to check your child's cubby each day for important notices.

Hand Washing (Policy)

PARENTS ARE RESPONSIBLE FOR OVERSEEING OR ASSISTING IN THE WASHING OF THEIR CHILD'S HANDS UPON ARRIVAL AT THE CLASSROOM EACH DAY.

All children are taught hand washing and personal hygiene and the staff carefully follows approved guidelines for hand-washing. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of transmission of infectious diseases to themselves and to others. **Staff carefully follows approved guidelines for hand-washing.** All children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored. Very young children, those not developmentally able, are washed by staff. Staff assists children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance. The hand-washing process is used frequently and after each of a variety of activities throughout the day, which may include moving from one class to another. Reinforcement of this process at home will be very beneficial in helping the child achieve a good habit.

Conduct and Discipline (Policy)

When the actions of a child are inappropriate, several positive options may be instituted to help the child gain understanding about their actions including, helping them express the problem and talking with them about it, providing a few moments of quiet time, and/or redirecting to overcome the problem. Learning what is and what is not appropriate behavior is a part of the process of gaining social skills, including learning to share and cooperate with other children. This process is not only about behavior but also self control and respect. In part, these goals are achieved through age appropriate clear and consistent rules. Achievement of these goals depends on holding to the standards that honor God and other people. Therefore, we expect respect for authority and total compliance with the policies and procedures of the preschool as well as in the individual classroom. We further expect you, the parent or legal guardian to encourage your child to comply with all of the preschool regulations. The positive guidance and behavior patterns learned at this age are very helpful in making the transition to older classes and ultimately to kindergarten.

Students are expected to exhibit acceptable Christian standards of courtesy, kindness, and honesty, and embrace the following responsibilities:

- Personal character development
- Compliance with rules
- Living in harmony with others
- Commitment to effort and quality of work
- Respect for Preschool property

Parent Responsibility (Policy)

- Support the mission, purpose and philosophy of Play and Learn Preschool
- Support the preschool in requiring student to obey policies and procedures
- Strive to send student to preschool prepared to participate and succeed
- Maintain an active interest in the student's work and activities
- Strive to insure punctual arrival and unnecessary absences
- Cooperate with preschool requests, i.e., read communications, signing and returning preschool forms
- Attend preschool conferences, open houses, and meetings
- Discuss preschool problems with parties most closely associated with the area of concern.
 - Observe the "Matthew 18 Principle". Matthew 18:15-17 sets forth the following guidelines: 1) Go to the person with whom there is a concern or conflict. 2) If the issue cannot be resolved, then seek the help of the respective administrator.
- Strive to support the preschool through family participation at Yale Avenue Christian Church or in a local church congregation of your choice.

What to Bring

Each child must have two extra sets of clothing in case of an accident. Children's clothing should be easy for the child to manage. Their clothing should be washable, sturdy and safe. It should also allow children the freedom to play without being overly concerned about getting dirty. Since daily outdoor play is part of the curriculum, weather permitting, dress should be appropriate for the season. It is suggested that children not wear earrings, pierced or otherwise. Earring pose a risk for children. Also, recommended footwear includes tennis shoes, buckle or tie shoes. Flip-flops, crocks, jellies, rubber sandals, cowboy boots and other similar shoes are unsafe for active threes, fours and fives and therefore are not acceptable. Please label coats, sweaters, and other items of outerwear. Children may bring a blanket for nap time.

Please do not bring toys and personal items from home unless they are to be part of Show-and-Tell. All personal items should be clearly marked with your child's name. Play and Learn Preschool cannot be held responsible for lost items.

Food Program (Policy)

Play and Learn Preschool participates in the Child and Adult Care Food Program which provides a well-balanced breakfast, lunch and snack for the children each day. 1% milk is served to children ages 3-5. A monthly menu is prepared, posted and also published in the Discovery Days Newsletter, in print and on the website. To the extent possible, seasonal vegetables and fruits as well as whole grains will be added to the menu. No food may be brought in, including home cooked or baked food, for special classroom celebrations except for food that is commercially packaged and store purchased.

If special food needs exist due to allergies, medical conditions or religious beliefs, the Preschool will accommodate to the extent possible within the limits of its operations. In the case of allergies or medical conditions, a written statement from the family or physician will be necessary. For special foods regarding religious beliefs, a written statement from the family is also required.

The Preschool will inform parents or legal guardians of the food service plan and suggest ways to coordinate with this plan. The preschool will supplement a child's home-provided meal if the nutritional content appears to be inadequate. The parent or legal guardian will be informed by staff if food brought from home is being supplemented on a regular basis. The preschool will check for food allergies before providing any supplemental food. Meals may be prepared by the family upon written agreement between the parent or legal guardian and the Preschool. Snacks to go are available at the door for your convenience.

Threes, fours and fives do not have access to large buckets that contain liquid.

The FOOD PROGRAM ENROLLMENT FORM is a requirement and is to be completed by ALL parents or Legal Guardian each year. Even if you do not qualify and will not be using the food program, THE FORM MUST BE COMPLETED AND ON FILE.

PARENTS OR LEGAL GUARDIAN MUST NOTIFY THE PRESCHOOL IF YOUR CHILD IS ALLERGIC TO ANY FOODS.

PLEASE DO NOT BRING PEANUTS OR PEANUT BUTTER TO PRESCHOOL

Parent Conferences and Visits (Policy)

An Individual Educational Portfolio or IEP is kept on file for each child. The plan includes personal projects, anecdotal records and skill checklists. Formal conferences between parents and teachers will be scheduled during the school year. These conferences are arranged to discuss the child's developmental strengths, improvements and mutual goals. A parent may also make an appointment at any time during the year to discuss their child's progress. Parents or legal guardians are encouraged to visit the Preschool at any time. You are also encouraged to eat an occasional meal with your child.

FLU (H1N1)

Expect the Best, Prepare for the Worst

There is a lot of public concern being expressed about the H1N1 (swine) flu virus through the media and from the U.S. Government. It is impossible at this juncture to know whether or not this flu virus will become a serious event. Hence the advice, expect the best and prepare for the worst. Whether you are fighting off the first symptoms of a cold, flu virus, or you find yourself in the midst of a spreading pandemic, being forewarned, aware and ready will make a big difference for your (and your family's) chances of good health and survival. Whether or not you choose to have your child administered the H1N1 flu vaccine when available is a matter for your family and your medical advisor to determine. Sometimes the vaccines are beneficial and sometimes not since not all flu strains are covered in a vaccine. Possible mutations of the H1N1 virus may occur and if so the H1N1 vaccine may not help. Consultation with your medical advisor is vital regarding vaccines and potential side effects. Most important, keep your child's and your family's immune systems as strong as possible and follow simple common sense health habits which will help stop germs from spreading.

PARENT HANDBOOK

A newly updated version of the Parent Handbook is being distributed to all parents and guardians of our preschool children. Please review specifically the section Health and Medical. If your child is ill, please keep them home.

ARRIVAL AT PRESCHOOL

It is suggested that you initiate the process with your child of hand washing when you arrive and before your child enters the classroom. We follow hand washing procedures with the children throughout the day as well. Good Health Habits can help stop germs.

Here are some suggestions :

AVOID Close Contact.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

STAY Home When You Are Sick.

Stay home from work, school, and errands when you are sick. Keep sick children at home. You will help prevent others from catching the illness.

COVER Your Mouth and Nose.

Cover your mouth and nose with a tissue when coughing and sneezing. Throw the tissue in the trash after you use it.

WASH Your Hands Often.

Washing your hands and the hands of your children often will help protect you from germs. Careful and thorough washing with soap is very important.

AVOID Touching Your Eyes, Nose and Mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose or mouth.

PRACTICE Other Good Health Habits.

Get plenty of sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food.

NOTIFICATION

Should the flu virus become wide spread and adjustments in preschool scheduling need to be made or temporary closure be required, you will be notified promptly. Please check our website for the most up-to-date information. www.playandlearnpreschool.org

