

## **Policies and Procedures for the ECD Building and Programs:**

### **1. STAFF:**

Staff for the Program includes: Laura Schulte, Linda O'Connell, Amy Cain, Carol Sestric, Megan Millman, and Heather Derlan. Our AmeriCorps VISTA Volunteers are Cristine Fietze and Michael Cowl. Our staff remains educated and up to date on current procedures and policies with infant and child CPR and the Asthma and Allergy Foundation of America (AAFA). Staff is trained and educated in allergic reaction strategies as designated by the Food Allergy and Anaphylaxis Network (FAAN) and the Program is a current member of FAAN. A complete book on FAAN guidelines and precautionary measures is kept on site.

### **2. OUR PROGRAM:**

The Program consists of two classrooms: the ECD Room and the Preschool Room. The ECD Room is an educationally based program that also focuses on free play, socialization and interaction between children ages 2 ½ through 5. The ECD Room has different equipment and we do different projects and crafts than the Preschool and are based on a monthly calendar. The Preschool Room is a set schedule class and has an age appropriate curriculum based on the class age (3 year olds and 4 year olds). The times of the classes coordinate and we are able to accommodate your child from 8 a.m. to 3 p.m. at our site. After care is available through our VISTAs on site for \$7/hr after 3 p.m. Please see a staff person more information on after care.

### **3. ECD ROOM:**

The ECD Room schedule is based on a daily program, with a monthly calendar. We support the Preschool curriculum. You can sign up for as few or as many days per month as you would like. We will try to accommodate your schedule if you have some adjustments and will be happy to try to work your child into the program as needed. There is a maximum ratio of 5:1 (child: adult) in the ECD Room. Spaces fill up fast and all calendars are received on a first-come, first-serve basis. ***Calendars are not considered unless submitted with payment. This will be strictly enforced!*** Morning session is 9:00 a.m. until 11:30 a.m. and includes a snack for \$25 per day. Extended morning session is 9:00 a.m. until 12:30 p.m. and includes a snack and lunch for \$35 per day. Extended afternoon session is 11:30 a.m. until 3:00 p.m. and includes a snack and lunch for \$35 per day. The afternoon session is 12:30 p.m. until 3:00 p.m. and includes a snack for \$25 per day. Full days are available for a maximum fee of \$60. We are available for any student to add "Lunch Only" for an additional \$10 per day fee. All times coordinate with Preschool class times so you are able to have your child in both programs. Early drop off (8 a.m.) is available to any students for \$5 per half hour, per day. **Payment for the ECD Room must be received with your calendar in order for your child to be left. Sick days must be made up in the month they were originally reserved. If you do not show for your scheduled day, or give at least 24 hours notice, you will LOSE this day and all coordinating fees. This is strictly enforced.**

### **4. PRESCHOOL:**

The Preschool is a curriculum based program that is set up for two age groups: 3 year olds and 4 year olds. Your child must have a birthday before September 30 to qualify for a particular age group. Children in Preschool must be potty-trained, unless an exemption is given by the staff. The 3 year olds meet on Tuesday/Thursday, either morning (9 a.m. until 11:30 a.m.) or afternoon (12:30 p.m. until 3 p.m.). The price is \$155 per month for the 3 year old program. The 4 year olds meet on Monday/Wednesday/Friday, either morning (9 a.m. until 11:30 a.m.) or afternoon (12:30 p.m. until 3 p.m.). The price is \$165 per month for the 4 year old program. All are subject to availability. Any student with unpaid tuition for more than thirty (30) days without notification or an exemption from the staff will be suspended from the Preschool and sent home. There are no makeup days for sick days or personal vacation.

### **5. PLAY AREAS:**

There are two play areas for our students: an indoor play room and an outdoor fenced area. The indoor play room is available every day for the students to enjoy in extra activities. The outdoor area will be used during nice weather and is locked internally (we can get out, but no one can get in). There are cubby cars, trikes and various activities that are allowed outside – please let a staff person know if your child is not able to participate in any particular activities. We do ask that your child wear shoes that allow for rough play – no strappy sandals or loose fitting slides.

### **6. TUITION:**

There is a non-refundable registration fee of \$200.00 for all students. ECD Room tuition is due upon submitting your calendar for the month. Preschool tuition is due by the first day of each month. Any tuition paid after the 15<sup>th</sup> of each month is subject to a \$25 service fee. If you are experiencing financial hardships and are unable to pay tuition in a timely fashion, please speak to one of the staff members immediately. ECD Room tuition is due upon submitting class calendar. Days cannot be reserved without payment. Any student with unpaid tuition for more than thirty (30) days will be suspended from the program.

### **7. SCHOLARSHIPS:**

Scholarships are available for REGISTERED students each year. To date, we have offered over \$100,000 in scholarship funding to students. Donations are accepted throughout the year and various events help keep this fund available. Should you wish to make a donation, please see a staff person. Should you like to request scholarship information, please write a letter stating your request and the reason for your need and deliver to Laura Schulte, Program Director. Scholarship funds are continually dispersed throughout the year and are given until exhausted.

### **8. WEBSITE:**

The website ([www.allergyfreepreschool.org](http://www.allergyfreepreschool.org)) will be updated daily to include the curriculum and pictures of your children. We also have the annual class calendar, as well as the monthly ECD calendar to be printed off and turned in. For those without internet access, all important papers will be kept at school as well. All message board postings will be open for all parents to access and respond. Also, feel free to e-mail any of the staff at [info@allergyfreepreschool.org](mailto:info@allergyfreepreschool.org) at your convenience. We hope to have the website as a main source of information for all our parents and feel free to check it throughout the day to see what we are doing! Please let a staff person know immediately if you do not wish your child's picture to be on the site. Full names of students will not be posted. All pertinent information regarding up-coming events, fundraising activities and social activities outside of school

will be posted on the site as well. Please let us know if you have anything YOU would like to see on the site!

**9. CLASS TIMES and PICK UP/DROP OFF:**

Please note your class times and plan accordingly. Please arrive on time, as the doors to the building will be locked during class times. Arriving outside of class time takes us away from other children in order to open the building to let you in. We have an open door policy so feel free to come and observe anytime. However, we ask that you drop off and pick up in a timely fashion during normal class days. Staff is available at the front of school at the beginning and end of each class time for easy drop off and pick up. If you wish to come in with your child, please park and enter in the front door. All other doors remain locked during class times. **PLEASE NOTE THAT ANY CHILD LEFT AT PRESCHOOL PAST 3:10 P.M. WILL INCUR AFTER CARE FEES.**

**10. SICK POLICY:**

If your child is sick (fever of over 100 degrees for any part of the preceding 24 hours, vomiting, diarrhea or any other similar symptoms that would be signs of a contagious disease or have been told by a doctor to stay home), **PLEASE keep your child at home.** Your child will be sent home from the program if they experience any of these symptoms. If your child is sent home, you are not allowed to return to the program the next day. *Your child MUST be symptom free for a minimum of 24 hours before they are allowed to join back in activities.* This is especially important this year with the “new flu” and “swine flu” epidemic. If you are enrolled in the ECD Room and have a note from your pediatrician regarding an appointment or the need to stay home, you will receive a credit for that day to be used later in the same month. If you do not have a doctor’s note, or have not given 24 hours notice regarding a change in the schedule, you will **LOSE** that day. *Again, if your child is sent home from school, he or she WILL NOT BE ABLE TO RETURN THE NEXT DAY.*

**11. HAND WASHING/FOOD ALLERGY CARE:**

All children are required to wash their hands immediately upon entering the building. This will soon become habit and is imperative for the well being of other children with food allergies. One of the neat things about this program is all snacks and lunch are provided and will be allergy free. There are no foods with nuts, fish, dairy, soy, egg and if necessary wheat. Program information is available at the building about the Food Allergy and Anaphylaxis Network and the Asthma and Allergy Foundation of America. If your child has an allergy or asthma medication, you may leave that medication in a secure container at school. Staff will go over pediatric instructions directly with you. We have maintained a zero percent (0%) reaction rate to allergens since we opened in 2002. We pride ourselves on this important accomplishment and look to you to help us maintain our safety record.

**12. CUBBIES:**

All children will have a cubbie for their personal belongings needed at school. We would ask for a complete change of clothes, including underwear and socks, to be kept at school in case of emergencies. Also, if your child is still in diapers or pull-ups, please continually check the supply of these and wipes for your child.

**13. FIELD TRIPS:**

The Preschool takes several field trips throughout the school year. Parents are asked to drive and accompany the teachers on these trips. If you are not able to drive, you need to give consent that your child may ride in another parent’s car. **CAR SEATS ARE REQUIRED FOR ALL TRIPS FOR ALL CHILDREN! NO EXCEPTIONS ARE ALLOWED!**

**14. BIRTHDAYS:**

Due to the food allergy issue, there are no cakes, cookies, etc. allowed in the building on birthdays. However, a special day will be planned and your child will be “Star of the Day.” This allows special privileges not usually available during the school year. If your child’s birthday falls on a day we are not in school, or during the summer, we will plan an alternative day for celebration. If you wish, you may join us at school for your child’s special day. If you wish to bring gift bags or special items, please check with a staff member for acceptable items.

**15. SNOW DAYS:**

Snow days are used only when the safety of our staff and students are an issue. Please watch Channel 5 (KSDK) for school closings. We are listed as “St. Stephen” or “St. Stephen Preschool.” Also, the web site will be changed to reflect any closings of our program and an email will be sent as soon as a snow day is called. Unfortunately, we are not able to make up any snow days and there are no refunds for snow days.

**16. PAPERWORK AND POLICIES:**

Please note that all paperwork must be completed before your child can be left at school. This includes all health and student forms, a current copy of your child immunizations (or refusal to immunize card) and a list of persons allowed to pick up your child in case of emergency. Please note that we will not be able to release your child to anyone without written authorization. That is, if you call to say someone else is picking up your child, and they are not listed on our emergency contact, your child **WILL NOT BE RELEASED.** If you provide written permission to allow someone not on your emergency contact list, an ID will be checked before releasing your child to that person. Please note this is not to be an inconvenience but is a safety issue for your child. Failure to have written permission and/or an ID present upon pick up will result in a phone call to you.

**17. DEDICATION TILES:**

As in previous years, dedication tiles are available for individuals at a suggested donation of \$50. You may put any picture or drawing reflective of your family or child on this keepsake. The tiles are permanently displayed in our lobby. Business tiles are available starting at a \$250 donation, and increase in size with larger donations. Please see a staff member for more information on this fundraiser. All monies go to the Scholarship Fund for future use.

**18. STAFF INFORMATION:**

Please feel free to contact any of the staff with any concerns or questions you might have at any time. However, if you wish to have a confidential correspondence, please send an e-mail to Laura Schulte, Program Director at [ecdpreschool@sbcglobal.net](mailto:ecdpreschool@sbcglobal.net).