

**POLICIES AND
PROCEDURES**

2008 - 2009

**SOUTHPORT
CONGREGATIONAL
PRESCHOOL
AND
TODDLER PROGRAM**

524 PEQUOT AVENUE
SOUTHPORT, CT 06890
203-255-1312

WWW.SCCPRESCHOOL.ORG

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THE PROGRAM

The Southport Congregational Preschool & Toddler Program, begun in 1983, is a non-sectarian program for children ages 1-4 operated in the facilities of the Southport Congregational Church under the auspices of the Board of Education of the Church. The Southport Congregational Church Preschool & Toddler Program Committee establishes the governing policy of the program and reports to the Board of Christian Education. This Committee is composed of the Church's Ministers, a representative of the Christian Education Board, the director of the Preschool program and four church members. In addition, a parent representative from the Program serves on the Committee as a non-voting member.

OUR PHILOSOPHY

We believe a child's first "school" experience should be a positive one. We strive to provide a safe, constructive and loving environment so that your child will enjoy coming to each school day. Our primary goal is to teach children socialization skills in small groups with plenty of teacher interaction. We maintain age-appropriate learning goals to encourage social development, motor development, and to develop verbal and cognitive skills. Children grow through daily classroom activities, playground interaction, music and creative movement programs and a science program for fours. We have our best moments learning to play and work together creatively.

The success of the program depends on the joint efforts of parents and staff. Active parent participation is encouraged through the committees described in this guide. Parental concerns and staff observations can be shared before and after class. Conferences with the teacher and/or director can be scheduled at any time, and we hold formal conferences for threes and fours parents in January.

ADMISSIONS

An application form must be completed for each child and be accompanied by a **non-refundable** \$50.00 registration fee and a

\$450.00 deposit. The program does not discriminate on the basis of race, sex or religion. Admission to the Program is based on a prioritized lottery system. Points are assigned to each family for each year they have participated in the program for each child enrolled. A point is assigned if a family is a member of Southport Congregational Church. Once enrolled, a child and his/her siblings will be given priority over children who are new registrants. In the event that there is more than one family with an equal number of points requests a particular Program spot, a lottery will be held for that spot.

SPECIAL NEEDS

The Program's Committee will review applications for children with special needs. A meeting with the parent, the director and the child's specialist/pediatrician may be convened to assess the program's ability to provide adequately for the needs of the child before admission is recommended.

TUITION

Registration to the Preschool & Toddler Program is for the entire school year and the registrant is committed to pay the full year's tuition. No exceptions will be made for absence or withdrawals for any other reasons during the year.

The tuition is an annual (10 months) amount that is established by the Southport Congregational Church Preschool & Toddler Program Committee. Tuition payment consists of a \$450.00 deposit at the time of registration and three equal payments due in May, November, and February.

A \$50.00 late fee will be assessed for tuition payments not received within two weeks of the due date. If the tuition and late fee are not received within four weeks of the due date, the child will not be allowed to attend the program until all amounts due are paid.

REQUESTED WITHDRAWAL OF A CHILD FROM SCHOOL BY PARENT/GUARDIAN

Withdrawals must be made by written request and signed by a parent/guardian. If a parent/guardian withdraws a child during the school year, the family is liable for the year's remaining tuition until the spot is filled. If your child is withdrawn between May 28th and the start of the following school year, the deposit and tuition will be forfeited. *Spots in the program are nontransferable and cannot be assumed by another family.*

REQUESTED WITHDRAWAL OF A CHILD BY SOUTHPORT CONGREGATIONAL PRESCHOOL

The Southport Congregational Preschool strives to be inclusive of all children enrolled in our school, and will do everything in our power to make sure that each child enjoys a smooth transition and positive experience. Further, it is the goal of our school to meet the needs of **all** children in our program. If, in the opinion of our professional staff and our educational consultants, we are unable to

adequately address an individual child's needs, parents/guardians of that child may be asked to withdraw their child from our program. This decision rests with the Director of the school, together with the Southport Congregational Preschool Committee, and shall be final. All rights of privacy will be respected.

When a withdrawal is requested by Southport Congregational Preschool, the parents/guardians will be responsible only for the tuition incurred through the month the child is in attendance.

WEBSITE

On our website, **www.sccpreschool.org**, you will find general contact information, our school calendar, policies and procedures, and our quarterly newsletters which will give you information on what we are doing in our classrooms.

HOURS

The school day begins at 9:00AM and ends at 12:30PM. An extended day to 1:55PM may be offered for 4 year olds one afternoon a week if there is sufficient interest.

It is important to the child that the parent picks him/her up promptly. **Parents/Guardians picking up children after 12:30PM will incur a late charge of \$50.00.** In the case of an emergency, the director should be contacted to arrange for a late pick-up.

TODDLER PROGRAM HOURS

Due to the young age of participants in our Toddler Program and to the difficulties they sometimes face leaving mom or caregiver, the Toddler Program maintains abbreviated hours for the first week of school. Your child's first week's schedule will be sent to you towards the end of the summer. Beginning the second week of school, all children in the Tuesday/Thursday 18-24 month class will be dismissed at 11:30AM through October. This usually gives most children ample time to settle into a routine. If a child is still having trouble adjusting when this period is over, the situation will be assessed on an individual basis. If necessary, that child may continue on an abbreviated schedule.

EMERGENCY CLOSING

The policy of the Fairfield Public Schools will be followed. Please listen for announcements on radio station WICC, 610 AM or television channels 12 or 8 (WNET). Additionally, you can call the Fairfield Public Schools hotline, 255-TALK (8255). If the public schools are closed, SCP&TP will be closed. If the public schools have a delayed opening, SCP&TP will open at 10:30AM. If the public schools have early dismissal due to inclement weather, SCP&TP will close at 11:30AM.

DAILY SCHEDULE

The daily preschool schedule provides a balance for children of each age level. Using developmentally appropriate activities and materials children will engage in indoor and outdoor, quiet and active, individual and group, large muscle and small muscle, and child initiated and teacher initiated play.

Generally speaking, the daily classroom schedule is as follows:

Arrival and Free Play
Clean Up
Snack and Conversation Time
Circle Time –
Arts and Crafts
Outside Play
Clean Up
Lunch and Dismissal

Variations occur for each age level. Ones and young twos may need rest time, and they may also have shorter attention spans. Therefore, there is not so much emphasis on organized activities in these classes. For threes and fours, in addition to the normal circle time activities like finger play, singing and storytime, there is also some emphasis on prereading and health and science related activities. Specials like creative movement are also held for all age levels. Your child's teacher can give you a more specific idea of his/her schedule.

QUESTIONS AND CONCERNS

Parents may have questions or concerns about their child or the

program during the school year. If this is the case, your child's teacher is your first and most invaluable resource as they interact with your child on a daily basis. If parents have broader questions about the program, our Parent Rep can also be helpful. She is a mother in the preschool program appointed by the Director and can help answer general questions or convey concerns to the appropriate individual. Of course, our Director, Barbara Terrell, is available to help parents handle problems and issues they may face in regards to their child's school experience. Finally, there is the Preschool Committee, the preschool's governing body, which is a church committee charged with policy making and oversight. The Committee works hand in hand with both the Director and the church and is chaired by a church member. This committee meets monthly to discuss preschool issues and can be another forum for parental concerns.

SIGN-IN

A sign-in sheet will be located in each room. Parents are asked to leave a telephone number where they or a responsible alternate can be reached in case of an emergency.

AUTHORIZED ESCORTS

Written authorization must be given to the program when someone other than a parent will be picking up your child. A written permission note **must** be given to the teacher on the day of the change or the child will not be allowed to go with the alternate.

HEALTH & EMERGENCY FORMS

Connecticut State Law requires an up-to-date health form and an emergency form be filled out completely and be on file before a child can attend the program.

The policy of SCP&TP requires that all parents complete the health form provided to the Preschool by the State Health Department and included in registration packets sent to each family. No other form will be accepted. The physical exam completed by the doctor must be current. For children less than 3 years of age, health forms must be updated when well-child check ups and immunizations are scheduled. Generally this is at 15 months, 18 months and 24 months. For children 3 years of age and older, health forms must be updated on an annual basis. The emergency form must include all home and work numbers, physician's and dentist's names, and two additional local emergency contacts. **Please be sure that the people listed as emergency contacts are authorized and able to handle emergency situations.**

In the event of a catastrophic emergency, parents are asked to complete an emergency form that authorizes one or more people within the SCP&TP community to pick up their child.

HEALTH AND MEDICATION POLICY

The staff will contact the parent in case of an acute medical problem. In the event of an emergency, the child's physician or the Program's physician-on-call will be consulted. If indicated, the child will be transported to the nearest hospital or to the hospital

specified by the child's physician.

The only prescribed medication that may be administered at SCP&TP is an Epi-Pen. At least two staff members will be trained to administer the Epi-Pen in accordance with the statutes and regulations of the State of Connecticut's Department of Public Health. Parents must complete an approved Medication Administration Record before an Epi-Pen can be given. It will be the parent's responsibility to acquire and maintain an up-to-date Epi-Pen with a doctor's prescription attached. After meeting all necessary criteria, the Epi-Pen will be locked in the child's classroom closet on the top shelf, easily obtainable by staff, yet out of reach of children. Any Epi-Pens administered will be recorded and the record kept on file.

Benadryl will only be administered in conjunction with an Epi-Pen or at the onset of an allergic reaction. A physician's authorization is also required for the administration of Benadryl. The same protocol and procedures will also follow the statutes and regulations of the State of Connecticut's Department of Public Health. As with the Epi-Pen, parents must complete an approved Medication Administration Record. The Benadryl will be locked in the child's classroom closet and any Benadryl administered will be recorded and the record kept on file.

FOOD ALLERGY POLICY

To safely accommodate children with peanut allergies at snacktime and lunchtime, the Program will provide a separate table or highchair for allergic children. The table used by other children

will be thoroughly cleaned by a teacher with bleach and water following a meal. All children must wash their hands with soap and water after eating, as well as when entering the classroom in the morning.

One week's notice must be given to your child's teacher if you intend to send in a special celebration treat. Please let her know what you are sending in and when you plan to do so. The teacher will then inform the parents of the allergic child/children so they may send in something for their own child. This information is necessary in the case of peanut allergic children, but also is courteous to those who have other types of food allergies. If properly informed and prepared, parents can assure that each child can enjoy a celebration in the classroom without feeling left out. If unannounced party food is sent in to school, it will be sent home with each child for consumption at home.

PLEASE KEEP YOUR CHILD HOME FOR THE FOLLOWING:

1. Fever of 100 F or above within the past 24 hours (unless related to an immunization).
2. The presence of any yellow/green nasal discharge.
3. Gastroenteritis manifesting itself with vomiting and/or diarrhea.
4. Otitis media, an ear infection. Generally after 1-2 days of antibiotic treatment, if the pain and fever have subsided, the child may return. If fever or pain persists, please keep your child home.

5. Contagious Diseases/Conditions

There are several contagious diseases/conditions that children may contract from family members or at school. These include:

- Conjunctivitis (Pink Eye)
- German Measles (Rubella)
- Strep Throat
- Chicken Pox
- Measles
- Head Lice - **MUST BE NIT FREE**

In the event that your child comes down with one of these or any other contagious disease, please notify the director so that other families may be alerted.

The decision to send a sick child home rests with the staff. The child will be isolated from the other children and given an opportunity to lie down until arrangements can be made for the parent to pick him/her up. If you are called because your child appears ill in school, please arrive as quickly as possible to pick up your child.

A child who is not mobile, due to a limb being in a cast or brace, will not be allowed to attend school until the child is mobile.

Any questions concerning any of these health issues can be directed to our Program's nurse or the Director.

TOILET TRAINING

It is the policy of the Southport Congregational Preschool & Toddler Program that children registered for the Preschool Program (threes and fours) must be toilet trained when entering the program in September. **For children who have not completed their training, a parent or parent substitute will be required to carry a beeper and will be called to come and change the diaper or clothing if necessary.** Preschool teachers only change diapers or underpants, on an emergency basis.

WHAT TO BRING EACH DAY

For children in diapers:

- 5 disposable diapers
- diaper wipes
- a complete change of clothes

For all other children:

- 2 pairs of underpants
- a complete change of clothes

Snacks and Lunch -- pack a lunchbox with:

a healthy mid-morning snack such as crackers, cheese, Cheerios, vegetable sticks, fruit, Goldfish, pretzels

a container of milk, juice or water

lunch

NO CANDY, GUM, SODA OR JUNK FOOD

APPROPRIATE CLOTHING

The children go outside even in the winter months. Therefore, children should come dressed appropriately. Jackets, hats, mittens and boots, when necessary, should be included for cold weather. In warmer weather, we require closed toe shoes such as sneakers which are safer and more comfortable footwear for the playground. **NO** Crocs, sandals or flip flops.

LABELING

Anything your child brings from home (clothing, bags, lunchbox, thermos, etc.) should be labeled with the child's name.

TOYS

We recommend that children not bring toys from home. An exception is the special toy or blanket that may help your child make the transition from home to school. **GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION ARE NOT WELCOMED OR ALLOWED.**

BIRTHDAYS

Children enjoy celebrating their special day with school friends. Cupcakes from home are a popular birthday treat. Please let your child's teacher know in advance if you will be bringing a party

snack or cupcakes. Please also refer to our food allergy policy included in this guide.

ANIMALS

The Program does not allow animals of any kind to be brought into the classrooms by children or parents.

SPECIAL ACTIVITIES

In addition to our regular daily activities, children can look forward to some specials. We offer a creative movement program once a week for all age levels. We also have a science program for fours and a music program for all ages. Each is held once a month and is taught by outside professionals.

Other specials include a school bus ride in May for fours, an end of year ice cream truck visit, pizza Thursdays and Fridays during the second half of the year, and visits from Officer Friendly and the fire truck. Occasionally, there will be field trips for the older classes. In the past, we have also offered programs by the Maritime Aquarium at Norwalk, the New Caanan Nature Center, and by professional storytellers.

PARENT INVOLVEMENT

We have many opportunities for parent involvement and inclusion here at SCP&TP. In order for the Program to continue its tradition of family events, it is both encouraged and welcomed for parents to participate in the planning and execution of such activities. If at any time there is a special interest appropriate for preschool children you wish to share with your child's classroom, please let our Director know. In previous years, parents have made classroom visits to talk about/demonstrate beekeeping, cooking, baking and art and storytelling..

ROOM MOTHERS

One or two mothers from each class will work with the teacher to organize holiday oriented classroom activities and special events. Room mothers can also coordinate with the teachers to help organize chaperones when needed for field trips.

HOSPITALITY

This committee is involved with hosting the beginning of the year coffees for parents as well as Teacher Appreciation week in May, which celebrates our staff by providing goodies during that week.

BULLETIN BOARD

This committee helps to keep our main floor hallway bright and cheerful by designing new boards each trimester to reflect the seasons or special holidays. Those in charge can use the children's artwork or design their own themes.

BREAKFAST WITH SANTA

In alternate years, the Program and its parents host a fun holiday celebration for families before the break. The event involves a breakfast, crafts for the children and a visit with Santa. Parents are involved in every aspect of the planning from decorations to food to activities.

LIBRARY

A new opportunity for parents, we are looking for someone to organize, catalog and maintain our lending library used by all the classrooms. Also, requests from teachers can be compiled for our once a year shopping trip for new books.

PIZZA FRIDAY COORDINATOR/SERVERS

During the second half of the school year, we give children the opportunity to buy pizza for lunch on Fridays (or Thursdays if the child does not attend on Fridays). We need one or two parents to oversee this program which includes confirming the pizza order

each week with our pizzeria, Nauti Dolphin, and buying supplies such as plates, napkins, cookies and juice. Also, a volunteer schedule needs to be organized so there are parents as servers each Thursday and Friday. Children love to have you deliver pizza!!

FALL GIFT WRAP FUNDRAISER

Our primary fundraiser takes place in the fall. Each family will receive information concerning products for sale. We encourage every family to talk to family and friends about the sale as the Program receives a portion of the money earned. Products can even be ordered online.

CONFERENCES

We do have parents participate in conferences with their children's teachers in January (for threes and fours only). This is an excellent time to check on your child's progress during the school year in a more structured setting. Other appointments can be made with your child's teacher or the Director on an as needed basis.

FALL PARENT/TEACHER COCKTAIL PARTY

Hosted by the Program's Committee in October, this cocktail party is for adults only! With drinks and delicious hors d'oeuvres, parents can meet one another, visit with teachers and see the children's classrooms (great for dads) and meet committee

members. A fun night out!