

INTRODUCTION

Welcome to Rock Bridge Preschool. In this handbook, you will find the information regarding the care your child will receive from our Preschool. We hope by reading the following pages we can answer any questions you may have and provide you with a sense of security knowing that your child will be provided with a quality learning experience and a home away from home atmosphere.

The Preschool is licensed through the State of Missouri Department of Health. A booklet containing the licensing rules for the Center will be available for your convenience. The Preschool complies with and is inspected by the following organizations: the Department of Health and Sanitation, Missouri Division of Fire Safety, the State of Missouri Department of Health as well as the Department of Health Child Care Food Program.

This handbook covers the following policies: philosophy and goals of the Preschool, payment rates and due dates, days and hours of operations, health policies, sanitation, emergencies, accidents, meals, discipline, and curriculum.

It is beneficial to you, the Parent, to read over these policies, be sure that you understand, are in agreement with these policies and to discuss any questions or concerns that you might have at any time.

PHILOSOPHY of ROCK BRIDGE PRESCHOOL

Rock Bridge Preschool will provide a safe and loving environment for your child while he/she is here. We will have a kind, loving and respectable atmosphere. We will provide your child with a wide range of learning activities in order to stimulate their mental development, social skills, large/small motor development, creative and emotional skills. Each child will be treated as a special individual and will be taught to respect and be kind to others. We will encourage your child to be who they are and foster their curiosity and explore the different areas of life. We look forward to open communication regarding your child and offer an open policy to discuss any questions, concerns, worries or ideas regarding your child. MOST IMPORTANTLY, each child will receive the love and nurturing that he/she needs at such a young age. It is our main goal to make sure that each child feels secure and safe, which will not only build self esteem and trust, but will prepare them for further ventures in their lives.

ENROLLMENT

To enroll your child, the following steps must be taken:

1. Read all information in the handbook.
2. Complete all signed and dated paperwork and give to Rock Bridge Preschool Staff members.
3. Include the \$75.00 NON-REFUNDABLE deposit with all paperwork.
4. Submit payment for first week's tuition.
5. Notify Rock Bridge Staff members of your child's first day.

DAYS AND HOURS OF OPERATION

Rock Bridge Preschool will be open for operation Monday through Friday, from the hours of 6:30 a.m. to 5:30 p.m. For inclement weather, we will not close the Preschool to your child. Only under extreme situations such as icy roads, extreme amounts of snow, extreme flooding, tornados, fires or other emergencies will you be expected to pick your child up early. If situations are too extreme to open, the closing of the Preschool will be announced early in the morning on KFRU Radio and KOMU TV channel 8. We will charge for snow days that the children are out of school.

DAYS CLOSED

The Preschool will be closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. These holidays will require full payment. If a holiday falls on the weekend, we will observe that holiday on the closest weekday.

RATES

The Preschools rate for children ages birth the age of 2 is \$210.00 per week. The rate for children ages 2 to 3 is \$185.00 per week. The rate for children ages 3 to 5 is \$175.00 per week. If a family has more than one full time child enrolled, the rate for the first child will be full price and each child after that will receive a \$10.00 discount per week. The rate for a school age child for one day is \$30.00. A full week for a school age child is \$140.00. Full payment is expected whether the child attends the Preschool or not. A \$75.00 NON-REFUNDABLE deposit is required at the time of enrollment. **THESE RATES ARE SUBJECT TO CHANGE.**

Payment for your child's care is due on Monday mornings. Payments can be made weekly, bi-weekly or monthly. We will work with you at the time of enrollment. A late fee of \$10.00 will be added if your payment has not been made by the Friday of your pay schedule and will be charged for every week that the payment is late. The late fee will be added to your payment at the time the payment is made and no exceptions will be

allowed. If payment becomes a problem, you can be asked to remove your child from the Preschool without the return of the deposit. If a check is returned for insufficient funds, a charge in the amount of \$20.00 will be added to the next weeks' payment. Upon any insufficient funds, we will ask that all payments be made by cash or money order.

All invoices will be sent via e-mail to the parents based on the Parent's billing cycle.

HEALTH POLICY

Your child must be healthy every day he/she attends childcare. It is our job to make sure that all children are in a healthy environment. If your child has any of these symptoms, he/she will need to stay home for 24 hours.

FEVER: Any elevated temperature over 100 degrees by mouth and 99 under arm.

SEVERE COUGHING: If the child gets red or blue in the face or makes a high-pitched croup or whooping sound after coughing.

PINKEYE: Tears, redness of the eyelid lining, irritation followed by swelling and discharge of pus.

DIARRHEA: More than one abnormally loose stool.

VOMITING: More than one loss of stomach content.

YELLOWISH SKIN OR EYES: Unusual spots or rashes.

AN INFECTED SKIN PATCH: Crusty, bright yellow, dry or gummy area of the skin.

UNUSUALLY DARK, TEA-COLORED URINE

GRAY OR WHITE STOOL

HEADACHE AND STIFF NECK

SORE THROAT OR TROUBLE SWALLOWING

SEVERE ITCHING OF BODY OR SCALP, SCRATCHING OF THE SCALP OR SIGNS OF NITS OR VISIBLE INSECTS: These may be signs of lice or scabies.

TICKS AND SPLINTERS: We will not remove ticks and splinters. If it is a surface wound, we will cover it with a band-aid. If emergency treatment is needed, we will contact the parent for treatment.

If any of these symptoms of illness should occur while at the Preschool, we will contact you immediately. He/she will be kept isolated until picked up by you or someone authorized by you. Under these circumstances, your child must be picked up promptly. Your child may return after he/she is free of symptoms for at least 24 hours.

If your child exhibits behavior not normal for him/her such as increased irritability or fatigue or complains of pain or discomfort, we will call you to discuss the situation. We may require that the child be picked up.

When your child needs to receive medication, an authorizing form must be filled out and accompanied by the medication, which should be labeled in an original container with the child's name and kept in a zip locked baggie.

If your child has allergies, you must present a Physicians note accompanied by medicine, substitute food for that allergy and a plan of action if your child should have a reaction.

SANITATION

All toys will be cleaned weekly with the exception of any bodily fluid on the toys, which will be cleaned immediately. Hand washing will be practiced before meals, after diapering or toilette use, after sneezing, runny noses and after crafts or activities that are messy.

After each diapering, the changing table will be washed, rinsed & sanitized with a bleach solution in order to prevent any communicable germs from spreading.

EMERGENCIES

Every effort is made to reach a parent in case of an accident or other major emergency. The Child Information Sheet requests names of people we might contact if we cannot reach you. These people should be authorized to take your child from the Preschool. If an unfamiliar adult is to pick up a child, the staff has the right to ask for identification. If a child is to be picked up by an adult who is not on the pick up list, a written note must accompany the child prior to pick up. **PHONE CALLS WILL NOT BE PERMITTED.** If any unauthorized person comes to pick your child, the staff has the right to keep your child from going with that person. If you will be away from your phone for the day, please leave contact instructions. If picking up a child in an emergency or illness situation becomes a problem, your child can be expelled from the Preschool.

PLEASE MAKE SURE YOUR PHONE NUMBERS AND THOSE OF YOUR EMERGENCY CONTACTS ARE ALWAYS KEPT CURRENT.

ACCIDENTS

All Teachers and staff members are trained in CPR, first aid, AED & Epi-pen administration. A first aid kit will be accessible for accidents. If an accident occurs, the parent will be notified and a report will be made for file purposes and a copy will be available to the parent. If a life threatening accident occurs, the parent or emergency contact will be notified immediately.

MEALS

We encourage all of the children to try everything even though they may not eat it. We also encourage them to try everything in order to receive seconds. Food will not be withheld as punishment, however if a child is playing during mealtime, or are exhibiting signs of not being hungry they will be asked to leave the table. They will be offered food at the next assigned meal time. Preschool provides breakfast, lunch and an afternoon snack for all children. The menu will rotate every two weeks and will have variations often for variety. The Preschool provides USDA approved meals for your child and is

enrolled in the USDA food program. If your child has allergies such as milk or peanuts, information for substitutes must accompany a Dr.'s note and kept on file.

SAFE ENVIRONMENT

Rock Bridge Preschool has been inspected by the State of Missouri Department of Health, the State of Missouri Department of Health Sanitation and the Missouri Division of Fire Safety. The Preschool keeps all cleaning supplies, poisons and medications stored away from children and placed in a childproof cabinet out of the children's reach. The Preschool is equipped with approved fire alarms, first aid kits, fire extinguishers and all Staff is certified in CPR, first aid and AED. We practice emergency fire and tornado drills regularly and a plan is displayed for everyone to see.

The Preschool is cleaned weekly with the bathrooms and kitchen being cleaned daily. All toys are sanitized weekly or daily if they come in contact with bodily fluid and are replaced if broken or jagged. The playground is covered with wood chips to absorb any impact and to prevent accidents that could occur from falling. The outdoor equipment is checked frequently and replaced if a safety hazard is posed. Our first concern is the safety of the children and all precautions are taken to make sure the environment that surrounds them is safe.

Parents are required to fill out a child information sheet which lists all adults allowed to pick up their children. Children will not be allowed to go with anyone other than those authorized by parents. Written consent must be provided prior to pick-up and identification will be asked for if the adult is unfamiliar to the staff.

Each child will need to be signed in and out each day; this is for the safety of our staff and your child as well as necessary for record keeping.

ITEMS TO SEND WITH CHILD

Because of messes and accidents, an extra set of clothing needs to be sent with child and kept at the Preschool. If your child is in diapers, please send diapers (6 - 10 per day), wipes and diaper cream or powder.

Your child is allowed to bring any personal effects from home that will make their stay easier. A blanket, pillow or stuffed animal can be sent with your child. If personal items become a problem, they will be put up for the day and returned to the child when leaving. If items continue to cause problems, the child will not be allowed to bring them into the Preschool and they will be sent back with the parents. Please do not send items that your child values greatly. Due to the unpredictability of children, these items could get broken or lost and will not be held responsible for by the Staff. During the summer time, water play will be available to your child. Each child will need to bring sunscreen, a bathing suit, shoes for water play and a towel. For playing outside, you will need to make sure that your child is dressed appropriately for the weather; this includes gloves, hats, coats, boots and/or clothes that can be dirtied. An extra change of clothes is

needed in case of accidents. Please make sure all items have been labeled with your child's name.

Due to the rough play and wear and tear of clothing, we ask that you do not send your child in any clothes that you do not want ruined. Children play and will make messes.

If you are attempting to wean your child off of a bottle, beanie or sippy cup, or are trying to potty train your child, all staff members will work parallel with you to achieve any goal for your child.

DISCIPLINE

We do not believe that corporal punishment should be used in a childcare setting. If we are having trouble with a child, redirection is tried first. If redirection is not successful, a teacher will speak with the child and attempt to pinpoint the problem. If this fails, we will set the child apart from the problem and give the child a moment to collect themselves; this is called "thinking point". When the child is collected and calm, they will be allowed to rejoin the activities going on.

Often times, a change in schedule, being tired or hungry, being sick, having feelings of anger, sadness or fear will cause behavioral changes in children. We strive to work with each child individually and sort through these types of problems, which teaches them problem solving and let them know that they are being taken care of.

We believe in allowing children to solve some problems on their own and will mediate with them if a problem arises. If a problem becomes physical, we will separate the children and talk to them about kindness and working together.

Many times, it is a communication problem that causes these problems.

Some discipline problems are uncontrollable in which case, the parent will be contacted to come and pick up the child. (Exp. Excessive hitting, biting, fit throwing, defiance or cursing). At any time if a child becomes harmful to themselves or others, the parent will be notified to pick up the child.

Communication between you, the parents and us, the teachers is important and will be essential to working out most behavioral problems. If at any time, the behavior is not improving or becomes excessive; your child will be asked to leave the Preschool.

CURRICULUM

Rock Bridge Preschool will teach a basic thematic curriculum. This is a daily lesson which will include circle time activities, calendar counting, music and movement, basic concept learning such as shapes, letters, number and colors as well as opposites. Math, reading, arts and crafts, computer and literacy are also a part of our curriculum. Along with our daily lessons, there will be many activities that will enhance your child's large motor skills, fine motor skills, social skills and mental skills.

Short walks will be provided for children while weather is pleasant. During inclement weather, we will stay inside. Your child will be provided one hour of gross motor play outside in the play area or inside due to inclement weather.

During summer hours, sensory and water play will be available to each child.

TOYS OR ITEMS THAT FIND THEIR WAY HOME

There are times that your child may take an item from the classroom home. Many of our toys have small items and they fit perfectly in pockets or back packs. We ask that you simply explain to the child that Preschool items are for the Preschool so that everyone can use them. This helps us teach the children respect for others.

PERSONNEL/STAFF QUALIFICATIONS

Rock Bridge Preschool staff members, teachers and Director are all qualified and meet all the requirements of the State of Missouri. We hire employees that have had some experience in childcare, have a compassionate personality and a desire to work with children. All staff members are required to go through a criminal background check as well as a child abuse and neglect screening. All staff members are required to take a food handlers class and are certified in food preparation and sanitization. The Preschool Director has attended and received certification for food managers' class. Each teacher is required to maintain 12 training hours each year and is encouraged to further their education in anyway.

The Preschool Director has completed the required 90 college hours with 36 of them pertaining to Child Development and is certified by the State of Missouri to run a Preschool.

SUBSTITUTES

There will be times in which a substitute is required due to the fact that an employee cannot be at work. At that time, a substitute will be contacted from a qualified list and brought into the Preschool to fill in. Each substitute will be pre-screened and receive prior orientation to the Preschool.

TERMINATION

At any time, the Rock Bridge Preschool contract with a parent can be terminated by either party.

SPECIAL EVENT/HOLIDAYS

At Rock Bridge Preschool, we celebrate life and enjoy partaking in many festivities. Birthdays are celebrated and a parent is encouraged to bring in cupcakes or food for a

child; however, all food items must be pre-packed in their original store containers. A notice is required by the parent in order for a teacher to prepare.

All Holidays will be celebrated and parties will take place at the Preschool. Christmas will be the main Holiday celebrated, however, other ethnic Holidays will be taught. It is our priority to make sure that all children no matter race or color feel at home at our Preschool.

VISITING/VOLUNTEERING

We encourage parents or family members to come by the Preschool and visit. We feel that it is important for parents to be a part of their child's life. We encourage an open door policy at all times.

We also encourage parents or family members to volunteer as well. If you are interested in volunteering services or have a profession that would be a learning experience for our children, please see your child's teacher to make arrangements.

We require all visitors and volunteers to sign in prior to entering the classrooms.

If you would like to visit your child, we ask that you are sensitive to their daily schedule. Please call prior to visit in order to make sure that your child is not sleeping or involved in an activity that should not be interrupted.

DROP OFF AND PICK UP

Upon dropping your child off at Preschool, please sign your child in. Upon picking up your child, please sign your child out. For drop off, your child needs to be at Preschool no later than 9:00 am in order to participate in the days activity. No one under the age of 18 will be allowed to pick up child. All children should be accompanied by an adult and picked up by an adult who can sign them in and out.

KEY CONTRACT

In order to provide your child with most secure preschool facility, we offer each parent the option to contract for a key. Our classroom doors remain locked for security purposes and can only be opened by a key on the outside or a staff member on the inside. To receive up to 2 keys for the doors, a parent will need to fill out a contract included in the enrollment packet. The key will be issued at the time of enrollment.

Keys cannot be duplicated and are prohibited to be given to any persons other than the person who contracted them. If a key is duplicated or given to an unauthorized person, the key can be requested back.

DAILY SCHEDULE FOR TODDLERS

7:00 - 8:00 **Arrival/Free play**

8:00 - 8:30	Circle Time/wash hands
8:30 - 9:00	Breakfast
9:00 - 9:15	Diapering/wash hands
9:15 - 10:15	Outside Play
10:15 - 11:15	Free Play
11:15 - 11:30	Diapering/wash hands
11:30 - 12:00	Lunch
12:00 - 12:15	Clean up/read books
12:15 - 2:15	Nap Time
2:15 - 2:45	Wake up/diapering/wash hands
2:45 - 3:00	Reading/Quiet Time
3:00 - 3:15	Snack time
3:15 - 3:30	Arts and Crafts/Music Time
3:30 - 4:00	Small motor skill time
4:00 - 4:15	Diapering/wash hands
4:15 - 5:15	Free Play w/ Friends
5:15 - 5:30	Clean Up/Go home

DAILY SCHEDULE FOR 2 TO 5'S

6:30 - 8:15 Arrive/ Free Play

8:15 - 8:30	Wash Hands for Breakfast
8:30 - 9:00	Breakfast & Clean Up
9:00 - 9:15	Circle Time/Calendar
9:15 - 9:30	Use Bathroom/Wash Hands
9:30 - 10:30	Area Play
10:30 - 10:45	Clean Up
10:45 - 11:15	Outdoor Play
11:15 - 11:30	Bathroom/Wash Hands
11:30 - 12:00	Lunch & Clean Up
12:00 - 12:30	Quiet Reading Time
12:30 - 2:30	Nap Time
2:30 - 3:00	Awake/Bathroom/Wash Hands
3:00 - 3:30	Snack Time/Clean Up
3:30 - 4:00	Table Activities
4:00 - 4:30	Music & Movement
4:30 - 4:45	Bathroom & Wash Hands
4:45 - 5:15	Free Play/Outside Play
5:15 - 5:30	Quiet Reading & Goodbye

BI-WEEKLY MENU

BREAKFAST/MORNING SNACK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk	Milk	Milk	Milk	Milk

English Muffin Jelly Bananas	Cinnamon toast Peaches	Cereal bars Mandarin Oranges	Dry cereal Apple slices	Muffins Yogurt
Milk Dry cereal Bananas	Milk Bagel W cream cheese Peaches	Milk Fruit grain bar Apple slices	Milk Scrambled Eggs & Toast Mandarin Oranges	Milk Peanut butter toast Yogurt

REQUIREMENTS: Ages 1 - 2 -1/2 cup milk/juice, ¼ cup fruit or veg, & ½ slice of bread or bread alternate.

Ages 3 - 5: ¾ cup milk/juice, ½ cup fruit or veg, & ½ slice of bread or bread alternate.

LUNCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Milk Hot Dogs/bun French fries Corn Pears	Milk Pasta/meat sauce Garlic toast Carrots Fruit cocktail	Milk Chicken nuggets Green beans Applesauce ½ slice Bread	Milk Sloppy Joes on bun Pickles French Fries Peaches	Milk Peanut Butter/Jelly Rice/cheese Tator tots Jello w/ fruit
Milk Egg & cheese burrito Hash browns Corn Pears	Milk Meat Pizza Mixed veggies Fruit cocktail	Milk Fish sticks French Fries Green beans Applesauce ½ slice Bread	Milk Hamburger Helper Waffle fries Peaches ½ slice Bread	Milk Grilled cheese Rice/cheese Tator tots Jello w/ fruit

REQUIREMENTS: Ages 1 - 2: ½ cup milk/juice, 1 oz. meat/meat alternate., ¼ cup total fruit or veg. (1/8 cup each if two), and ½ slice bread or bread alternate.

Ages 3 - 5: ¾ cup milk/juice, 1.5 oz. meat/meat alternate, ½ cup total fruit or veg. (¼ cup each if two), and ½ slice bread or bread alternate.

AFTERNOON SNACK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MILK Animal crackers	MILK Raisins	MILK Cheese W/ crackers	MILK Vanilla wafers	MILK ½ Peanut Butter Sand.
MILK Strawberry wafers	MILK Graham crackers	MILK Cheese crackers	MILK Peanut Butter & crackers	MILK Wheat crackers

REQUIREMENTS: Ages 1-5: ½ cup milk/juice & ½ serving of one of the four food components.

If a child has a food allergy, the parent is required to have their child’s physician fill out a specialized instruction form for their child and supply any substitutes that are necessary for that child.

If a child has a special need or handicap, a form by their physician shall also be filled out explaining any special instructions that are needed for the staff members.

PARENT RESPONSIBILITY

- * Maintain open communication with the employees and volunteers with any information pertaining to your child.
- * Notify the Preschool if your child is ill or absent for any reason.
- * Notify the Preschool if your child has an illness that is communicable and/or has been exposed to the other children in the Preschool.
- * Pick up your child on time and notify the Preschool if you will be late for any reason.
- * Make your payment on time.
- * Sign your child in and out daily.
- * Address any staff problems with the Director/Co Director of the Preschool. We will then address the problem with the staff.
- * Check your child's cubby daily and make sure all forms designated for signature are returned in a timely fashion.
- * Make sure that your child has alternate clothing for play and all necessary items.

STAFF RESPONSIBILITIES

- * Treat all children and parents with respect
- * Provide a safe, caring and warm environment
- * Teach your child daily
- * Encourage your child to be who they are
- * Communicate with parents and keep them informed
- * Keep accurate records
- * Keep all children safe and from any harm during Preschool hours

PROGRAM PLAN

Circle Time: This is a time in which all children sit together in a small area and interact with the teacher. At this time, we discuss calendar, weather, feelings and other interest of the children.

Story Time: This is a time in which new stories are introduced to the children.

Music and Movement: This is a time in which the children are encouraged to dance and move to appropriate music and move. This is also a time to explore music through singing as well as playing musical instruments.

Arts and Crafts: This is a time, in which the children can explore through painting, drawing, gluing, stapling, cutting, and using all types of craft materials.

Science and Math: This is a time in which the children can explore with math and science activities and experience sensory materials such as rocks, sand, water, leaves etc. Math items would include counting beans, math cards etc.

Dramatic Play: This is a time in which the children can explore creative play by role playing and interacting with other children. Office, grocery store, house, restaurant and the Dr.'s office are a few of the creative ideas which children use to explore.

Blocks: This is a time in which children can explore with building blocks and can be involved in imaginative play such as building bridges, building dams, driving cars, building houses and fortresses, etc.

Manipulative: This is a time in which children can practice small motor skills through playing with age appropriate items.

Computer: This is a time in which the children can work on literacy, math, science and other skills on the classroom computer.

Gym Bus: This is a weekly Bus that comes to the Preschool and teaches basic skills. There is an additional fee that goes to the Gym Bus.

Tiger Toes: This is a weekly class that teaches basic soccer skills. There is an additional fee that goes to Tiger Toes.

Partners in Reading: This is a time in which we partner with groups and they come to our school and read to the children.

SAFETY PROCEDURES

1. A qualified staff member will be in charge of a group of children at all times.
2. All staff members will meet licensing requirements and stay within staff/child ratio designated by the State Of Missouri Bureau of Child Care.

3. All staff members who work with children will be certified in CPR, AED, and First Aid.
4. All staff members will pass a child abuse and neglect as well as a criminal background check.
5. All children must be signed in and out daily by a parent or guardian.
6. Children will not be allowed to leave with any unauthorized person.
7. Monthly tornado and fire drills will be practiced and a record of the drills is located in the Directors office.
8. When a field trip is taken, a first aid kit is taken. All children will have identification attached to themselves indicating the child's name and the Preschool's name, address and phone number. Copies of all emergency contact and appropriate paperwork will accompany them as well.
9. Any vehicle that is leased by the Preschool to carry children to a field trip will be in accordance with the laws of the State of Missouri Motor Vehicle Licensing.
10. At any time a child is involved in an incident/accident, an accident form will be completed, signed by both the parent and the teacher, and a copy is given to the parent, and a copy is kept on file in the Director's office.
11. All staff members are required by law to report any suspicions of child abuse and neglect to the Child Abuse and Neglect Hotline at 1-800-392-3738. Documentation will be presented to the Director.
12. An authorization form is filled out and signed by parents in order to authorize the use of application of sunscreen. Upon approval, we will apply sunscreen for hot weather to ensure that your child does not become burnt.

TORNADO PROCEDURE

1. WHEN THE TORNADO SIREN HAS BEEN ACITVATED, LINE THE CHILDREN IN A SINGLE FILE AND ENCOURAGE THEM TO LISTEN, BE QUIET AND STAY CALM.
2. TAKE A HEAD COUNT OF THE CHILDREN WHILE IN LINE.

3. TEACHER WILL WALK CHILDREN TO THE KITCHEN AREA AND LINE UP ON THE NORTH SIDE. ONCE THEY ARE THERE, REMIND THEM TO CROUCH DOWN ON THE FLOOR AND COVER THEIR HEADS BEHIND THE NECK WITH THEIR HANDS.
4. A DESIGNATED TEACHER WILL SECURE THE SIGN-IN/SIGN-OUT SHEET TO DO A FINAL COUNT. THE CO-DIRECTOR WILL SECURE THE LIST AS BACKUP.
5. THE DIRECTOR WILL CONDUCT AN INSPECTION OF EACH ROOM TO MAKE SURE ALL CHILDREN HAVE BEEN ACCOUNTED FOR, WHILE THE SIGN-IN/SIGN-OUT SHEET HOLDER DOES A ROLE CALL TO ENSURE THAT ALL CHILDREN ARE ACCOUNTED FOR.
6. AFTER THE SIRENS HAVE STOPPED, THE DIRECTOR WILL INSPECT THE FACILITY TO MAKE SURE ALL IS CLEAR AND ANNOUNCE TO THE TEACHERS THAT "IT IS SAFE TO RETURN TO YOUR ROOMS".
7. LEAD THE CHILDREN QUIETLY BACK TO THEIR ROOMS AND RESUME YOUR ACTIVITIES.

FIRE PROCEDURE

1. WHEN THE FIRE ALARM HAS BEEN ACTIVATED, THEN LINE THE CHILDREN IN A SINGLE FILE AND ENCOURAGE THEM TO LISTEN, BE QUIET AND STAY CALM. WALK TO THE NORTHBOUND EXIT AND LEAD THE CHILDREN TO THE NORTH OR EAST SIDE WHERE THE GRASS IS.
2. ONCE OUTSIDE, HAVE THE CHILDREN SIT ON THE GRASS AND THE DESIGNATED TEACHER WILL CONDUCT A HEAD COUNT.
3. A DESIGNATED TEACHER WILL SECURE THE SIGN-IN/SIGN-OUT SHEET TO CONDUCT A FINAL COUNT. THE CO-DIRECTOR WILL SECURE THE LIST AS BACKUP.
4. THE DIRECTOR WILL CONDUCT AN INSPECTION OF EACH ROOM TO MAKE SURE THAT ALL THE CHILDREN HAVE BEEN EVACUATED, WHILE THE SIGN-IN/SIGN-OUT SHEET HOLDER, DOES A ROLE CALL TO MAKE SURE ALL CHILDREN ARE ACCOUNTED FOR.
5. AFTER THE FIRE DEPARTMENT HAS INSPECTED THE PRESCHOOL, THE DIRECTOR WILL INSPECT THE FACILITY TO MAKE SURE ALL IS CLEAR AND ANNOUNCE TO THE TEACHERS THAT "IT IS SAFE TO RETURN TO YOUR ROOMS".

6. LEAD THE CHILDREN QUIETLY BACK TO THEIR ROOMS AND RESUME YOUR ACTIVITIES.

PLAYGROUND PROCEDURE

1. STAFF SHOULD BE WATCHING THE CHILDREN AT ALL TIMES.
2. EACH EMPLOYEE SHOULD BE WORKING IN THE AREA THAT THEIR CHILDREN ARE IN, UNLESS DESIGNATED DIFFERENTLY.
3. ALL EMPLOYEES SHOULD BE ATTENTIVE TO AND AVAILABLE TO THE CHILDREN AT ALL TIMES.
4. EMPLOYEES SHOULD NOT CONGREGATE IN SUCH A WAY THAT WOULD PROHIBIT THEM FROM ATTENDING TO THE CHILDREN.
5. EMPLOYEES SHOULD KEEP A LIST OF THE CHILDREN IN THEIR CARE AND DO A HEAD CHECK AFTER ENTERING THE PLAY AREA AND BEFORE GOING BACK INTO THE CLASSROOM.
6. EMPLOYEES SHOULD BE FAMILIAR WITH AND HAVE ACCESS TO THE FIRST AID KIT AT ALL TIMES.

EQUIPMENT RULES

1. ONE CHILD IS ALLOWED PER ONE SWING.
2. NO MORE THAN TWO CHILDREN ON A TEETER TOTTER AT ONE TIME.
3. NO THROWING WOOD CHIPS.
4. NO CHILD SHOULD BE WITHIN 3 FEET OF THE FENCE.
5. NO RUNNING ON THE CONCRETE PATIO
6. NO PUSH TOYS OR BIKES ARE ALLOWED IN THE WOOD CHIP AREA.
7. CHILDREN SHOULD BE SITTING ON SWINGS PROPERLY. NO JUMPING FROM OR TWISTING OF SWINGS ALLOWED.
8. CHILDREN ARE NOT ALLOWED TO LEAVE THE FENCED AREA UNLESS ACCOMPANIED BY AN AUTHORIZED ADULT.
9. NO CLIMBING IS ALLOWED ON THE TREES.

10. CHILDREN SHALL PROPERLY PLAY WITH TOYS. NO ROUGH HOUSING, TEARING UP OF TOYS, OR DISRESPECTING OF THE EQUIPMENT WILL BE ALLOWED.
11. NO TEASING, BULLYING OR CUSSING WILL BE TOLERATED BY ANY CHILD.
12. CHILDREN SHALL HELP PICK UP THE PLAYGROUNG EQUIPMENT AT THE END OF EACH DAY.

ROCK BRIDGE PRESCHOOL DISCIPLINE POLICY

At Rock Bridge Preschool, we believe that keeping a child interested and involved, decreases the chance for discipline problems. We teach children to be kind, loving to one another and serving one another and caring manner. Although we work with our children to develop these traits, there are occasions where children will exhibit discipline problems.

When inappropriate behavior occurs, the child(ren) are spoken to on their level and they are encouraged to use the appropriate behavior. If the behavior continues, they are asked to sit in a quiet area and think about their behavior.

We call this area "Thinking Point". When the child is calm and ready to rejoin the group, they are allowed to do so. If the behavior continues, the child will be separated from the class in a quiet spot for one more chance. If the child continues the same behavior and does not choose to follow the rules, they will be sent to the Directors office for a time to calm themselves. If the child cannot curb the behavior, they will not be allowed to continue playing and will potentially miss out on any activity at that time. At all times, the teacher will remain calm and treat all children with empathy and understanding. The child is never degraded or scolded for their behavior. It is our job to understand why a child is acting out and do everything in our power to work with that child.

There are situations in which a child's behavior cannot be handled. At that time, it is the right of a teacher to call the parents and request that they come pick up their child. Any time that a child is posing a threat to themselves or others, the parents are automatically called and asked to come pick their child up.

In a most severe case of behavior, if a child continues their behavior, and it becomes a common situation, the child will be expelled from the school. This is a decision which will be made by the child's teacher and Director. All incidences will be kept on file.

ROCK BRIDGE PRESCHOOL

BITING POLICY

There are times in which children are feeling threatened or have trouble communicating. As a result, they may turn to biting as an outlet. Here at Rock Bridge Preschool, we have a low tolerance toward biting. If a child has bitten another child, the following steps are taken:

1. Assist the bitten victim with first aid
2. The biter will automatically be separated from the group
3. The biter is encouraged to use their words and apologize
4. Call Parents

If a child bites a second time, the previous 3 steps will be taken, with the 4th being calling in the parents for a parent teacher conference at which time, a plan of action will take place. If the child bites for a third time, the previous 3 steps will be taken with the 4th step being that the Director will call the parent to come get the child. If a 4th offense takes place, the previous 3 steps will take place, with the 4th step being expulsion of the child.

All incidents will be documented; one copy is given to parents and one copy is kept on file.