

**CPP
PARENT
HANDBOOK**

2020-21

Dear Parents,

Welcome to Columbia Presbyterian Preschool!

We would like to thank you for the trust you have placed in us by enrolling your child in our program. Our goal is to provide a Christian atmosphere that is safe, secure, and joyful with loving care and guidance.

The CPP is a ministry of Columbia Presbyterian Church. We believe that all children are a sacred gift from the Father, and each should be extended God's grace and love. Our goal is to help each child entrusted to us to gain a better understanding of him or herself, God and their place in God's world.

Please read this handbook carefully. It is important that you understand our policies which will help you understand the why's and how's of our center. Should you have any questions the teachers and the Director are always available to you.

Yours in Christ,
Nancy McNair
Director of Preschool Ministries

"Teach your child to choose the right path, and when they are older, they will remain upon it." Proverbs 22:6

COLUMBIA PRESBYTERIAN PRESCHOOL

SCHOOL HOURS: 6:45 A.M. – 5:30 P.M.

EDUCATIONAL PRE-SCHOOL: 8:00 A.M. – 11:30 A.M.

Director: Nancy McNair
nancy@columbiapcasprouts.org

PRE-SCHOOL OFFICE – 601-736-4444

CLASSES AVAILABLE:

Infant
Toddlers
Two Year Old's
Three Year Old's
Four Year Old's
After School grades K5-5th

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Contents

Mission Statement.....	1
Philosophy.....	1
Statement of Curriculum.....	2
Payments.....	3
Unpaid Balances and Past Due.....	4
Health and Illness Emergency Procedures.....	4
No Smoking.....	5
Head Lice.....	6
Medication.....	6
Health Emergency.....	7
Accidents.....	7
Outside Play Time.....	7
Communication with Parents.....	8
Disciplinary Process.....	8
Biting.....	9
Moving Up and What to Expect.....	12
1 Year Old & 2-Year-Old Toilet Training.....	14
Potty Policy for Three Years Old.....	14
Nap Disruption.....	15
Reporting Suspected Child Abuse.....	15
Meals.....	16
Personal Belongings.....	16
Arrival & Departure.....	17
Insurance.....	18
Technology.....	18
Communication.....	18
Reminders for Parents.....	19
Dismissal from Program.....	19
Inclement Weather.....	20
CPP CLOSURE CALENDAR.....	Error! Bookmark not defined.
CPP EVENTS CALENDAR.....	Error! Bookmark not defined.

Columbia Presbyterian Preschool

Mission Statement

The Columbia Presbyterian Preschool (CPP) is a non-profit ministry of Columbia Presbyterian Church (CPC), caring for children, showing concern for families of its own congregation, and the surrounding community. The CPP seeks to encourage the development of young children and give them watchful, loving care in a warm and nurturing environment that demonstrates God's message of love expressed through Jesus Christ.

Philosophy

CPP strives to:

- Create a warm, loving environment in which each child will feel a sense of self-worth and can develop his or her own gifts.
- To make the transition from home to school a natural one, while developing skills to meet the new challenges their transition entails. This will be done using age-appropriate activities and materials.
- To commit ourselves to excellence by striving to reflect the highest values and care. Staff members will be expected to exemplify the Christian life in their dealings with children and their parents.
- To approach the learning process with the belief that play is fundamental to the social, emotional, and educational development of each child.
- To be responsible stewards of all that God and, CPP have entrusted with us, especially in the areas of space utilization, fiscal management, materials use, and human resources.

The CPP is a Christian Faith Based Program. Should you choose to keep your child at home during VBS or not to participate in our Faith based programs such as Easter or Christmas, etc. you will not receive a discount or a prorated tuition that month.

Statement of Curriculum

The curriculum used at the CPP spans from the Infant classroom to the 4-year-old preschool classrooms and are all in-line with state milestones and guidelines.

Our chosen curriculum is the Abeka system. This teaching system provides children with opportunities to learn and practice new skills and feel safe and valued at the same time. It also challenges the children to push beyond their present level of mastery and incorporates Biblical standards and teachings.

At CPP we believe that children learn best when we provide them with developmentally appropriate opportunities to learn and since children learn by doing, we encourage hands on experiences in all four areas of development. The Four Areas of Development are: Social/Emotional, Physical, Cognitive, and Language. We also believe that a children's "work" is their play, and through play there is much learning.

At the CPP we believe children learn at their own individual pace which is enriched by relationships. Our teachers strive to have one-on-one relationships with each of the children in their classes as well as with the parents of their children.

Our curriculum is laid out in age-appropriate lesson plans, monthly newsletters and weekly updates and daily sheets. Should the need arrive a teacher may make an individual lesson plan for a single child who may need extra help. We use a unit approach in our lesson planning with a theme as the central feature of a lesson.

Curriculum includes: Creative Art, Instructional Art, Dramatic Play, Music, Language Skills, Motor Development, and Social Skills as well as the academics – colors, shapes, numbers, alphabet, days of the week, and daily Bible instruction and weekly Chapel attendance.

Payments

As a ministry of Columbia Presbyterian Church, the Columbia Presbyterian Preschool strives to provide the best possible learning environment for your children at the lowest possible cost. We strive to keep fees competitive while paying our staff fair and reasonable wages. We receive no outside financial support and depend on our parents to pay for services rendered and maintain their accounts in good standing according to the following policies.

- 1. ALL TUITION IS DUE IN ADVANCE:** All tuition payments are made before the 10th of each month. You will receive an invoice after payment.
- 2. LATE PAYMENTS:** On the 10th of the month payments are considered late. When it reaches 5 days late (15th) you will be charged a \$20.00 late fee. After 10 days late (20th) your child will go home until the tuition has been paid for said month. **You cannot enter the next month still owing on the prior month.** Should there be an emergency please see the director. We try to maintain a flexible attitude for such situations as far as we can monetarily afford.
- 3. SIBLING DISCOUNT:** A **sibling** of a full-time, full tuition student will receive a \$20 discount on their monthly fee. (Discount allowed for older/oldest additional sibling enrolled) Each additional sibling will be \$5.00 off total monthly bill.
- 4. CHILDREN'S ABSENCE:** All enrolled students pay the full rate whether present or not. Children absent for a two-week period without prior notification are considered to have withdrawn. A new enrollment fee will be required if the child returns. If the child's space has been filled and no other spaces are available, the child will be put on the waiting list. Each "family" gets one week a year free for vacation. Please inform the director when using your vacation week.
- 5. LATE PICK-UP OF CHILD:** \$15.00 Late fee will be added to your next monthly payment when parent is over five minutes late and \$5 for each additional 5 minutes. (This will be assessed by the clock at the CPP.)

Room	Monthly Tuition
Infants	\$400
Ones & Two's	\$345
3's/4's	\$330
After school age	\$190

Registration fee: new student \$65, returning student \$50, Summer \$25.00
All payments made by check or money order. \$25.00 for all returned checks.
Please no cash. All registration fees are non-refundable

Unpaid Balances and Past Due

It is the policy of the CPP that any account left unpaid by the 20th of the month will be reason to dismiss the student/s until account is paid in full including any late fees that may have accumulated. No student can continue attending the CPP into the next month with his/her account owing.

After the 20th of the month should payment not be rendered by verbal request, contact will be attempted by phone to see how we can help settle the account. Should that not work out, a second attempt will be made by email and third by a letter sent by post carrier to the party responsible for said account. Should there be no response after 5 days of the mailed letter the account will be turned over to the CPP Ministry Team. The Ministry Team will attempt to contact the client to set up a payment plan of some kind.

Health and Illness Emergency Procedures

An Immunization form is required from every child and must be filled out by the child's physician or the Health Department on the Mississippi Compliance Form #121. A current record must always be kept at the Center. You are responsible for maintaining your child's shots and **must give a copy to the Director after each immunization visit**, so that an updated Form 121 is kept on file at the center. Failure to turn in a 121 update could mean child goes home until update is current.

ILLNESS

The following is a list of symptoms to be used as criteria for keeping a child home or for the CPP to call a parent to pick up a child and keep them home for 24 hours:

- Temperature of 100.1 degrees or higher.
- Diarrhea, 2 or more episodes in 24 hours
- Vomiting, 1 or more episodes in 24 hours.
- Croup, severe coughing
- Acute congestion
- **Suspicion** of the following: COVID-19, Chicken Pox, Strep Throat, Impetigo, Ring Worm, Mumps, Pink Eye, Thrush, Hand Foot and Mouth. (This list is not all inclusive).

Report all communicable diseases to the teacher immediately, so that other parents can be notified that their child has been exposed to a contagious disease or illness. The rules vary regarding the return to school after a communicable disease. Generally, they are as follows:

- Chicken Pox - All sores must be dry and crusted over. Usually 7-10 days.
- COVID-19 – Must be fever and symptom free before returning for at least 24hrs without the use of fever-reducing medications.
- Measles - Seven days after rash appears.
- Mumps - When all swelling is gone.

The following must receive physician's permission slip to return to the CPP:

- COVID-19
- Impetigo
- Strep Throat
- Influenza (Flu)
- Scarlet Fever
- Pink Eye
- Thrush
- Hand, Foot and Mouth

The Columbia Presbyterian Preschool does not have the staff or facilities to care for children who are too ill to take part in regular activities. As such your child must be picked up within 30 minutes after contacting parent or guardian. Your **child must be free of fever, vomiting, and diarrhea for 24 hours without the aid of medication, including Tylenol, before returning to the CPP.**

No Smoking

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. Columbia Presbyterian Church and Columbia Presbyterian Preschool recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

In addition to the health risks, the Mississippi Department of Health Regulations prohibits smoking or the use of tobacco products in any form (to include is prohibited within the physical confines or the campus of a childcare facility.)

Therefore, to adhere to this regulation as well as to protect the health, safety, and comfort of children, employees, parents, and visitors of Columbia Presbyterian Church and Columbia Presbyterian Preschool the following policy is in place.

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Columbia Presbyterian Church and Columbia Presbyterian Preschool at any time. “Property” means the organization’s facilities “curb to curb,” including offices, grounds, adjacent sidewalks, parking lot, and employee vehicles parked on owned and leased property.

This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and nonemployee visitors of Columbia Presbyterian Church and Columbia Presbyterian Preschool.

Head Lice

The CPP upholds a No Nit policy on any sign of Head Lice infestation. Small children tend to play closely together making it easy for lice to transfer from one child to another. This can happen quickly and with-in only a few hours. Should a child come into the CPP and be found with lice, adult or nits, they will be sent home until the child is Nit FREE! When the child returns the Director will check the child’s head for any sign of nits. Should they still have some they will return home until they are completely gone.

Medication

The staff of the Columbia Presbyterian Preschool will not administer medication. Parents are encouraged to speak to their doctor about prescribing medication that is given twice a day. Should it be a must, the Director will administer medication.

Health Emergency

In case of emergency, the Columbia Presbyterian Preschool will follow these procedures unless otherwise directed by you:

- Attempt to notify approved parents at the phone numbers given on the enrollment form. (It is the parent's/guardian's responsibility to maintain all contact numbers as current)
- Attempt to notify friends listed on enrollment form
- Contact pediatrician listed on the enrollment form

Should the child's condition worsen or become serious, the child will be transported by ambulance (at the parent's expense) to the nearest hospital. A staff member will accompany the child and take along the medical release form. Attempts to reach the parent will continue.

All students enrolled in CPP must be allowed to receive medical attention. Up-to-date contact numbers are a must!

Accidents

All accidents will be reported to parents by a form called an "Accident Report". The report will explain all the details of the accident. The parent will sign the report as well as the teacher on duty at time of the accident and the Director. The parent will get a copy of the signed form, and the Center will keep a copy.

Outside Play Time

Please do not request that your child stay in from outside activities unless you have a doctor's excuse. It is required by State Licensure that each child get a set amount of outdoor time each day

Communication with Parents

The staff will send home daily progress reports that will include how your student's day went. Please make sure you check your child's cubby and take home any papers there. This is our first and most commonly used form of communication. Many times, there may be a "note" with time sensitive information that you need to know asap. The director will be available to discuss any problems with the parents or staff. The lines of communication will always be open to all involved parties. If needed, parent conferences may be arranged.

Disciplinary Process

Our goal at Columbia Presbyterian Preschool is to help each child develop personal self-control as we provide a nurturing environment and a Christian atmosphere.

Discipline means to "teach", not to punish. The policies of the Columbia Presbyterian Preschool regarding discipline do not mean that the staff values inappropriate behavior. Instead, the staff works to mold or change behavior by using positive techniques.

Appropriate Techniques Used to Discipline

The Learning Center will apply the following techniques when discipline is necessary:

- We will separate the child from the behavior. We believe that the behavior the child is exhibiting is unacceptable, not the child.

- Positive language will be used. For example: "Don't kick Mary!".
Could be rephrased as "We kick balls, not our friends."

-The caregivers will redirect behavior while giving two acceptable choices to the child. Both choices will be acceptable to the caregiver and to the child. Example: "It is not O.K. to take Jane's doll. You may play with another doll or get in line for the slide."

-Time-out is largely misunderstood and over-used for discipline. The purpose of time-out is **NOT** to "punish" but instead to be used as a time to calm down and re-group thoughts. With this in mind the child should determine the length of time he/she stays in time-out. Rule of thumb is the number of minutes relates to their age.

Example: a 3-year-old only stays in the "calming chair" 3 minutes. A 2-year-old, only 2 minutes.

It is better to have them return to the "calming chair" several times rather than have them sit for too long. When they are calm and feel ready to rejoin the group, they will be welcomed back. The behavior will then be discussed, and the caregiver will explain why the behavior was unacceptable and how the situation could have been handled differently.

How the Staff Will NOT Discipline

The Columbia Presbyterian Preschool will **NOT** subject children to discipline that is severe, humiliating, or frightening. Spanking or any other form of physical punishment is prohibited. Children will not be isolated, and no verbal abuse is permitted. Children will not discipline other children.

Biting

The toddler years are full of exciting and fun experiences. They are also full of frustrating moments and testing of limits. This is the reason biting is so common during these years. **Biting is a natural behavior for young children**, but it can be hard to control. It will not be uncommon for a child to come home with a bite or having been bitten someone else. Some children bite often and some never bite. Some children also seem to be

bitten more often than others. The following information should give you a little insight on biting during the toddler years.

WHY DO CHILDREN BITE?

Toddlers are very oral creatures. Everything they see goes into their mouths. They learn through all their senses. Children at this stage are still teething. They try to ease the pain of teething, often at the cost of pain to another child. At this age, (10 months to 18 months) they do not have the developmental ability to distinguish between animate and inanimate objects. They are incapable of knowing when something will cause pain and when it will not.

A child this age cannot verbally communicate, so biting is a way of expressing feelings of being frustrated, tired or hungry. Toddlers can be frustrated by another child invading their personal space, being too rough with them, or too intimidating to them. Biting can also be in response to another child's aggression or to defend their possessions.

How Will a Caregiver Respond to Biting?

When the bite occurs, the caregiver will immediately comfort the child that was bitten. The area will be cleaned thoroughly with soap and water. If the child's skin is not punctured, ice will be put on the bite for a short time.

The biter will be told that biting is unacceptable and that it hurts. The caregiver will show the biter how to give soft and gentle touches to others. The child will be encouraged to use words to express frustrations. We feel that at this age the best response to a bite is positive reinforcement and attentiveness to the child that was bitten.

Communication with Parents

The parents of both the victim and the biter will be told of the incident and an accident report will be filled out and signed by the teacher,

Director and parent. A copy of the report will be filed with each child's records. For confidentiality, names of neither child will be shared through any means.

WHAT TECHNIQUES WITH THE CAREGIVER USE TO PREVENT BITING?

To prevent biting in the toddler room, there will be appropriate toys for each child to bite, such as teething rings and soft rattles. The caregivers will also work with the children on using words to express their feelings. For frequent biters, a teething ring may be safely attached to their clothing. They will be given gentle reminders to bite the teething ring when frustrated or upset. A child that bites will be followed closely by one of the caregivers when possible and intervention and redirection will be used when it is needed.

At the Columbia Presbyterian Preschool, we are committed to minimize biting behavior, but we must remember that this is a natural behavior in children at this age. Each child's safety is our main concern; therefore, we commit our best efforts to assuring their safety. Should we have a child that bites excessively, it will be brought to the attention of the CPP Ministry Team.

The Ministry Team will discuss the situation and may decide on a 1week suspension for the biting child. (this week would have no tuition charge) After returning from suspension, if that child bites 4 times in a 1-week period, the situation will be referred to the CPP Ministry Team. The Ministry Team will consider dismissal.... Three months after dismissal the child is eligible for re-enrollment. Should there be no room at the time his/her name will be placed at the top of our waiting list. An additional enrollment fee will **not** be charged for finishing the existing school year.

Moving Up and What to Expect

WHAT TO EXPECT WHEN YOUR CHILD IS IN THE INFANT ROOM

In order to make the transition from home to CPP as stress free as possible the teachers in the infant room will strive to follow the same routine at the CPP as you do at home. You will receive a written daily report on your baby's activities including their fluid intake, number diaper changes, emotional state during the day among other activities.

MOVING UP TO TODDLER CLASS

(Between 12 – 13 months)

When a child moves up from Infant to Toddler, they will no longer be allowed to use a bottle or have "formula". They will begin to drink whole milk in sippy cups and eat while sitting in a highchair or small table. They will be served food from our weekly menu cut up in small pieces. At this age they will also sleep on a nap-mat. This class has its own playground and goes out daily (weather permitting). Children will need closed toed shoes to go to playground. This is a great class and we love this age group!

Moving Up to Two's

In the two-year-old classroom some children begin the potty-training journey. We encourage parents not to wait too late though and miss the window of opportunity. Most children begin in this class still in diapers or pullups but just as soon as you the parent feel that your child is ready to begin potty training please let your child's teacher know and set up a time to discuss the best way to achieve this goal. We want a plan that both the parent and the teacher can stay consistent with at home and at school.

Moving Up to Three-Year Old Preschool

The three-year-old classrooms are equal in the quality of learning. We take special care with each child in deciding which classroom him/her will be assigned to. We not only look at age but also at maturity. We also try to balance the boy/girl ratio. We ask that parents not request a certain class for your child as it creates dissention among parents and teachers. We ask that you trust the judgement of our administrative staff, that we will sincerely seek God's guidance in this matter as we know how important it is to you for your child to have the best experience possible throughout the year. You can be assured that your child will receive the best possible care and that our curriculum meets all age specific state standards. (Please see the CPP's Statement of Curriculum)

The three-year-old class participates in several programs throughout the year along with the Four year-old-classes such as the Annual Christmas program and our Pumpkin Patch field trip among many others.

Before a child can begin in the Three-Year-Old classroom they must be fully and completely potty trained. This classroom does not have required amenities to allow children who are not yet potty trained or still learning.

Moving Up to Four-Year-Old

Now that your child is in the four-year-old classroom their curriculum steps up to the next level. Our goal in this class is for your child to be prepared and the end of the academic year to have an easy and non-stress full transition to Kindergarten. We strive to help each child reach the recommended state benchmarks for four-year-old children. We also feel it is very important to help them gain a sense of independence in their world around them and personal pride in achievement. But above all we believe that when they graduate and leave the CPP they should have the beginnings of a life-long relationship with their savior, Jesus Christ.

The four-year-old class participates in our annual events such as Grandparents Day Celebration and our "snowball" fight among others. The Fours also have their own Graduation Ceremony and Celebration at the end of the academic year.

1 Year Old & 2-Year-Old Toilet Training

- The Child who can proceed at his own rate of development is likely to acquire toilet control rather easily sometime after he has started walking.
- Toilet accidents are likely to be common in the first weeks of training. The child will be reassured when he realizes that he does not need to be afraid of having a toilet accident. He will gain confidence if he finds friendly, accepting adults to help him when he is wet.
- Sometimes, a child who has acquired toilet control will suddenly have a series of accidents. These accidents are likely a sign of emotional stress. It is our job to make every effort to discover and remove the sources of stress.
- The children at CPP receive positive reinforcement when developing toilet control and self-cleanliness habits. They are encouraged, but not forced to do everything for themselves, including pulling their pants down and up, using toilet paper, and washing their hands with soap and water when they are finished. The decision to start toilet training should be a mutual one between parent and teacher remembering that consistency at home in the process of toilet training is particularly important.

Potty Policy for Three Years Old

Before a child can begin in the Three-Year-Old classroom they must be fully and completely toilet trained.

The three-year-old classes have their bathrooms in the hallway and must be able to use the bathroom by themselves. Not to say there will not be a teacher nearby to help should help be needed, but they should be free of any potty accidents either peeing or pooping. **Pull-ups are allowed during the first few weeks of transition and during naptime.**

The first 2 weeks of class is considered a grace period as we understand how the stress of starting a new class can be. During the 2-week grace period we would consider the transition successful if a child completes each week (5 school days) with no more than 2 pee accidents and one poop accident. If during the grace period a child exceeds these numbers, we

would consider the transition unsuccessful and would need to pursue one of two avenues.

1. **Remain in the Two-Year-Old Class** - One such avenue would be to keep the child in the two-year-old class to finish his/her potty-training phase; dependent on the number of children already in the 2-year-old class being low enough to accommodate another child.
2. **No-Penalty Withdrawal**- While we sincerely hope we can continue to serve you and your family through our preschool ministry, we understand that sometimes families' needs are best met at other facilities. Should you conclude that the best solution for your family is to withdraw your child/children the CPP will refund your fall registration fee should the child's fall registration fee have already been paid.

Nap Disruption

It is the Policy of the CPP that should a child become so disruptive to a classroom during naptime that the other children cannot rest that the parent of the disruptive child will be called and asked to take the child home for the day. Rest Assured the CPP teachers will go out of their way to do all they can to help the disruptive child calm down and rest before a call is made. When this cannot be achieved the teacher will call the parent. Many times, such behavior is a sign of a more serious problem going on with the child such as illness.

Reporting Suspected Child Abuse

Any teacher, child caregiver, minister, school employee or any other person having reasonable cause to suspect that a child is neglected child, or an abused child shall make a report immediately by telephone and as soon as possible by a report in writing to the Department of Human Services. The identity of the person who reported his/her suspicion shall not be disclosed.

Meals

Nutritious meals and snacks are provided for all children. **Mississippi State Regulations prohibit food being brought in for breakfast, snack, or lunch.** A weekly menu will be posted in each classroom. It is not permitted in the State of MS. for children to bring in their personal food, whether for snack or a meal unless there is a medical reason or religious belief. Should your child have any food allergies, particularly to nuts or dairy, please let the Director know when you register your child. A note from your child's physician is required to alter the menu or a written statement for special dietary needs due to religious beliefs. Special snacks for birthdays and party days are allowed. Please see your child's teacher for information on these days.

Infants on formula must have it premixed. It is against licensure for the teachers to mix the milk and formula.

The CPP is a **PEANUT FREE** facility.

All food served by the CPP meets the requirements in the Nutrition Guidelines set by MS Department of Health.

Personal Belongings

All children's belongings, excluding school supplies, will be kept separately in their own cubby. Items in a child's cubby are considered confidential and other children or adults should not go through another child's belongings in their cubby. Blankets, pillows, mat covers, and "lovies", should be taken home, washed and returned weekly. This is very helpful in cutting down the spread of illness in a classroom. All coats and sweaters should be labeled with your child's name and taken home frequently for washing.

All your child's personal items need to be labeled with the child's name on each item. **For those who bring cups or bottles to the CPP please check them every day to make sure their name is legible on the cup or bottle.** Remember that permanent marker will wash off in the dishwasher. We have several children with the same cup or bottle, and we must be able

to tell them apart. Labels that stick on will usually last at least one or two washings.

We do not allow children to bring toys to school since problems frequently arise with sharing and breakage. The CPP will not be held responsible for lost or broken toys brought from home.

PLEASE NO OPEN TOED SHOES. Children tend to get rocks in them, trip on them, and stub their toes so severely they require medical attention. This includes flip-flops.

Arrival & Departure

Frustrating problems are caused for others if the driveway is blocked. Therefore, **Please, NO PARKING OR STOPPING IN FRONT OF THE PRESCHOOL BUILDING, THE CHUCH BUILDING, OR THE PLAYGROUND.** Parents are in a hurry to get to work and/or other obligations.

Your child should be signed in at his/her classroom door with your **FIRST** and **LAST** name on the sign in sheet. **This is a state regulation as well as signing your first and last.** As with signing in please sign your child out on the same sheet using your first and last name.

Children will not be released to anyone other than parent/guardian without written permission.

Parents are not allowed to use the gate to the playground to pick-up children, even if the child is outside. Parents must come inside and sign their child out on the sign in/out sheets in the child's classroom.

Drop off, pick up times - while we realize that schedules sometimes must be altered, we ask that you please do not drop your child off for the day **after 10:30am**, and, if at all possible, **avoid picking up your child from 12:00 - 2:00 as this is nap time.** Picking up during the middle of naptime causes disruption of the classroom and/or waking other sleeping children. Please warn teachers ahead of time should you need to come during nap time.

Should your child **not** be picked up by the end of your child's program time, the teacher or Director will call you. Should we not be able to get ahold of you we will call the listed emergency numbers. **When you are 5 minutes late you accrue a \$10.00 late fee. \$5.00 is added for every 5 minutes after that.** Should you not arrive within one hour of closing time and we have had no communication from you, MS State Law requires that your child be turned over to the Department of Human Services.

Due to health department regulations, older siblings (under 12) are not allowed in the infant nurseries nor can they sign a sibling in or out. Please pick up your infant first, followed by your older children.

Should your child be able to walk we request that you have your child walk into the center instead of carrying them. This helps the child mature, grow, and get over their separation anxiety before they get to the classroom.

Insurance

Columbia Presbyterian Preschool is fully covered for liability.

Technology

CPP employees are not allowed to take phone calls, email, use social media or connect to the internet on their cell phones with-out express permission from the Director.

Photos or personal information WILL NOT be posted at any time on social media unless it is on the Columbia Presbyterian Church or Preschool's Facebook page(s) and with permission from the Director or CPP Ministry Team.

Communication

Daily reports will be sent home with your child for your review in the Infant, One-Year old, and Two-Year old classes. Three and Four-Year old classes communicate by monthly newsletters and texts. The bulletin board in the entryway hall also displays pertinent information for parents. Please check it daily. Parents are welcome to ask to speak with your child's teacher or the

Director at any time. Any comments or suggestions for the CPP Ministry Team may be given to the Director or you may contact the CPP Ministry Team.

Reminders for Parents

1. Encourage regular attendance unless your child is sick.
2. Arrive at the same time each day. This is for your child's comfort.
3. Check your class's schedule so you don't miss your child's "circle" time!
4. Confer with your child's teacher, but never discuss the child in his/her presence.
5. Please be supportive.
6. Read carefully any note your child brings home and if necessary, mark your calendar for up-coming events.
7. Once your child is walking, encourage them to walk into the center instead of carrying them. This promotes maturity and growth.

Dismissal from Program

A child is subject to dismissal from the program at the discretion of the CPP for:

- Failure to abide by fee payment policies
- The inability of the CPP to meet the needs of the child and/or parent
- Behavior of the child that is hazardous to the health and safety of the other children, himself/herself or the teacher
- Inappropriate behavior of a parent towards his/her own child, another child or any member of the CPP staff. Inappropriate behavior is defined but not limited to, corporal punishment (hitting, spanking, shaking, pinching, biting, etc.) abusive or profane language, threats of physical punishment, emotional abuse, etc.

-Inappropriate behavior is not allowed anywhere on the CPP property including bathrooms and parking lot. Such offenses are also deemed reportable to the Mississippi Health Department. **No Refunds Will Be Given.**

Should failure to abide by Center policies occur, and a child is in jeopardy of being removed from the program, the following steps will be taken:

- Parents will receive a notification requesting a conference
- Should no change occur after conference, the parents will receive a two-week notice. This will be given to allow time for another childcare arrangements to be made.

Inclement Weather

In the event of inclement weather, the CPP will close if the Columbia City Schools close. **Check local weather station for information. If it is reported that Columbia City Schools will be closed, then the CPP will also be closed.**

Should there be adequate time for you to safely pick up your child/children during potential inclement weather, **we reserve the right to dismiss the preschool/daycare early.** You will be notified to pick up your child/children in a timely manner, for our staff to get home safely as well.

In the event of loss of power or water, it is at the discretion of the CPP to determine at what point the center will close.

There will be no credit on tuition given for days missed due to inclement weather, natural disasters, or situations beyond our control.

POLICY ACKNOWLEDGEMENT

I/WE _____ (Print Name/s)
have read and understand the rules, regulations and policies written in the CPP
Parent Handbook. Failure to abide by the rules, regulations and policies in this
handbook may result in the removal of my/our child(ren) _____
_____ (Child's or children's name) from the program.

Father Signature _____

Mother Signature _____

-or-

Legal Guardian Signature _____

Date _____

(Keep for your records)

CPP Copy:

I/WE _____ (Print Name/s)
have read and understand the rules, regulations and policies written in the CPP
Parent Handbook. Failure to abide by the rules, regulations and policies in this
handbook may result in the removal of my/our child(ren) _____
_____ (Child's or children's name) from the program.

Father Signature _____

Mother Signature _____

-or-

Legal Guardian Signature _____

Date _____

**Cut out and return to CPP office or you may put it in the black payment box.
You will receive a \$10.00 discount on your next tuition for turning in the CPP
signed copy.**