

Prairie Early Childhood Center

Parent Handbook

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**Prairie Early Childhood Center Vision Statement**

To provide a nurturing, safe, and accepting environment that builds confidence and fosters a love of learning.

**Non-Discrimination Policy**

Prairie Early Childhood Center (hereinafter referred to as PECC) will not discriminate against any child on the basis of race, color, religion, national ancestry or gender. PECC also will not discriminate against a child with disabilities on the basis of the disability. PECC does have the right to evaluate the disability if its presence poses a direct threat to the health or safety of others or requires fundamental alteration of PECC’s program.

**Enrollment Policy**

* Enrollment is first-come, first-served and based on availability
* Parents currently enrolled in PECC programming will be given advance opportunity to enroll
* All required forms **MUST BE ON FILE** before the child may attend classes
* **All children attending PECC must be fully immunized**

**Enrollment Procedures**

Parents must complete an enrollment form and pay a non-refundable Registration Fee. May tuition is to be paid at the time of enrollment confirmation. Enrollment will only be guaranteed when May tuition is paid in full. Other forms to be completed include:

**Medical Record/Health Assessment:**  Each child must have a Medical Record/Health Assessment form from the Kansas Department of Health and Environment on file at PECC. The form must be completed, signed and dated by parent(s) and physician

**Authorization for Emergency Medical Care:** The Kansas Department of Health and Environment requires an Emergency Medical Care form be signed by the parent and kept on file for each child. This form allows PECC to obtain emergency medical treatment if needed.

**Emergency Evacuation Plan/Notification of Parents:** This form serves as notification to parents regarding an evacuation of our building in the case of an emergency. Parents will initial the form and give 2 emergency contacts.

**FINANCIAL POLICY**

**\*\*Tuition Rates are outlined on the Enrollment Form\*\***

**Tuition/Fees**

* Tuition is due at the beginning of each month
* Make checks payable to PECC
* If a tuition check is returned from the bank due to insufficient funds, a $20.00 charge will be added to the tuition amount
* PECC reserves the right to ask parents to keep a child home until the tuition is paid
* Parents are responsible for notifying PECC at the beginning of the school year if they need monthly receipts for tax (or other) purposes
* A **non-refundable** registration fee is due at the time of enrollment
* May tuition is paid at the time of enrollment confirmation. Enrollment is guaranteed when May tuition is paid in full. If cancellation becomes necessary before June 1st, this tuition amount will be fully refunded. **NO REFUNDS** **will be granted after June 1st**
* An Activity/Supplies Fee (one per family) is payable at the beginning of September and provides for in-house field trips/activities and supplies throughout the school year
* Once enrolled, a 2-week written notice is required when dropping a child from the program. If no notice is given, parents are responsible for the full-months tuition

**SICK CHILD POLICY**

The health and safety of all PECC children is a main priority of the Center and its staff. Children should be kept home when they are ill and/or have a fever. Children may return to school when they have been fever-free and symptom-free for 24 hours WITHOUT the use of medication.

**Children should be kept home when they have…**

* Fever (99.9 degree oral)
* Diarrhea or vomiting
* Watery, bloodshot, itchy eyes
* Chills
* Runny nose—thick yellow or green mucus
* Inflamed glands
* Discharge in ears or eyes
* Sore Throat
* Skin rash, red bumps, watery blisters

**Children can return to PECC when they are…**

* Fever free for 24 hours **(Without Medication)**
* Symptom-free **(Without Medication)**
* 24 hours after treatment with an antibiotic

**When children become ill at PECC…**

* Child will move from the classroom and be put in the care of the Director/Assistant Director
* Parent will be called and expected to immediately come to pick up their child

**ALLERGY/SENSITIVITIES/SPECIAL HEALTH/MEDICAL NEEDS POLICY**

The health and safety of all our children is PECC’s main priority. This includes children with allergies, sensitivities and special health/medical needs. Parents must inform PECC of their child’s allergies, sensitivities and special health/medical needs and provide a written protocol and medication when necessary. PECC will discreetly post this information in each classroom and teachers will become familiar with this information. PECC will take all reasonable steps to insure the well-being of children with allergies/sensitivities and special health/medical needs. These steps may include (but are not limited to):

* Restricting the serving of certain foods in the classroom, at lunch and/or snack
* Requesting parents provide snacks that meets their child’s specific dietary needs
* Having a “safe” space at snack/lunch for children with allergies/sensitivities to certain foods
* Notifying parents of special events/activities so that they can provide an alternative food for their child (i.e. birthdays, etc.)
* Provide for daily monitoring as needed

**CONFIDENTIALITY POLICY**

All PECC personnel and volunteers assisting in a classroom or on a project will read and comply with the following confidentiality policy:

1. Respect the privacy and confidentiality of any information contained in the various enrollment and health assessment forms and only use that information as required for the performance of your job or assigned task.
2. Do not share the content of any record or report except to fulfill a work assignment.
3. Do not remove or copy any record, report or document from the location where it is kept except in the performance of your job duties or assigned task.
4. Understand that, through the course of your job duties or tasks, PECC personnel and volunteers will have or may gain knowledge that should not be divulged in conversations with other teachers, parents and friends—either at work or in any other setting—unless the information is specifically relevant to another person as part of his/her job duties at PECC. This applies to any and all information obtained through observations, conversations, or conversations overheard:
* Between teachers and volunteers
* Between teachers or volunteers and parents
* Between teacher or volunteers and students, or
* Between parents and parents
1. If you are questioned by someone and are concerned about the appropriateness of sharing certain information, you are not required to answer. Instead, as politely as possible, refer the request to the PECC Director or the Prairie Baptist Church Senior Pastor.

**For PECC personnel, disclosure of confidential information may be subject to disciplinary action up to and including termination.**

**SAFETY POLICY**

PECC’s main priority is to provide an environment where children feel safe, secure and loved. The following criteria for supervision of children will be expected:

**Staff/Child Ratios**

* State Mandated Staff/Child Ratios will be maintained at all times
	+ PDO 1 1 Teacher to 5 students
	+ PDO 2 1 Teacher to 10 students
	+ PDO 3 1 Teacher to 12 students
	+ Preschool/Kinder-Prep 1 Teacher to 12 students
* Director/Assistant Director will assist as needed (handwashing, toileting, special projects etc.) to assure compliance with Staff/Child Ratios
* Children will never be left unattended

**Arrival of Children**

* Parent/Caregiver must walk child to his/her classroom door
* Parent/Caregiver must connect with the teacher
* Parent/Caregiver must indicate any changes in who will be picking up their child if other than the parent/caregiver
* Staff will warmly greet each child as they enter the classroom
* Director and Assistant Director will assist with children/parents experiencing separation anxiety

**Release of Children**

* Parent must notify PECC Staff if someone other than parent/caregiver will be picking up their child on a particular day
* Parent will make this notification by indicating on the sheet outside the classroom or by a phone call or email to the Director
* Persons (other than parent or regular caregiver) must present a photo ID when picking up a child
* In case of custody concerns, a form will be kept in the child’s file, specifically outlining the guideline for picking up
* Children will ONLY be released to the parent/regular caregiver or person previously indicated by the parent and presenting a photo ID

**Safety Before/After School**

* Parents and caregivers are responsible for the safety of their children before and after PECC hours, including coming in and going out of the church building.
* Parents and caregivers should not allow children to walk along the retaining walls or play in the rock areas
* The liability of a child who is allowed to play in these prohibited areas falls to the parent or caregiver.

**Security Procedure**

* All doors will remain locked at all times.
* The Directors will be at the doors to allow for arrival and pick-up of children during the following times:
	+ 8:50 am – 9:10 am (\*classrooms do not open until 8:55 am)
	+ 11:25 am – 11:35 am
	+ 2:25 pm – 2:35 pm
* Late arrivals should use the call button and assistance will be provided
* The PECC Directors will monitor the Preschool Door
* The Church Office Staff will monitor the Main Church Office Door
* PECC Teachers will NOT open the Preschool Door
* Visitors will enter through the Main Church Entrance Door, sign-in at the Office and receive a Visitor Sticker before entering the Preschool Area
* Parents/Caregivers should use the call button and follow the instructions for entering the building
* The Church Office Staff and PECC Staff will contact one another if they have concerns over an unknown person in the Preschool area

**Security on the Playground**

* Staff will immediately and calmly bring children inside if the Staff suspects a suspicious situation, hears a threatening sound coming from the vicinity, or if there is a car accident visible from the playground
* At least 1 Staff member will have a cell phone to use for contacting the Director/Assistant Director while on the playground
* 911 will be called if a Staff member considers the children to be in danger

**General Safety Guidelines**

* Do not leave babies or small children unattended in a car when bringing a child or item into the building (Contact the Director to assist you).
* Protect your personal belongings by locking your car doors
* Drive slowly through the parking lot.
* Never allow your child to leave the building without you
* Do not allow your child to walk along the retaining walls or play in the rock area

**CANCELLATION OF SCHOOL/EARLY DISMISSALS**

**Cancellation due to Weather Concerns**

* The PECC Director and Assistant Director, along with the Prairie Baptist Church Staff will make the decision to cancel programs due to inclement weather.
* Parents will be notified of the school closure in the following ways:
	+ Seesaw Notification
	+ School Closure Notification on the Local News Stations
		- Fox 4
		- KCTV Channel 5
		- KMBC Channel 9
		- KSHB Channel 41
* Parent will be notified via Seesaw, Email of Phone Call if classes will be dismissed early due to inclement weather

**Cancellation due to Building Concerns**

* Parents will be notified with a Seesaw Notification or Email if our parking lot or building is considered to be a danger to children, parents and staff
* PECC will follow the Emergency Evacuation Plan if a building hazard occurs while school is in session

**Cancellation of Preschool/Kinder-Prep on Conference Days**

* Conferences are held in November and April
* Preschool Classes and Kinder-Prep Classes are **NOT** in session on PECC Conference Days (this is not Shawnee Mission School District Conference Days)
* There is NO childcare provided for Conference Days
* **Parent’s Day Out Classes will be in session on Conference Days**
* If there is inclement weather or building concerns on Conference Days, PECC will cancel Conferences and PDO Classes, following the procedure as outlined above.

**Early Dismissal**

* PECC will dismiss early on the final day of programming in December (before Christmas Break) and May (before Summer Break).
* Early Dismissals will be at 11:30 am
* Lunch will NOT be served on early dismissal days

**DISCIPLINE POLICY**

PECC provides a positive atmosphere in a Christian setting where children will build feelings of self-worth and feel good about being at school. Our approach focuses on prevention of oppositional behaviors, provides positive guidance to help children make safe, healthy choices, learn self-control and teaches personal responsibility.

**PECC Staff will…**

* Provide limits and consequences that are clear, understandable and developmentally appropriate.
* Be consistent, act with kindness and patience towards each child.
* Use redirection, give choices whenever possible, be positive in their expectations (telling children what they can do rather than what they can’t), and help children learn to solve problems.
* Use discipline as opportunities to teach

**PECC Staff will not…**

* Use corporal punishment
* Belittle or threaten
* Restrict food, rest or use of the bathroom
* Discipline for bathroom accidents

In cases where oppositional behavior is continual and/or detrimental to other students and the child is not responding to the discipline techniques provided, PECC may request the parent come to school to pick up their child. PECC may also request a conference with the parent to develop a behavior modification plan. Professional intervention may also be requested. If after these attempts and staff is unable to properly care for other children, PECC may notify the parent of the intent to discharge the child from the program.

**DRESS CODE**

PECC does not have a dress code for students. We do however encourage parents to dress their child(ren) for “Mess, Success and Safety.”

**PECC will**

* Use washable materials and items in classrooms
* Not be responsible for paint, markers, snacks, etc. that may be found on clothing
* Put paint-shirts on children when the activity is especially messy
* Not provide extra clothing in our classrooms
* Go outside each day, except when the weather is extreme

**Parents should**

* Have their child wear rubber-soled shoes with ties or Velcro which support the ankles
* Dress their child for the weather
* Label coats, jackets, hats, sweaters, mittens, boots, etc.
* Provide an extra set (2 sets for PDO 1 & 2) of clothes, which includes underwear and socks

**SNACKS & LUNCH**

PECC believes that proper nutrition is important for the health of all children. We will provide a daily mid-morning snack containing at least 2 food groups for all students.

Parents provide lunches for children enrolled in full-day programming at PECC. Consider the following when packing lunches:

* The Kansas Department of Health & Environment requires that each lunch be nutritious and contain a serving of whole grains, protein, fruit/vegetables and dairy.
* Microwaves are available ONLY IN PDO 1 for heating up lunches.
* Parents should use an insulated thermos to keep food warm
* Parents are encouraged to put an ice pack in the lunch pack to keep foods cool and bacteria-free.
* DO NOT SEND JUICES WHICH CONTAIN RED OR PURPLE DYE.
* Send a labeled toothbrush in your child’s lunchbox. Students will dry-brush their teeth after lunch

**INFORMATION EXCHANGE**

Communication between PECC and families is vital to the success of each student. PECC Directors will use an email distribution list for regular communication with parents. Individual classroom teachers will use Seesaw for communication with parents, to provide specific information for their student’s classroom and to send pictures of their child and their activities.

**Parent’s will**

* Provide PECC with the email address(es) they would like PECC to use for electronic information distribution—this is done on the enrollment form
* Cooperate with Classroom Teachers to set up the Seesaw App
* Advise the Director if there are any changes to the preferred email address
* Advise the Director if they do NOT want to receive information via email

**PECC will use electronic communication (email & Seesaw) for**

* Information about special programming
* Sending tuition notices
* Alerting parents to special concerns
* Any other information the Director deems necessary
* Sending pictures of each student and special classroom activities

**PECC will also use written communication**

* PDO 1 & 2 teachers will send home a daily note with each student giving specifics of their child’s day
* Informational Flyers may be sent home in student school bags

**MEDICATION ADMINISTRATION POLICY**

**As per K.A.R. 28-4-430 Prairie Early Childhood Center (PECC) adopts the following policy:**

* Non-prescription medications shall not be administered to any child except on written order of the parent/guardian. Each order shall be renewed yearly. Each non-prescription medication shall be administered by the Director or Assistant Director.
* Each prescription medication shall be administered by the Director or Assistant Director, from a pharmacy container labeled with the child’s name, the name of the medication, the dosage and dosage intervals, the name of the physician, and the date the prescription was filled. The label shall be considered the order from the physician.
* A record of the administration including the date and time the medication was given to the child shall be kept in the child’s file.
* Parents will complete a consent form for each prescription and OTC medication to be administered to their child by designated the Director or Assistant Director.

**Circumstances under which Prairie Early Childhood Center AGREES to administer medication**

* Topical medications such as non-medicated diaper creams, insect repellents and sun-screens
* Long-term medications that are administered daily for children with chronic health conditions managed with medications
* Controlled substances, such as psychotropic medications
* Emergency medications for children with health conditions that may become life-threatening such as asthma, diabetes and severe allergies
* One-time medications to prevent conditions such as febrile seizures
* OTC medications accompanied by authorization from parent or health professional and indicates purpose of medication and written protocol for the administration of the medication

**Circumstances under which Prairie Early Childhood Center WILL NOT administer medication**

* If there is no authorization from parent/guardian and/or prescribing health professional
* OTC medicines for fever, including acetaminophen and ibuprofen
* OTC medicines for vomiting or diarrhea
* Medications given to a child for the first time while he/she is in PECC care
* If the instructions are unclear or the supplies needed to measure doses or administer the medication are not available or in good working condition
* Medication has expired
* If the designated/trained staff person (Director or Assistant Director) to give that particular medication is not present
* Medication that is not in the original container

**MEDICATION ADMINISTRATION PROCEDURES**

**Prairie Early Childhood Center will provide proper handling and storage of medications**

* All medications, except those included in the classroom First-Aid Kits will be stored in the Director’s Office
* Medications requiring refrigeration will be kept in a locked box in small refrigerator in the Director’s Office
* Parents/Guardians will bring controlled substances in a labeled prescription container on a weekly basis with only the amount of medication required for their child during that week
* Expired medications will be returned to the parent upon expiration
* All written consent forms, special instructions, medication administration Care-Plan and written correspondence will be kept locked in the Director’s Office to insure confidentiality
* Medications will be prepared and distributed in the Director’s Office
* A Medication Administration record will be maintained

**Administration of Medication**

* The Director or Assistant Director will be authorized and trained to administer all medications and will:
	+ Check written consent forms prior to each administration of medication
	+ Adhere to the “six-rights” of safe medication administration (child, medication, time/date, dose, route and documentation)
	+ Document and report any medication errors
	+ Document and report any adverse effects of the medication
	+ Document and report whether the child vomited or spit up the medication

**Procedure when returning medication to Parent/Guardian**

* All controlled substances and container will be accurately accounted for and returned to parents/guardians on a weekly basis
* All medications will be returned to parents/guardians at the end of each school term or the completion of the child’s enrollment in PECC

**Disposal of medications that cannot be returned to Parent/Guardian**

* Non controlled substances will be thrown away
* Controlled substances will be returned to the Pharmacy according to their policies and procedures

**EMERGENCY PLAN**

**FIRE**

**Lower Level Classes**

* STAY CALM
* Exit Building quickly and safely, using safety rope, if possible
* Follow Floor Plan, identifying proper fire exit doors located in each room
* Count children and verify all are present
* Have children sit/stand with backs toward the building
* DO NOT GO BACK INTO THE BUILDING
* Wait for instructions from Director, Assistant Director or Fire Personnel

**Upper Level Classes**

* STAY CALM
* Using 2 cribs, put 5 children in each crib
* Exit Building quickly and safely
* Office and Clergy Staff will assist with evacuation
* Follow Floor Plan, identifying proper fire exit doors located in each room
* DO NOT USE ELEVATOR
* DO NOT GO BACK INTO THE BUILDING
* Wait for instructions from Director, Assistant Director or Fire Personnel

**Playground**

* STAY CALM
* Move children quickly and safely to NE Corner of Playground
* Count children and verify all are present
* Have children sit/stand with backs toward the building
* DO NOT GO BACK INTO THE BUILDING
* Wait for instructions from Director, Assistant Director or Fire Personnel

\*\*In case of extreme weather, children will be loaded onto the Prairie Baptist Church Bus\*\*

**EMERGENCY PLAN – FIRE**

**EMERGENCY PLAN**

**FLOOD AND SEVERE STORM/TORNADO**

**Flood**

* STAY CALM
* Gather children and move to Level 3
* Count children and verify all are present
* Director or Assistant Director will call 911

**Severe Storm/Tornado – Playground**

(Hear Thunder/See Lightning?)

* STAY CALM
* Go inside
* Count children and verify all are present

**Severe Storm/Tornado – Inside the Building**

(Hail present/predicted and/or Tornado Warning issued)

* STAY CALM
* All classes proceed to Room 129
* DO NOT USE ELEVATOR
* Count children and verify all are present
* Staff should bring cell phones
* Assigned Staff Member will bring emergency tub
* Wait for instructions from Director, Assistant Director, Emergency Personnel

**If no time to get down stairs**

* STAY CALM
* Take children into Men/Women’s Restrooms in PDO 1 Hallway
* Wait for instructions from Director, Assistant Director, Emergency Personnel

**Emergency Supplies are kept in the Mobile Can outside the Director’s Office**

**EMERGENCY PLAN—FLOOD AND SEVERE STORM/TORNADO**

**EMERGENCY PLAN**

**EMERGENCY EVACUATION PLAN/NOTIFICATION OF PARENTS**

**Each parent will read and initial the following:**

\_\_\_\_\_I understand Prairie Early Childhood Center (PECC) children and staff, assisted by the Prairie Baptist Church Staff will walk to Porter Park (Roe & Tomahawk Rd) or Asbury Methodist Church (75th & Nall) in case of an emergency evacuation.

\_\_\_\_\_I understand that Emergency Personnel (Fire, Police etc.) will transport PECC children and staff to another safe location if Porter Park/Asbury Methodist Church are deemed not safe for relocation.

\_\_\_\_\_I understand the Director, Assistant Director and/or Emergency Personnel will identify which relocation space will be used.

\_\_\_\_\_I understand the PECC Director/Assistant Director/Prairie Baptist Church Staff will notify parents/emergency contacts of how, when and where to pick up my child(ren).

\_\_\_\_\_I understand that I am to provide PECC with 2 emergency contact names/phone numbers and to advise PECC of any changes to the emergency contact information.

\_\_\_\_\_I understand that the PECC Director/Assistant Director will maintain updated copies of emergency contact information.

\_\_\_\_\_I understand that PECC will release my child(ren) only to a person I have authorized.

* **Parents will then provide information for 2 Emergency Contacts**
* **A copy of this form will be kept in the “To Go” bag for each classroom**

**EMERGENCY PLAN – EMERGENCY EVACUATION/NOTIFICATION OF PARENTS**

**EMERGENCY PLAN**

**MISSING CHILD, LOCKDOWN, INTRUDER, TERRORIST**

**Missing Child**

STAY CALM

* Staff Member nearest an intercom will do an **ALL CALL** alerting “Missing Child”
* Director, Assistant Director and Church Staff will search the building
* Camera footage will be checked
* If child not found in 5 minutes, 911 (1st) and parents will be called

**Lockdown – Instructed by Police Department**

STAY CALM

* Director, Assistant Director or Church Staff will notify staff of Lockdown Status
* Director, Assistant Director or Church Staff will lock all exterior doors
* PECC Staff and Church Staff will lock all interior doors
* Move children away from windows
* Close blinds
* Turn off lights
* Gather Emergency Mobile Can, if possible
* Silence Cell Phones
* DO NOT USE ELEVATOR
* No one will be allowed to enter/leave the building (including parents)
* Wait for instructions from Director, Assistant Director, Emergency Personnel

**Lockdown – Intruder/Terrorist (Classroom)**

STAY CALM

* Staff Member noticing intruder will do an ALL CALL alerting “Intruder”
* Director, Assistant Director or Church Staff will call 911 and stay on the phone until the Dispatcher tells them to hang up
* Immediately follow Lockdown Procedure (above)
* Hide in the classrooms—away from windows, doors
* Put tables, chairs in front of classroom doors creating a barrier
* Silence Cell Phone
* Wait for instructions from Director, Assistant Director, Emergency Personnel

**Lockdown—Intruder/Terrorist (Playground)**

STAY CALM

* DO NOT GO INTO THE BUILDING
* Move children quickly to the NE Corner of the Playground
* Exit through the fence gate
* Move children to sit under the retaining wall
* Silence Cell Phone
* Wait for instructions from Director, Assistant Director, Emergency Personnel

**WELCOME TO PRESCHOOL**

**For children who turn 3 by September 1st**

**Tuesdays & Thursdays**

**AM Session 9:00 am – 11:30 am**

**Extended Sessions Available 11:30 am – 2:30 pm**

**Children MUST toilet independently**

**Purpose**

* Introduces students to the “school” experience
* Introduces independence
* Sets a student’s academic foundation
* Moves children from parallel to interactive play
* Promotes language development

**Curriculum**

* Play-based, knowing that children learn best through play!
* Foundational Academics: Colors, Shapes, Letter-Recognition, Numeral-Recognition, Sorting, Patterning and much more
* Foundational Fine-Motor: Activities designed to develop a strong tri-pod grip
* Introduction to all Academic Disciplines: Science, Math, Language, Literacy, Creative Arts
* Develops a student’s creativity, confidence, independence and a love of learning

**Special Events/Activities**

Discovery Center Time Circle Time

Library Music

Purposeful Gross-Motor Development Christmas & End-of-Year Program

Preschool School Bag

**Parent – Teacher Conferences**

* Scheduled Conferences are in November and April
* There are NO Preschool Classes held on Conference Day
* PDO 3 and Extended Learning Classes will be in session.
* Prairie Early Childhood Center does not provide childcare during your child’s conference

**WELCOME TO 3-DAY KINDER-PREP**

**For children who turn 4 by September 1st**

**Mondays, Wednesdays & Fridays**

**AM Session 9:00 am – 11:30 am**

**Extended Sessions Available 11:30 am – 2:30 pm**

**Children MUST toilet independently**

**Purpose**

* Provides a classroom experience which prepares students for Kindergarten
* Builds on a student’s academic foundation (i.e. takes a student from where they are and moves them forward)
* Prepares students for the increased expectations of Kindergarten

**Curriculum**

* Develops increased independence, personal responsibility and self-regulation
* Broadens a student’s understanding of the world around them through science and social studies
* Incorporates activities to further develop language, literacy and math skills
* Focused time on fine-motor skills and multiple-step directions
* Purposeful gross-motor development and cooperative play

**Special Events & Activities**

Dad’s Nights & Mom’s Nights Theme-based Days

Holiday Specials and Activities Library

Music Purposeful Gross Motor Development

Kinder-Prep School Bag Christmas & End-of-Year Program

Parent-Teacher Conferences

**Parent-Teacher Conferences**

* Scheduled Conferences are in November & April
* There are NO Kinder-Prep Classes held on Conference Day
* PDO 3 and Extended Learning Classes will be in session
* Prairie Early Childhood Center does not provide childcare during your child’s conference

**\*\*Prairie Early Childhood Center also offers a 5-Year Old Kinder-Prep Class on Mondays, Wednesdays and Fridays from 9:00 am – 2:30 pm for children who turn 5 before September 1st. Children turning 5 after September 1st will be considered based on availability. Children MUST toilet independently and parents will provide a packed lunch.\*\***

**PARENT’S DAY OUT**

**For children 16 months through 5 years.**

 **It provides opportunities for physical, social and emotional development.**

**PDO 1**

* For children 16- 29 months by September 1st
* Children MUST be walking and no longer requiring bottles
* Program helps children develop social skills and the ability to separate from parents in a loving environment
* Available Monday through Friday and children may enroll in 1 or 2 days based on availability
* Children may enroll for half-day but will be responsible for paying tuition for a full-day
* Staff will work with children whose parents are beginning the process of toilet training their child
* Children who are working on toileting independently MUST wear pull-ups until they are completely trained (2 weeks without an accident—except at nap and nighttime)
* Children will nap in the afternoon
* Parents will provide
	+ Diapers
	+ 2 complete changes of clothes
	+ Labeled crib sheet & blanket
	+ Stuffed animal, “lovey” and/or pacifier (see policy)
	+ Labeled sippy cup for water or milk (No Juice please)
	+ Packed lunch

**PDO 2**

* For children age 30-35 months by September 1st
* Program focuses on skills that prepare children to enter a preschool classroom and fosters a love of learning and independence
* Available Monday through Friday and children may enroll in 1, 2 or 3 days based on availability
* A limited number of half-day spots are available at a reduced cost
* Children attending half-day should be picked up at 11:30 am and do not eat lunch at the center
* Staff will work with children whose parents are beginning the process of toilet training their child
* Children working on toileting independently MUST wear pull-ups until they are completely trained (2 weeks without an accident—except at nap and nighttime)
* Children will nap in the afternoon
* Parents will provide
	+ Diapers
	+ 2 complete changes of clothes (include shoes while children are toilet training)
	+ Labeled toddler or twin-size sheet & blanket
	+ Stuffed animal, “lovey” and/or pacifier (see policy)
	+ Packed lunch

**PDO 3**

* For children age 3-5 years by September 1st
* Available Monday through Friday for children needing additional care beyond their Preschool and Kinder-Prep Days
* Children MUST toilet independently
* Space is limited
* Children do NOT nap
* Parents will provide
	+ 1 complete change of clothes
	+ Labeled bath towel for quiet time
	+ Packed lunch

**Prairie Early Childhood Center**

**NAPPING PROCEDURE**

**PDO 1/PDO 2**

* Each child will have a cot
* Parents will provide a labeled bottom sheet for their child’s cot
* Parents will provide blankets, pillows, loveys and pacifiers as needed for their child
* Children using a pacifier will have a parent permission form in their file
* Each cot will be separated by at least 2 feet
* Blinds will be closed, allowing sufficient lighting for ease of movement around the room
* Teachers will change diapers or children will go to the restroom after lunch and before nap
* PDO 2 children will nap with their shoes on in case of an emergency
* Children will be given books, quiet activities to encourage them to stay safely on their cots (if needed)
* Teachers will pat and rub backs as needed to help calm children and encourage them to sleep
* Quiet, naptime music will be played
* All children will be encouraged to sleep
* Children not sleeping will be given books and quiet activities so as not to disturb the children who are sleeping
* Children will be visible to teachers at all times during nap
* Teachers will begin waking children at 2:00 pm to prepare for pick-up by their parent

**PACIFIER POLICY**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Staff Requirements/Responsibilities**

* Pacifiers will be used to soothe children only with parental permission
* A parental permission form and specific instructions for how and when to use the pacifier while in PECC care will be kept in the child’s PECC file
* Staff will discard pacifiers when torn, cracked or filled with unknown fluid
* Staff will clean each pacifier with soap and water before each use
* Pacifiers will not be tied, pinned or clipped to child’s clothing
* Pacifiers will not be coated with sweet solutions
* Pacifiers will be stored in the open area
* Pacifiers will NOT be stored near the diapering area, diapering items or other children’s personal items
* PECC does NOT provide extra pacifiers

**Parental Requirements/Responsibilities**

* Parents must sign a permission form to allow their child to use a pacifier
* Parents will give written, specific instructions for how/when the pacifier will be used by PECC staff
* Parents will provide extra pacifiers
* Parents will label pacifiers with non-toxic markers and waterproofed labels
* Parents will not tie, pin or clip pacifier to child’s clothing when dropping child off at PECC
* Parents will not coat the pacifier in any sweet solution

I have read and agree to the requirements/responsibilities of this Pacifier Policy.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_