

The Shepherd's Kids Preschool and 4K

Parent Handbook

2014-2015

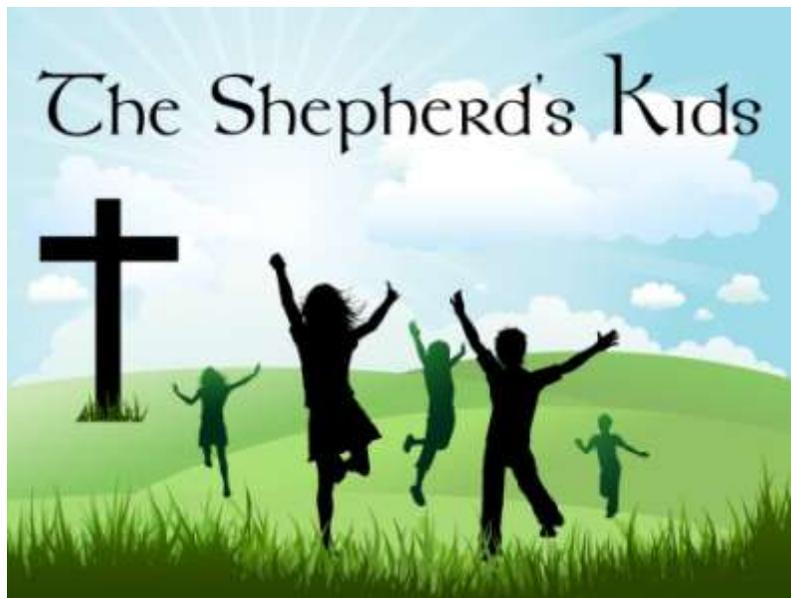


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WELCOME

A sincere welcome from the Preschool and 4K staff and The Shepherd's Kids Board of Directors! We look forward to a great year and hope you and your child(ren) thoroughly enjoy our program.

This handbook contains the policies and procedures of our school. Please read it through completely and keep it to refer to throughout the year when you have questions. Our complete Parent Handbook and State Licensing Rules book are available for review in the office. A copy of our license and any violations are posted by the entrance.

MISSION

The Shepherd's Kids is a non-denominational Christian preschool. The purpose of The Shepherd's Kids is to stimulate a child's physical, emotional, intellectual, social and spiritual growth and development within a Christian environment.

The Shepherd's Kids admits students of any race, color, national and ethnic origin, handicap and gender to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, creed, color, gender, sexual orientation, national or ethnic origin, handicap or religious affiliation of the child or family in administration of its educational policies, admission policies, and other school-administered programs.

THE SHEPHERD'S KIDS PHILOSOPHY OF EDUCATION

The Shepherd's Kids philosophy of early childhood education is based on the knowledge that a child gains 50% of his/her intelligence by the age of five years and that the foundations for his/her personality traits are established within that same time frame. We provide an enriched environment for children during this critical time. We stimulate a child's curiosity for learning and provide many avenues for exploration. In our learning environment, a child is encouraged and free to develop his/her individual potentials within a Christian framework.

Play activities provide opportunities for children to develop large and small motor coordination skills. Cognitive skills are encouraged through structured and unstructured time. Children grow intellectually through hands-on activities that incorporate social studies, math, science, literacy and language skills. They are allowed to experiment with these concepts during free choice time each day. The children have opportunities for creative expression at the preschool through open art, puppet play, dramatic play and building toys. In a positive Christian atmosphere we work to help children form healthy self-concepts and appropriate social skills. With parent permission, basic Bible stories and Christian values are taught to enhance spiritual growth.

PARENT EXPECTATIONS

We expect your child to be themselves at school, respecting others and the equipment used in the classroom. We request that you, as parents, do the following:

- ***Please call (434-4899) the office if your child will be absent from school.*** If you fail to notify the school of your child's absence, we are required to contact you and everyone on your emergency contact list to try to ascertain the whereabouts of the child.
- Read this handbook and all supplemental notes we may send you.
- Please communicate any special needs or requirements so that we may ensure your child's success.
- If any questions arise, please contact the school or your child's teachers. We have a mutual concern for your child and we will notify you about any concerns we have.
- Participate in the parent helper program, supply ***nutritious*** snacks, and chaperone field trips.
- Share your child's interest and enthusiasm in learning to help make preschool a fun and rewarding experience.
- If you have a special talent, please share it with our students to enrich the program. We would love to have you join us!
- Please pay your tuition fees on time. If necessary, contact us for different arrangements.

- Have a simple backpack or tote bag for your child to carry art projects and notes to and from school. Check the bag daily for messages and projects.
- Classroom temperatures will be kept at least 67 degrees Fahrenheit, so dress your child comfortably in play clothes and label all of your child's belongings.
- Make sure to supply your child with outside clothing (raincoat, rubber boots, coat, snow pants, hat, mittens and boots). Unless there is thunder, lightning, or extreme windchills, we WILL be outside.
- Feel free to be a part of The Shepherd's Kids, offering suggestions and new ideas.
- If you have questions about the preschool license, regulations, bylaws or policies, review them where displayed or posted at school or speak with the Director at (920) 434-4899.
- Additional information and policies of The Shepherd's Kids can be found in our handbook that can be viewed in our office and at www.shepherdkids.com.

QUESTIONS

All calls and questions concerning registration, tuition and licensing policies should be forwarded to the Director of the preschool. Programming or curriculum questions can be directed to staff members.

ENROLLMENT AND RECORDS

ENROLLMENT

The Shepherd's Kids accepts enrollment of children who are three (3) years to five (5) years old by September 1 and are toilet trained. Exceptions must be approved by the Board of Directors. The preschool Director will screen children whose families request an exception. Upon passing the screening, the child will enter preschool for a probationary period of two weeks. The Shepherd's Kids is licensed to have up to 68 children at any given time. Enrollment paperwork can be picked up at or mailed out by The Shepherd's Kids office.

The Shepherd's Kids welcomes special needs children into our program. However, if the child requires regular one-on-one assistance and no IEP (Individualized Education Plan) is in effect, a parent/caregiver must attend all sessions with the child. If specific transportation is required during field trips, the parent/caregiver must provide the transportation.

Parents with children who have long-term/chronic medical problems **must meet with the preschool Director prior to enrollment to create a care plan**, which specifies the medical treatment their child will receive at preschool. The plan must be updated when necessary. A separate conference will be set up with the staff, Director and parents to discuss the procedures necessary in the event of an emergency. All medications and equipment must be kept onsite and will be returned at the end of the school year.

All medication will be kept in a secure area at the school, along with a written document from the parent or guardian stating the step-by-step procedure for administering the medication. Instructions on a medicine bottle is not adequate.

The Shepherd's Kids reserves the right to deny care if essential medication or supplies are not provided for your child.

The staff and Board of Directors reserve the right at any time to recommend the withdrawal of any child who does not seem capable of benefiting from the preschool experience, or who may, due to physical, mental or emotional causes, inhibit the education or jeopardize the safety of other children involved.

PUBLICITY

Various means of local publicity will be used to inform the community of the registration sessions and various events at the preschool. Your child's picture may be used on our website, facebook page, registration advertising or in the local

media. Under no circumstances will any child's name be used. Registration/enrollment in our program constitutes acceptance of this policy.

CULTURAL DIVERSITY POLICY

At The Shepherd's Kids, we believe in providing an excellent education that reflects and celebrates a culturally diverse society. We encourage respect for all cultures and work to foster a sensitive attitude where diversity and commonality of cultural beliefs, traditions and values are explored.

RECORDS REQUIREMENTS

The State of Wisconsin requires several forms to be in each child's file. These forms are viewed only by The Shepherd's Kids staff and state licensing officials. You will be notified if your child's file is missing any forms. You can either request them from our office or print them from our website www.shepherdkids.com. ***These forms must be completed and returned to our office by the first day of school:***

Preschool and 4K:

- Enrollment Form - To be completed at registration.
- Parent/Emergency Contact Information - List all pertinent information in the event your child needs to be picked up during school, who is approved to pick your child up from school, and your email address(es) so that our staff can communicate with you effectively.
- Immunization Record - State law requires records to be on file before the child attends school. DPT (Diphtheria-Pertussis-Tetanus), Polio, MMR (Measles-Mumps-Rubella), Varicella (chickenpox) and Hepatitis B vaccines are all required by the State. These requirements may be waived for health or religious reasons.

Preschool ONLY:

- Health History and Emergency Care Plan - Please list any conditions that could be serious (such as an allergy to peanuts or bee stings) and list the specific procedures to follow in case of an emergency. In addition, **ALL** medication must be kept at the school. **No exceptions.** If your child has a special health need you will be required to fill out additional forms and schedule conferences with the Director and teachers involved.
- Child Health Report - State law requires that each child have a physical examination by a licensed physician not more than 6 months prior to admission and no later than 3 months after admission to the preschool. Parents or legal guardians must complete the medical exam form and it must be signed and dated by a certified health professional in this state or the state where the examination is done. The form is current for a period of two years, after which it must be renewed.
 - The medical examination requirement does not apply if the parent of a child requests in writing that the Department of Health and Family Services grants an exemption based on the parent's adherence to religious beliefs in exclusive use of prayer or spiritual means for healing, in accordance with the teachings of a religious sect or denomination.

CONFIDENTIALITY OF RECORDS

Staff members will keep all children's records and personal information confidential. Information may be accessible to you, the preschool Director, your child's teachers, and the persons designated by the WI State Licensing Department. Any other requests to disclose information can be made by a parent's written request.

The emergency form must be kept for easy access at the preschool and will include emergency information, first day of attendance and termination date, if applicable. Emergency forms will be taken on all field trips.

PRESCHOOL TUITION PAYMENTS (Not applicable to 4K students)

Fees will not be pro-rated due to days missed because of illness, vacation or school closings.

Class	Days	Three-Month Tuition Payment
MWF am Class	3 days a week (2 1/2 hours per day)	\$415.00
T/TH am Class	2 days a week (2 1/2 hours per day)	\$300.00
T/TH pm Class	2 days a week (2 1/2 hours per day)	\$300.00

There is a registration fee of \$50 per child. Tuition payments will be collected in 3 installments due on Sept. 1, Dec. 1, and March 1. Your tuition payment includes field trip fees, special presentations and other activities. If payment is not received by the 15th of the month, the child will be suspended from participation. Parents will then have two additional weeks to fulfill their payment obligation or your child's placement in the preschool will be forfeited. If paying by trimester presents a financial hardship for your family, arrangements can be made by discussing it with the Director or the Director's Assistant.

A box mounted on the wall near the school entrance is provided for depositing your payment. Please put your child's name in the memo section of your check. Please do not deposit cash in the tuition box. Your receipt of payment is your check. We will collect from you any NSF fees that would be imposed upon us from the bank.

ATTENDANCE

State Law requires that we know where the children attending preschool are at all times during class. Each teacher will keep daily attendance records. Because of this, we ask that you call the school (434-4899) if your child will be absent. If we do not hear from you, a follow-up call will be made within an hour of the regularly scheduled arrival time.

Teachers keep track of the number and names of students present. Teachers must keep an attendance list and emergency contact information with them at all times. There is also an in/out board in each classroom that tracks each child's whereabouts in the building (absent, bathroom, with early childhood specialist, etc.).

ARRIVAL AND DISMISSAL

The door will remain locked at all times for the safety of our children. If you wish to enter the building, other than arrival or dismissal times, you will need to ring the buzzer mounted on the door. A staff member will either speak to you through the intercom or come directly to the door.

The daily schedules are as follows:

Preschool:	Monday/Wednesday/Friday	8:30am – 11:00am
	Tuesday/Thursday mornings	8:30am – 11:00am
	Tuesday/Thursday afternoons	12:30pm – 3:00pm

4K (Monday through Thursday):	Faith & Friends	7:50am – 8:15am, 11:40am – 12:05pm
	4K morning session	8:15am – 11:20am
	4K afternoon session	12:05pm – 3:10pm

At drop off, parents should escort their children to the sidewalk in front of the school. Please keep everyone on the sidewalk. A teacher will escort the children into the school, you may say your goodbyes outside or at the door.

At dismissal, please wait in the front parking lot, gather your child as efficiently as possible and exit the parking lot so another parent can pull in. A teacher will release your child at the school entrance. No one other than authorized people listed on your Parent/Emergency Contact Form will be allowed to pick up your child. If someone not listed must pick up

your child, notify the teacher ahead of time (verbally and with a written note). Notification will consist of the person's full name, address, telephone number, relationship to the child and other pertinent information that will help the teacher identify the person. The teacher will ask for identification if she does not know them. This is a security measure for all involved.

Parents will be notified immediately if someone not authorized comes to pick up their child. The child will not be released into their care. Please talk with the Director and teachers about any custody issues relating to your child. If a parent is restrained from contact with your child, we must have legal documentation on site to be in compliance with state regulations.

If a parent or guardian appears to be under the influence of alcohol or an illegal substance, the child will be released, but the authorities will be notified.

PARKING

Parking will be in high demand and short supply. You may have to park on Lakeview Drive and wait to pull in as children are dropped off and picked up. Please plan accordingly and be courteous to other parents entering and leaving, as well as traffic on Lakeview Drive.

LATE PICK-UP POLICY

Prompt pick up is necessary due to limited time between classes. Late pick up will be assessed at the rate of \$1.00 per minute past the first five minutes.

SCHOOL CANCELLATION POLICY

In the event of inclement weather, The Shepherd's Kids will follow the same cancellations as the Howard-Suamico School District which are announced on the local radio and television stations. If the public schools are not closed and we wish to close, the calling and/or email list will be used to inform parents and teachers.

If there is a delayed start time, we will not hold classes that start before 11:45 am. The rest of the classes will be as scheduled, unless you are notified otherwise. *****There will be no Faith & Friends all day if there is a delayed start.*****

If outdoor temperatures are below 0 degrees (including wind chill) or above 95 degrees, outdoor time will be held inside.

PARENT-INITIATED WITHDRAWAL

If you must remove your child from the preschool program for any reason, we require a 30-day notice. Please contact the preschool regarding a refund if applicable.

The registration fee is non-refundable. An exception would be a child who is tested and qualifies for kindergarten, the Head Start Program or Early Childhood/Special Education programs. For a refund, the preschool Director must be notified in writing prior to June 15th.

PRESCHOOL-INITIATED DISCHARGE OF ENROLLED CHILD

The Shepherd's Kids Board of Directors and staff reserve the right to discharge an enrolled student if the child is having difficulties at school. The staff and parents will develop an individualized educational plan (IEP) focused on helping the child become successful. If appropriate, the preschool staff will refer the family to a professional agency for evaluation and recommendations. Both staff and parents will be responsible for helping the child become successful at school. A time frame will be set for reevaluation as part of the IEP, according to the severity of the problem and its effects on the student and other children in the classroom. The preschool Director may suspend a student until the IEP is in place, if the child's behavior disrupts the classroom. Prior to discharge, a verbal notice will be given and a written notice will follow. A conference would be arranged with the parents, including a review of teacher documentation, of the child's behavior, and/or incidents. Tuition will be refunded on a pro-rated basis.

If the parent wishes to appeal the discharge, the parent or guardian must appear before the The Shepherd's Kids Board of Directors. Upon listening to the appeal, a final decision will be made.

The Shepherd's Kids staff and Board of Directors will begin discharge procedures for any student whose parents fail to pay fees in a timely manner or fail to comply with preschool policies.

CHILD ABUSE AND NEGLECT

THE LAW

What constitutes abuse and neglect? Here are some definitions:

Physical neglect is defined in the statute as "failure, refusal or inability on the part of a parent, guardian, legal custodian or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child." [Wisconsin Statutes 48.981(1)(d)]

Physical abuse is defined as "physical injury inflicted on a child by other than accidental means." [Ref. s. 48.02(1)(a) Stats.] This includes non-accidental injury inflicted by any other person. " 'Physical injury' includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm, as defined in s. 939.22(14)." [Wisconsin Statutes 48.02(14g)]

Sexual abuse is defined by cross-referencing several crimes in other sections of the statutes. Briefly, sexual abuse includes the following:

- any person having sexual intercourse or sexual contact with a child 15 years of age or younger;
- any person inducing a child to engage in sexually explicit conduct in order to videotape, photograph, etc., that child or videotaping, photographing, etc., a child for such purposes, or producing, distributing, selling or otherwise profiting from such a videotape, photograph, etc.;
- a person responsible for a child's welfare encouraging or permitting the child to engage in sexually explicit conduct for the purpose of videotaping, photographing, etc.;
- any person causing a child to view or listen to sexual activity;
- any person exposing genitals to a child; and
- any person permitting or encouraging a child to engage in prostitution.

Emotional abuse is defined as "emotional damage for which the child's parent, guardian or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms." [Ref. s. 48.02(1)(gm) and (5j) Stats.]

The Shepherd's Kids staff will be trained every two years on recognizing and reporting child abuse and neglect.

REPORTING

The State of Wisconsin requires professionals who work with children to report suspected abuse or neglect and threatened harm. Those who willingly fail to report may be fined up to \$1,000 or imprisoned for up to 6 months or both.

Any evidence of unusual bruises, lacerations and burns will be noted on the child's record and reported immediately to the Director. A report will be made immediately by telephone or otherwise, and followed by a report in writing to the Brown County Child Welfare Agency, county sheriff or city police department. Anyone may report suspected abuse or neglect. Those who report 'in good faith' are immune from civil or criminal liability.

Below are some guidelines according to Brown County to help identify a child who may be a victim of abuse or neglect.

- A child having multiple wounds of different types or the same type on many areas of the body.
- A child who more than occasionally bears bruises, welts, burns or other injuries.
- A child bearing wounds in different stages of healing.
- A child who is hyperactive, aggressive, disruptive or destructive in behavior. (They may be acting out their own hostility or reflecting the atmosphere at home.)
- A child who is extremely withdrawn, shy, passive and uncommunicative. (They may have sunken into a safer, internal world that they consider safer than the real one.)
- A child who is unkempt and/or inadequately dressed, dressed inappropriately for the weather, clothing is dirty and torn, habitually unwashed, other children don't like to sit near them because they think they smell bad.
- A child who needs, but is not getting, medical attention.
- A child who is undernourished or who is always tired and falls asleep during class.

CHILD EDUCATION

CLASSROOM EXPERIENCES

Educational experiences and activities at The Shepherd's Kids are geared to the developmental level of each child. The program is designed to encourage large and small muscle development, self-expression, communication skills, positive self-esteem and social interaction. Through cultural play materials and unit concepts, the program will encourage a favorable attitude toward various ethnic groups. With parent permission, an awareness of God, His relationship to us and the earth and His plan for our lives on earth will be taught through a Christian lesson each day. 4K students that wish to participate in a Christian lesson (Faith & Friends), should be dropped off 25 minutes before 4K class.

The following is an overview of an average day at The Shepherd's Kids. The amount of time spent in each activity will vary with the concepts being taught and specific activities planned for that day.

- Group Meeting - calendar work, songs, show and tell and discussion of the day's activities
- Choice Time and Small Groups - a variety of active and quiet activities for the children to select from. Some examples are: quietly reading a book, putting a puzzle together, stringing beads, playing on the slide, building with various materials, or pretending in the housekeeping area.
- Clean Up
- Story Time
- Snack
- Large Motor/Outdoor Education - structured or unstructured activities which may include music and rhythm, tumbling and outdoor play
- Dismissal
- Faith Lesson - stories, pictures, songs and discussions. This is taught throughout preschool classes and is available before 4K classes.

Children will be given daily opportunities for outdoor education as the weather permits. This may occur either during choice time or at the end of class. Please dress them in appropriate clothing and shoes to help facilitate safe outdoor climbing and play.

Each child will be allowed to progress at his/her own developmental rate. They will not be expected to do more than their physical, intellectual, social or emotional development allows them to do. Children with suspected developmental delays who could benefit from individualized instruction will be referred for evaluation conducted by the school district's Early Childhood staff.

While our daily schedule is set up to facilitate in-depth discovery time for the children, we must also transition from activity to activity depending on the time of day and necessity. During this transition time, the teachers will sing songs, perform finger plays, or play short group games. We may also use a basket of books that the children may look through as they wait for the other students. In all instances, we design all activities to have as little wait time as possible.

Staff members will provide individual attention for each child during the class session.

Preschool and 4K Teachers will provide parents with a weekly or bi-weekly newsletter and monthly calendar of activities.

PETS

Parents will receive written notification if a classroom pet is purchased. All licensing requirements will be upheld concerning the pet.

FIELD TRIPS

A permission slip will be sent home for each specific field trip. Each child must have a parental permission sheet on file prior to the trip. Staff members will check all permission slips to determine any restrictions.

The Shepherd's Kids will hire a bus service to transport preschool staff, children and parents (if space on the bus permits) to the field trip destination. Fees for field trips and other activities are included in preschool tuition. 4K families may be charged a small fee to help cover the cost of the bus and/or admission to the destination if necessary. (Parents may also choose to use their own transportation to meet the class at the specified destination.) Walking trips will also abide by field trip policies.

Before leaving, the teachers will take attendance and bring along their attendance chart and emergency information for each child. Before leaving the field trip destination to return home, the teachers will again take attendance (using the face-to-name method) to be sure that no one is left behind. Front-to-back checks of the bus will also be performed.

It is recommended that The Shepherd's Kids staff request the attendance of enough parents in order to assure a ratio of not more than 1:4 adults to children. This will vary according to what the field trip destination demands. The field trips are for children enrolled in the class only and no siblings are allowed.

In the event of an accident or emergency while on a field trip, the same emergency procedures will be followed as at the preschool with the exception that you will need to pick your child up at the field trip site.

All state regulations & laws will be followed by Lamers Bus Lines, the contracted bus transportation, including but not limited to: annual driver license/records, vehicle inspections, transporting children with disabilities.

BIRTHDAYS/HOLIDAYS

Birthdays are celebrated at preschool and 4K. Please inform the teacher (in writing) the session before you want your child's birthday celebrated. Birthday treats may be sent from home if you wish. These treats will not be eaten at school, but will be sent home with each child in his/her backpack. Please send only items that are individually wrapped so they are not too messy to take home in a backpack. If birthday or holiday treats come to school unpackaged, the adult dropping off the child will be asked to wrap/bag them before leaving. **If the treat is not wrapped, it will not be distributed to the class.**

We will be learning about and celebrating many cultural holidays.

SHOW & TELL/SHOW & SHARE

During the first week of school, your child will bring home a calendar with their show & tell date on it. The teachers sometimes may choose a “theme” for the show & tell time to help focus your child when they are selecting an item to share. Your child should bring ONE item that is special to him/her. (Please leave toys of a violent nature at home.)

WISH LISTS

We do our best to provide the majority of supplies used at school. Occasionally donations of supplies may be requested, but not required. Examples include napkins, paper towels, tissues, glue sticks, stickers and markers. Watch for a posted wish list or check the newsletters which may list items. Please give donations to any of our staff members.

CHILD GUIDANCE

CLASSROOM MANAGEMENT

In guiding preschoolers’ behaviors, the teachers will encourage self-regulation of one’s behavior. Staff will provide clear guidelines so the children know what is expected. Children will develop respect for themselves, others and preschool property. Staff members will use positive guidance and redirection to help children be successful.

Discipline problems will be handled by the teachers, not the parent helpers. Time away from the activity may be requested for a child who is having difficulty with appropriate behavior even after reminders. The reason for the time away will be discussed with the child and will be no longer than 5 minutes.

In the event that a child should become upset due to separation anxiety, an injury, tiredness or any other reason, the following methods may be used to calm and comfort the child.

- Rocking / holding the child
- Talking with the child at their level
- Providing a familiar toy from home
- Getting extra assistance from other staff members
- Finding another child to play with them
- Giving a backrub
- Providing a picture of their family
- Redirecting
- Singing a song

Staff members will avoid punishing in any manner intended to frighten or humiliate a child. State law specifies punishments prohibited:

- Spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment.
- Verbal abuse, threats or derogatory remarks about self or family.
- Binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle.
- Withholding or forcing meals, snacks or naps.
- Children may not be punished for lapses in toilet training.

If an instance of the any of the above occurs, the staff member will be written up, and licensing official will be notified.

BEHAVIOR GUIDELINES

The rules for children...we encourage you to:

Run	Saw	Play	Follow	Build	Sing	Work
Jump	Hammer	Be Alone	Watch	Tear Down	Wonder	Create
Dig	Paint	Examine	Hear	Measure	Pour	Mix
Explore	Ride	Experiment	Smell	Daydream	Yell	Lead
Talk	Imagine	Be Excited	Taste	Express Emotion	Spin	Be Yourself!

The rules for adults...please observe and listen. Be ready to “step in” with guidance when a child is on the verge of hurting themselves, hurting another child, or destroying property.

If a child is attempting to bite or has bitten a child, first give the biter something appropriate to bite such as a teething ring or food, and then wash the bitten child’s affected area with soap and water, and apply a cool cloth. Comfort child(ren) as needed and inform both sets of parents. Incident shall be noted in the Medical Log by staff member that observed, or was approached by the child(ren).

SOCIAL SERVICES POLICY

If a staff member or board member is made aware of a problem involving a participating family, it is their responsibility to report this to the Director of the preschool. It is then the responsibility of the Director to refer the family to the appropriate community agency where they may receive help.

PARENT MEETINGS AND TRAININGS

PARENT MEETING

Parents of registered children must attend training according to state law. This is in preparation for regular parental participation in our preschool program.

PRESCHOOL AND 4K PARENT HELPERS

Parents may sign up on the calendar that is posted by your child’s classroom or by phone at anytime. Siblings may not attend due to state teacher-to-child ratio requirements.

A teacher will direct you to areas where your assistance is needed. You may be asked to help with preparation of project materials, set up tables for snack, sanitize tables, wash dishes after snack, move equipment or clean up after projects or free play.

As parent helper, you should know where fire extinguishers are located and become familiar with emergency exit plans. You may help during fire drills, which are held once a month in each class.

If you cannot be the parent helper on the date that you selected, please call the office (434-4899) and leave a message or send an email to shepherdkids@yahoo.com or the email address for your child’s classroom.

VOLUNTEER BACKGROUND CHECKS

If you choose to volunteer in the classroom regularly (more than once a month) you will be required to submit to a criminal background check. Persons found to have a sexual offense or any criminal offense against them will be unable to participate. If you have already had a background check approved by the Howard-Suamico School District you will be approved by us.

EMERGENCY PLANS

SAFE ENVIRONMENT

The Shepherd’s Kids prohibits smoking, firearms and other significant hazards that pose risks to children on its property, building, parking lot, front entrance, etc. Failure to comply with this policy may result in your child’s discharge from the school.

All community emergency numbers will be posted in the office, laundry/kitchen area and in each classroom. Parent emergency numbers are located in each classroom on emergency contact sheets and in the preschool office in locked file cabinets.

Necessary adjustments to evacuation process will be made as appropriate for special needs of staff, parents, or children in attendance.

DELEGATION OF ADMINISTRATIVE AUTHORITY

Administrative authority at The Shepherd's Kids is clearly defined within the job descriptions, with the exception of an emergency situation occurring while school is in session. In this case, the staff members on duty are given the authority to make an emergency decision without getting approval from the Board of Directors or the Director of the preschool. For example, in an emergency, the preschool Director will make the necessary decisions if he/she happens to be present. If the Director is not present, then the teachers will have the authority to make the necessary decisions.

FIRE ESCAPE PROCEDURE

The teachers will know the number of children in attendance each day. They will also know the names and location of all children at all times.

In case of fire, one teacher leads the children out the closest fire exit, instructing them to walk. The other teacher will make sure all doors and windows are closed, get the attendance book, check to make sure all the children have left the building and then exit immediately. Staff will take the children a good distance from the building, where they will conduct a name-to-face recognition procedure to ensure all students are accounted for.

Teachers will schedule and hold an emergency escape drill with the children each month. The date and time of the drill and the evacuation time will then be recorded.

TORNADO EMERGENCY PROCEDURE

In case of a tornado event, teachers will bring children immediately into the designated area or hallway. They will kneel on the floor, facing the walls, with hands protecting their bent heads. All children and staff will remain in this area until the local authorities have given the all-clear message.

An emergency kit will be stored in the storage room. The kit will include two flashlights, extra batteries, 2 blankets, water jug and first aid kit. This kit will be taken to the tornado shelter area along with a class list and emergency contact numbers.

The Shepherd's Kids preschool and 4K will follow their current approved plan of action for tornado drills. Once the event has passed, roll call will be again taken and parents notified by phone calls. The children will be located in the safest place possible where parents will be told to pick them up. The staff will remain with the children, with emergency contact information in their possession, until all the children are collected by an authorized adult.

MISSING CHILD PROCEDURE

The staff must know the whereabouts of all children at all times during class time. If a child is discovered missing during school hours on the preschool site or on a field trip, the teacher will notify the authorities, the parents and the preschool Director. A staff member will be assigned to stay with the remaining children while other available staff members search for the missing child. The licensing official must be notified of the event.

CRISIS PLAN

Loss of Power or Hot Water: In the event of extended loss of power or hot water, parents will be notified by e-mail or phone call and requested to pick up their child(ren) as soon as possible.

Flood or Sewage Backup: The children will be moved to higher ground and parents will be notified by a phone call to pick them up as soon as possible. The staff will remain with the children, with emergency contact information in their possession, until all the children are collected by an authorized adult.

Airborne Contaminants: When the National Weather Service or the Wisconsin Health Department issues an air quality concern, the students of The Shepherd's Kids preschool and 4K will remain indoors during their "outdoor education" time. Should a full-bore emergency occur within the community, the students will be evacuated to a safe area out of the affected wind direction. The staff will remain with the children, with emergency contact information in their possession, until all the children are collected by an authorized adult.

If a vehicle is necessary for an emergency evacuation, staff members will have personal vehicles available for use.

HEALTH CARE

MEDICAL LOG

The Shepherd's Kids will maintain a daily medical log, where any minor or major injuries will be recorded by the supervising staff member. The log will be in a bound book with pages that are lined and numbered and cannot be removed. Entries will be in ink and dated and signed or initialed by the staff member making the entry. Any unused space will be crossed out. A review of the log will be made by the Director with staff members at least every three months during the school year, in order to determine that all possible preventive measures are being taken. The log is available to you to read concerning any injury your child may receive during school hours. In the event that medical services were sought out, a staff member will record this in the medical log and will inform the licensing representative immediately.

MEDICAL EMERGENCY

There is not a school nurse on the premises.

IN CASE OF MEDICAL EMERGENCY, ALL CHILDREN ATTENDING THE SHEPHERD'S KIDS WILL BE TRANSPORTED TO ST. MARY'S EMERGENCY CENTER.

All ambulance fees incurred will be the responsibility of the parent, as are all medical expenses that result from an accidental injury. To be clear, The Shepherd's Kids does not hold insurance for students that covers accidental injury.

If your child becomes injured while at The Shepherd's Kids or off-site under our care, the following procedures will be followed:

Superficial wounds will be cleaned with soap and water only and protected. Parent will receive an accident report on such minor injuries.

If the injury does not appear to be serious or life threatening but may require medical attention, the parent will be notified and asked to determine the necessity of medical attention.

If it is necessary to call 911 for an ambulance, the parent will be immediately contacted. ***(Please note the importance of signing the medical release on the emergency form in case you cannot be reached.)*** A staff member will accompany your child in the ambulance until you arrive at the hospital.

Written permission from the parent to call the family physician or refer the child for medical care in case of an accident or emergency will be on file at the preschool.

Staff members are not allowed to administer medication except in a life-threatening situation.

All staff members are trained in basic first aid, CPR, Blood Borne Pathogens, and Shaken Baby Syndrome. Staff members are not professionally trained to administer epi pens, handle epileptic kits, or address severe blood disorders.

SPECIAL NEEDS CHILDREN & SHARING OF INFORMATION WITH STAFF

All staff assigned to work with children need to have information about any special needs that a child may have in order to provide appropriate and high-quality educational care.

The requirements of the Americans with Disabilities Act (ADA) are observed at The Shepherd's Kids as indicated in the by-laws and parent handbook.

The Shepherd's Kids requires a written plan for the potential administering of medication along with a personal demonstration of how to deliver said treatment. In addition, a medical demonstration and procedure form will be completed and signed prior to the first day of school. **There are no medically trained personnel on site.**

Each child at The Shepherd's Kids is celebrated for the unique person that he/she is. Some children may have special needs that warrant developing a special healthcare plan or an individualized education plan. The teachers, parents and Director may work with other agencies to formulate the plan. The plan will be kept on file and periodically reviewed.

Health conditions such as allergies and asthma may require a special diet or avoidance of certain foods or situations. These **must** be made known to the staff prior to enrollment and clearly stated on the medical procedure form. Because the needs of all children change over time, it is important to keep good communication between the parents and staff throughout the school year. Please update the staff of any major changes in your child's life to keep us better prepared to serve your child effectively. **Confidentiality will be observed at all times.**

WHEN TO KEEP YOUR CHILD AT HOME

Because we want to keep illness to a minimum in the preschool and we are not staffed to care for sick children, **please DO NOT bring your child to the preschool in these instances:**

- he/she is too ill to participate in daily routine activities (this includes going outside) and requires one-on-one care (i.e., bad cold or stomach ache)
- he/she has developed any new rash
- he/she has a temperature of 100 degrees or above
- he/she has vomited within the last 24 hours
- he/she has had persistent abdominal pain, diarrhea, or blood in the stool within the last 24 hours
- he/she has eye redness along with drainage
- he/she has head lice or nits
- he/she has skin or mouth lesions
- he/she has difficulty breathing, wheezing, or uncontrolled coughing
- he/she has a deep, wet, hacking cough

When a child returns to the preschool after an illness, he/she needs to be able to go outdoors when weather permits. If you feel your child should not go outdoors, you should keep him/her home from school.

Remember that some illnesses are highly contagious and may be subject to State Public Health Statues. Rules and recommendations for return to preschool are as follows:

- Chicken pox – 7 days with all pox scabbed over and dry
- Diarrhea – no diarrhea within last 24 hours
- Vomiting – no vomiting within last 24 hours
- Impetigo – dry, healing skin with no crusts

- Conjunctivitis or 'Pink Eye' – pus gone and on medication for at least 24 hours
- Lice – nit free
- Fever – free for at least 24 hours without the aide of a fever reducing medication
- Strep – on medication for at least 24 hours
- Coxsackie or 'Hand, Foot and Mouth' – fever free for 24 hours
- Scabies – treatment of child and environment and a rest period of three days
- Pertussis – 5 days after the start of antibiotics

Please let the preschool staff know if your child has been ill and confer with staff members regarding the return of your child to preschool.

COMMUNICABLE DISEASES

When a child is suspected of having a communicable disease or condition (such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, or meningitis) the Brown County Health Department 448-3000 will be notified.

When a diagnosis of a communicable disease is made, the exposed children will be watched for symptoms of the disease and the parents will be notified. As soon as a diagnosis is brought to our attention, all affected families will be notified. The identity of the child will not be posted and procedures for confidentiality will be maintained.

A child may be readmitted after a communicable disease without a statement from a physician if the child has been absent for the period of time designated by the health department.

WHEN YOUR CHILD BECOMES ILL AT SCHOOL

If your child becomes ill while with us, we will notify you and ask you to come pick him/her up within one hour. The preschool Director or her designee will make the determination when a child needs to go home from the preschool due to illness. If you are unable to pick up your child within one hour after you are called, you are responsible to have a RELIABLE emergency person come for your child. It is ***imperative*** that the phone numbers for your child's emergency contacts are kept up-to-date.

While your child waits to be picked up, he/she will be removed from the classroom and supervised by a staff member.

MEDICATIONS GIVEN AT SCHOOL

We will give your child medications ONLY when dosage/treatment cannot be adjusted to exclude preschool hours or a chronic medical problem may make urgent administration necessary.

Medications, which we can safely administer, include:

- Those prescribed by your doctor.
- Those not prescribed, but available over-the-counter, for which written instructions are given by your doctor or are specified on the label.
- In order to be able to give any medication, the following rules apply:
 - A signed, dated, written authorization form from the parent or guardian is on file (and renewed each week if necessary) with dosage amount and time of dosage specified.
 - Prescription medication is in the original container and labeled with the child's name, name of drug, specific age dosage, directions for administering, date and physician's name.
 - Over-the-counter medication is in the original container and labeled with the child's name, date, and physician's name.
- It is necessary to alert staff **DAILY** of the medicine to be administered, and it will be written down on the authorization form as well as in our medical logbook.

- Parents must give all medications to the teacher or teacher's assistant. Children **may not** have medication in their possession at any time.
- **Emergency medication must be kept on site at all times.** Emergency medication cannot be transported back and forth or be in the possession of a child. It will be stored in a cool, dry area that is inaccessible to children.

NUTRITION

NUTRITIOUS SNACKS

During the first few weeks of school, your child will bring home a calendar with their scheduled "snack" day on it. This is the date when your child will supply the snack for the rest of the class. (Please plan on approximately 27 snacks for 4K classes, and 23 for preschool classes.) In conjunction with the new federal and state guidelines in promoting healthy lifestyles, we ask that you follow the suggested guidelines below to help facilitate nutritious choices for the children. In the event that a child does not like the offered choice, they will also be offered graham crackers and milk. Snack requirements follow USDA guidelines and the day's snack will be posted near the exiting door.

The snack you provide must come from the list that follows or you will need to call the preschool prior to bringing something else to seek approval. ***"Sweet" items (for example fruit snacks, fruit roll-ups, cookies, rice crispy treats, etc.) will be returned and an alternative will be served by the school.*** (This does not apply to birthday treats that will be sent home with students in backpacks.) Any crackers, breads, etc. are to be whole grain.

bananas (chips or whole)	apple wedges	fruit cups (using lite syrup)
vegetables with dip	applesauce	refried beans and tortilla shells
granola/fruit bars (whole grain)	Chex mix / trail mix	clementine or mandarin oranges
cut-up cheese and crackers	nut butter and crackers	cut-up cheese and sausage
yogurt cups (small size)	string cheese	celery
hard boiled eggs	carrot sticks	cut up melon
pretzels	Go-Gurt	

****THIS FACILITY IS COMPLETELY PEANUT-FREE! **** No peanut butter or peanuts are allowed in the facility. Other nuts (almonds, cashews, etc.) are acceptable. Snacks that have been prepared in a facility where peanuts are present are okay as well, they just cannot contain peanuts.

A beverage of 100% fruit juice or milk will be provided by the school to be served with snack. If we request juice boxes for a fieldtrip, please bring only 100% juice. Food that comes from home for sharing among children must be either whole fruits or individually packaged. Left over food will be stored in a clean, dry place with dates and labels as appropriate.

If your child eats specialty, vegetarian, or kosher food, you must provide your child's snack.

FOOD ALLERGIES

Please inform The Shepherd's Kids staff if your child has any known food allergies. If someone in your child's class has a specific food allergy (such as milk) a note will be sent home in the weekly newsletter or on the snack calendar so you can avoid bringing that food item to school. If your child has multiple food allergies or is allergic to a hard-to-avoid item (such as flour), you should plan on sending a supply of alternate snacks to school. (If this is the case, you will not be required to be in the snack "rotation" for the class.) A list of children with food allergies will be posted in the snack prep area and the food allergy will be noted in a noticeable place in the child's classroom.

STAFF AND BOARD MEMBERS

We want to ensure that your child's experience at The Shepherd's Kids is wonderful. If you ever have a concern or question about your child, preschool policies or anything that may be happening at the preschool, please feel free to call the Director, Administrative Manager, any of our teachers, or the parent representative. We are here to help.

Preschool
The Shepherd's Kids website
The Shepherd's Kids e-mail

phone: (920) 434-4899
www.shepherdkids.com
shepherdkids@yahoo.com

fax: (920) 662-4899

Preschool Director: Jennifer Trudell

Administrative Manager: Elaina Kamine

Parent Representative:

Preschool / Faith & Friends Teachers: Julie Weber and Nancy Kesler

4K Teachers: Christen Dougherty, Becky Richer, Alyson Hensel, Lynn Dwyer, and Julie Oudenhoven

Board of Directors: Barb Cano (President), Sue Larson, Mary Lu Sachs, Jan LaSota, Jenny Jensky, Jennifer Trudell, and Elaina Kamine