

# Parent Handbook



TALBOT PARK  
PRESCHOOL

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## **GENERAL INFORMATION**

### **History**

In 1983, Nelda Cardoza started a Mother's Day Out Program for the families of Talbot Park Baptist Church. They met one day a week. Soon after the program started, it became evident that there was a need to offer this service to the wider community. The Mother's Day Out Program started meeting twice a week. After Mrs. Cardoza left her position in 1984, Sue Rigau and Kathleen Boyd became co-directors, transitioning the program into a Preschool operating five days a week. In 1988, Mrs. Boyd left, at which time Sue Rigau gave up her teaching position to become the sole director of the preschool. Mrs. Rigau directed the program from 1988-1996.

Since 1997, the Preschool has been under the direction of Mrs. Dana Costas. As the Preschool ministry grew, so did the opportunities to better serve the needs of working families. In the mid-nineties, the preschool expanded with before-care and after-care hours, from 8:00am-4:00pm. In September of 2014, the preschool began offering full-time hours, from 6:00am-6:00pm. In June of 2015, the preschool started offering summer camps from 9:00am-3:00pm for children up to 3<sup>rd</sup> grade. In September of 2016, the preschool expanded to include infants and young toddlers. Over the last 35 years, Talbot Park Baptist Preschool has served thousands of children and families and has become known throughout the region for its consistent quality of care.

### **Mission Statement**

Talbot Park Baptist Preschool is committed to providing a safe and nurturing environment that engages children through play, exploration, and discovery. With a distinctively Christian focus, our goal is to partner with families in developing the whole child: intellectually, physically, socially, and spiritually. Small class sizes and a low student-teacher ratio allow us to give each child personalized attention geared to their pace of learning.

### **Administration**

Director: Dana Costas  
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Assistant Director: Anna Selvy  
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Office Manager: Nicole Farrar  
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### **Licensing Information and Tax ID Number**

As a ministry of Talbot Park Baptist Church, the Preschool is a non-profit organization and has a religious exemption from licensure by the Commonwealth of Virginia's Department of Social Services. The Preschool must annually submit documentation to retain its exemption status. A maximum of 96 children may be enrolled daily in the Preschool. The Preschool tax ID number is #54-2032694.

### **Discrimination Statement and Disability Policy**

Talbot Park Baptist Preschool welcomes all students and does not discriminate based on gender, race, national origin, religion, sexual orientation, citizenship, and other characteristics. We make every attempt to accommodate medical issues, or physical or intellectual disabilities.

### **Hours of Operation/Holidays**

Talbot Park Baptist Preschool is open Monday through Friday, 6:00am to 6:00pm. Daycare classes are full time only. Preschool classes meet from 9:30am to 1:00pm, with the option of extended care (6am-6pm). Children in our preschool classes may be enrolled two, three, or five days a week. The two-day a week classes are on Tuesday and Thursday. The three-day a week classes are on Monday, Wednesday, and Friday. Preschool and daycare are closed for the following holidays:

*New Year's Day*

*Martin Luther King, Jr. Day*

*President's Day*

*Memorial Day*

*Independence Day*

*Labor Day*

*Columbus Day*

*Veteran's Day*

*Thanksgiving (2 days)*

*Christmas (minimum of 2 days)*

Additional holidays are taken for Spring Break, and in the summer for staff development.

### **Inclement Weather Policy**

In the event of weather closures, TPBP generally follows the lead of Norfolk Public Schools, but exceptions may be made by the Director. If TPBP makes the determination to close due to inclement weather, closure announcements are posted to the Preschool webpage, Preschool Facebook page, and Preschool voicemail. Local radio and television stations are also notified. Please check these outlets when determining if the Preschool is open. If the Preschool is forced to release early, parents and guardians will be notified so they can come pick up their child in a timely manner. If Norfolk Public Schools delay school opening, TPBP will attempt to open for before care no later than 8:00am. *Missed days due to inclement weather are not subject to tuition refunds and are not made up later in the school year.*

### **Staff Education and Training**

Talbot Park Baptist Preschool recruits professional, caring, well-trained teachers and assistants. All teachers must have Early Childhood Certification or a college degree. Staff receive additional training throughout the year in safety procedures and educational methodology. Each staff member is certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. A criminal background check is performed on every new employee and must be renewed every five years.

The school may, from time to time, invite educational specialists to evaluate the program and provide feedback as necessary to ensure the highest possible educational experience for your child. Occasionally, we will have Early Childhood students from local colleges observing the classroom.

## **ENROLLMENT & FEES**

### **Enrollment Requirements**

In order to enroll in any class, the following are required:

- *Birth Certificate*
- *Enrollment Application and Agreement form with registration fee (non-refundable)*
- *Virginia School Entrance Health Form (immunization record)*
- *Emergency Contacts- names and numbers of at least two individuals*
- *Media Release Form*

### **Enrollment Priority and Waitlist Information**

Class enrollment for the upcoming school year begins in March. Priority is given on the following basis:

1. Students who are currently enrolled in the program and their siblings have two weeks to register before open enrollment begins for the public.
2. Members of Talbot Park Baptist Church.
3. Remaining spots are filled on a first come, first serve basis.

Parents are strongly encouraged to observe the enrollment dates with priority status as classes fill quickly. In the event a class is full, parents may be added to the waitlist by filling out the digital waitlist request form or contacting the Office Manager.

### **Eligibility**

Class assignments are determined by a child's age on September 30<sup>th</sup>, although exceptions may be made due to availability. *Children must be toilet trained to enter the 3-year-old class.*

### **Fee and Tuition Schedule**

A registration/art fee is due upon enrollment and is *non-refundable*. Monthly tuition is based on a 10-month payment schedule. The first payment is due in September and the last payment is due on June 1<sup>st</sup>. Full-time daycare is provided year-round on a 12-month payment schedule.

Tuition is due by the 15<sup>th</sup> of each month. Payment can be made by check, cash, or money order. Checks should be made payable to Talbot Park Baptist Preschool and given to the Office Manager. Payment may also be made with the Office Manager using Mastercard or VISA. A 3% charge will be applied to monthly payments for the use of credit cards.

A 10% sibling discount is offered for families with multiple children in the program. The 10% sibling discount is applied to the child with lowest tuition fees.

### **Late Fees and Returned Checks**

A \$30.00 late fee will be assessed for any payment not received by the 15<sup>th</sup> day of each month. In the event of a hardship situation that may prevent prompt payment, please contact the Director prior to the 15<sup>th</sup> to make special arrangements. Any student whose tuition has not been paid by the 25<sup>th</sup> of the month will lose their space unless other arrangements have been made with the Director.

If the Preschool is charged a fee for any check returned for insufficient funds, parents will be responsible for repaying that fee to the school. Consistent problems in this regard will result in the tuition payment being due in cash or money order only.

### **Absence and Withdrawal Policy**

Tuition is due in full for each month regardless of a child's attendance. There is no tuition credit due to illness or vacation. If a student withdraws for a month and plans to return, tuition must be paid for the missed month to insure the student's place. Otherwise, the vacancy will be filled.

Please notify the Director in writing as soon as possible but at least 30 days in advance if a child must withdraw from the program. Parents are responsible for a full month's tuition if a child is withdrawn at any point during the month. Notice to withdraw must be given on the first day of the month.

## **ATTENDANCE**

### **Entrances and Key Cards**

The main entrance for the Preschool classrooms faces the playground on Brackenridge Ave. Parents are asked to use this door for drop-off and pick-up instead of the doors under the canopy facing Granby St. The main entrance for the Daycare classrooms faces Colonial Ave.

Exterior doors to the building are always kept locked. Access is granted only through a key card system. Parents are asked to use key cards instead of the door buzzer to enter the building, as no one may be available to answer the buzzer. Each family is given one key card as part of their registration fee. Additional or lost key cards may be purchased for \$5.00 apiece.

### **Parking**

Parents may park in any of the marked lots on the church property. Only properly authorized drivers may use handicap spaces. For security reasons, we strongly recommend that parents do not leave their cars running during pick-up or drop-off. Please make sure that cars are properly secured and valuables left out of sight. Talbot Park Baptist Preschool is not responsible for items stolen from vehicles.

### **Pick-Up and Drop-Off Authorization**

During the enrollment process, each family completes an "Emergency Contact and Parental Consent" form. This form provides authorization for select individuals to pick-up children from the center. Only individuals listed on this form will be allowed to pick up children. Persons unknown to the staff will be required to show an ID. Anyone dropping off or picking up children must be at least 18 years old, unless an exception has been approved by the Preschool Director or Assistant Director.

### **Arrival**

Extended-Care morning students will be escorted to the classroom by the teacher before other children arrive. We ask that Preschool parents arrive for drop-off no earlier than 9:20am each day. Classroom doors will not open until 9:30am. For security reasons, parents are asked to say their goodbyes in the hallway and should leave their children with the teacher at the doorway instead of entering the classroom. Timely drop-off is important in making sure that the flow of the school day remains uninterrupted. Students arriving later than 9:45am are asked to check in with the Office Manager.

### **Departure and Late Pick-Ups**

Preschool classes dismiss promptly at 1:00pm. Out of courtesy for our staff, children should be picked up as close to 1:00pm as possible. In the event of an emergency or if a parent or authorized adult will be late, it is their responsibility to notify the Preschool office as soon as possible. Teachers will start calling the emergency numbers listed in the contact information if a child is not picked up by 1:10pm. Children who are not picked up by 1:10pm will be taken to after-care. The first time a child is late, parents will receive a written warning. After that first notice, parents will be charged a late fee of \$10.00 for every half hour they are late (a minimum \$5.00 charge will be applicable).

The same procedure is followed for a child in after-care that is picked-up after 6:00pm. If parents do not arrive by 6:00pm to pick-up their child, staff will attempt to contact them at all available phone numbers. If workers cannot reach a parent or authorized contact by 6:15pm, the Director or Assistant Director will be notified. Any child in aftercare not picked up by 6:00pm will be charged a late fee at the rate of \$1.00 per minute for the first ten minutes, and \$2.00 per minute thereafter. Traffic issues do not excuse late fees. Chronic late pick-ups or early drop-offs will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program. Any late fees will be paid directly to the school.

### **Schedules and Absentee Policy**

It is very important that your child attend school on the days that he or she is scheduled. Each school day introduces new skills and builds on skills already introduced. Teachers and assistants work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities. The daily schedule and activities create a balance between active and quiet times; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Whenever possible, please inform the teacher in advance when you know that your child will be out of school.

## **CLASSROOM INFORMATION & PROCEDURES**

### **Program Goals**

#### **INTELLECTUAL**

- Encourage curiosity and creativity by exploring the wider world.
- Prepare for elementary school through age-appropriate activities and lessons.

#### **PHYSICAL**

- Engage in movement and active play to develop fine and gross motor skills.
- Teach self-care skills and develop an awareness of nutrition and proper hygiene.

#### **SOCIAL**

- Teach and model appropriate decision-making and positive behaviors.
- Encourage a healthy self-image.
- Build interpersonal relationship skills through a variety of interactions.

#### **SPIRITUAL**

- Develop and expand an awareness of God's love.
- Practice care and service in community with others.



### **Classes and Ratios**

We currently offer eight classes for ages six weeks through Pre-K:

Infants (Cubs): 8 babies per two adults

12-18 months (Chipmunks): 8 children per two adults

18-24 months (Beavers): 8 children per two adults

24-36 months (Owls): 10 children per two adults

2 ½-year-olds (Bears): 10 children per two adults

3-year-olds (Squirrels): 16 children per two adults

4-year-olds (Foxes): 18 children per two adults

4 ½-year-olds (Eagles): 18 children per two adults

### **Curriculum and Themes**

Talbot Park Baptist Preschool uses themes to organize the curriculum. The themes are based on developmentally appropriate guidelines, as well as the children's interests. Themes span the length of one week or one month depending on the interest level.

### **Christian Values and Chapel**

Talbot Park Baptist Preschool exists as a ministry of Talbot Park Baptist Church. For that reason, Christian values are blended into the preschool curriculum and programming. Bible stories and verses are incorporated into the themes and units each month.

Throughout the school year, in partnership with the church, there are a variety of service projects in which parents and children are encouraged to participate. Teachers may also develop their own classroom service projects. Once a week, staff, teachers, and students come to the sanctuary for chapel. Chapel includes songs, a Bible story, and prayer. It is led on a rotating basis by the Pastor, Preschool Director, and classroom teachers.

### **Outdoor Play**

Outdoor play is incorporated into the daily schedule of the Preschool in almost all-weather conditions. Teachers and staff adhere to safety procedures when using the playground equipment. In the event of rain, severe wind/cold, or extreme heat, children may use the indoor playground at the discretion of the teacher and Director.

### **Nap/Rest Time**

All children are provided a regularly scheduled nap or rest time. Children will not be forced to sleep but may be encouraged to lie quietly for a period of time. The length of time a child should have to remain resting varies by child. Children are provided alternative quiet activities if unable to rest.

### **Lunches and Snacks**

Lunches are not provided by the Preschool. Every day, children should bring a labeled lunch and drink. Drinks should be stored in a thermos or a box drink with a straw. Glass containers are not allowed. Lunches will be unrefrigerated, except in the infant to 12 months classrooms. Please do not send candy, gum, or sodas with lunches. These items will be returned home. Hot dogs, grapes, or other large food items should be cut into smaller pieces by parents ahead of time to avoid choking hazards. WARNING: Children at Talbot Park Baptist Preschool may be exposed to peanut products.

The Preschool provides snacks each day, typically water, crackers, cookies, or fruit.

### **Food from Home/Classroom Parties**

Children are welcome to bring in special treats to celebrate birthdays or special events. Due to various food allergies and dietary restrictions in the classroom, only store-bought snacks still in the original packaging are allowed. The one exception to this rule is the yearly Christmas program, in which families may bring homemade items to the reception in the Social Hall.

### **Infant Program/Breastmilk Policies**

The following information is specific to the infant and one-year old program rooms:

- Parents must supply diapers, wipes, diaper cream, bottles, formula, baby food, extra clothing, pacifiers, blankets, and stuffed toys for rest time. All personal items should be labeled with the child's name.
- If a mother is breastfeeding, they should alert teachers to when they would like the child to be fed breast milk, or when they will come in to breastfeed.
- Breast milk must be brought in ready-to-use containers. For health reasons, we are not able to store bags of frozen milk for extended periods of time.
- We recommend that all new foods be tried at home first since a child could have an allergic reaction to foods they have not had before.

### **Clothing**

Children are expected to wear clean, comfortable clothing each day that does not inhibit their movement. Parents should be aware that, due to the nature of our activities, clothing may become stained or dirty during the day. "Play clothes" are recommended. Clothing should always be weather appropriate, including coats when necessary. Dangling jewelry is considered a safety hazard.

At the beginning of the school year, children should bring a change of clothes to be kept on hand, including socks, diapers or Pull-ups if needed. These items should be placed in a clear plastic bag labeled with the child's name. Please inform the teacher if your child is in transition from diapers to Pull-ups or underpants.

Sturdy shoes or sneakers with socks are the most appropriate footwear for Preschool. We recommend that children not come to school in sandals, clogs, jellies, boots, platform shoes, or water shoes.

### **Weapons Play Policy**

Weapons of any kind are prohibited on the grounds of Talbot Park Baptist Preschool. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands, or blocks. If a child brings a toy weapon from home, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

### **Discipline Policy**

Students are expected to behave appropriately with teachers and peers. Any behavior that interferes with the safe enjoyment of the school environment will not be tolerated, including but not limited to: bullying, biting, kicking, hitting, spitting, abusive behavior towards others, and/or inappropriate language.

Talbot Park Baptist Preschool uses positive discipline techniques because they promote children's self-control, teach children responsibility, and help children make thoughtful choices. TPBP complies with all federal and state laws which prohibit corporal or abusive punishment in childcare settings. Staff members will never shame a child, spank a child, or withhold food as punishment. Discipline and behavior guidance used by staff members will be constructive, positive, and suited to the age of the child. Discipline methods may include redirection, distraction, and active listening.

"Time out" will only be used as a last resort, with a maximum of one minute per age of the child. Separation from the group is only used when less intrusive disciplinary methods have been tried and the behavior of the child is dangerous to him or herself or the other children. If a "time out" is used, children will always remain within sight and hearing of the staff.

If a child must be removed from the classroom, they will be brought to the Preschool Director's office to problem solve and evaluate the incident before returning to the classroom. If the above disciplinary actions fail, parents will be immediately called to pick up the child. Teachers will keep parents informed about abnormal or consistently unacceptable behavior. Chronic behavior issues will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program.

### **Bullying Policy**

Bullying is not considered acceptable behavior and can include any of the following:

- PHYSICAL-Punching, kicking, fighting, biting, spitting, etc.
- VERBAL-Name calling, taunting, etc.
- EMOTIONAL-Exclusion from discussions/activities or play

Chronic bullying issues will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program.

### **Biting Policy**

One of the most common injuries in a group setting is biting. Although staff members take every precaution to prevent this type of incident, children may be bitten at some time. Often, a bite occurs during friendly play as part of normal social activity and exploration. This type of injury usually occurs in a split second, without warning. This is a developmentally appropriate behavior for children 2 years old and under.

In the event a child bites and they are over the age of 2 years old, the injured child will immediately be comforted, the bite washed, antibiotic ointment applied, and an ice pack offered. The biter will be placed in "time out." After being reminded of the rules, the biter will be helped to re-enter play. An incident report will be written for the parents to sign. The classroom situation will be evaluated to determine if any additional steps can be taken to prevent a repeat incident. If a child bites three times or more in any given week, he/she will be sent home for the remainder of the week. Chronic biting issues will be reviewed by the Preschool Director and may result in a parent conference or possible removal of the child from the program.

### **Screen Time Policy**

Talbot Park Baptist Preschool has an extensive collection of videos, DVDs, and computer games that can be used by teachers and students for learning activities. The use of multimedia in the program supplements the teaching and learning that takes place in the classroom. Teachers may select movie, television, and computer game titles based upon weekly themes. All multimedia must have a rating of "G" "PG" or "E" and must possess an educational theme. Based on developmental guidelines, children are limited to a specified amount of time per week they may use or view multimedia during classroom hours:

- Cubs/Chipmunks/Busy Beavers: 0 minutes/week
- Owls/Bears: Maximum 20 minutes/week
- Squirrels/Foxes: Maximum 30 minutes/week
- Eagles: Maximum 1 movie/month; or 30 minutes/week

### **Multimedia Policy and School Pictures**

Photographs or videos of children may not be taken or posted to Preschool social media accounts without the express written permission of the child's parents. This form is required to be completed at registration.

Picture days are offered through Lifetouch in the Fall and Spring. Families are under no obligation to purchase pictures.

### **Field Trips and Transportation Guidelines**

Field trips are scheduled throughout the year in conjunction with classroom themes. Parents will be given ample notice of field trips in order to sign-up and serve as drivers or chaperones. Permission slips are typically posted outside the classroom prior to each field trip. Every child must have a parent or guardian signature in order to participate. Any parent or guardian who does not wish their child to participate must make alternate arrangements for their child for the day. The Preschool does not have alternate childcare available.

We appreciate parents who are willing to serve as field trip chaperones. Parents who volunteer to provide transportation for a field trip must be at least 21 and undergo a background check at the expense of the Preschool. They must provide proof of a valid driver's license, proof of insurance, proof of current state inspection, and sign a waiver of liability form. They must also abide by the following transportation guidelines:

- Children must always be supervised by an adult.
- Virginia law requires that children under the age of eight riding in a car or passenger van must be properly buckled in a federally approved car seat or booster seat. Parents should provide car seats or boosters for their children on the day of the field trip. Children are not allowed to sit in the front seat under any circumstances.
- Smoking and the use of smokeless tobacco products is forbidden when transporting children.
- Head counts shall be taken before leaving the center, during a field trip, after returning to the vehicle, and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

### **Special Events and Activities**

Each month, children may participate in the Scholastic Book Club program. Fliers are attached to each monthly newsletter with the due date written on the order form. Checks are to be made out to the book club, and not to be included in monthly tuition payments. The Preschool earns points and free books based on total orders each month.

Other special school wide yearly programs include: Pumpkin Patch and Fall Festival, Living Nativity, Christmas Program, Easter Egg Hunt, Munchkins with Mom, Doughnuts with Dad, and Preschool Graduation.

### **Parent Volunteers**

Each family is a valuable resource for our Preschool. Volunteers are always welcome in our program and there are many opportunities for family members to participate. In March, we have Community Helper Month. If you would like to volunteer in any way, please contact your child's teacher or the Preschool Director.

## **COMMUNICATION**

### **Parent-Teacher Communication**

On-going communication between teachers and parents is a key to building healthy relationships and a successful program. This communication may include face-to-face conversations, phone calls, e-mails, texts, or notes that are sent home with students. Permission slips and other important information is sometimes posted on the wall outside your child's classroom.

Parent-teacher interaction at pick-up and drop-off should be brief, as the teacher is responsible at that time for the supervision of other children. If parents ever have questions or concerns that cannot be addressed during regular school hours, they may request a time to meet with teachers outside the classroom.

If there is a problem or conflict within the classroom, concerns should first be directed to the teacher. If the issue cannot be resolved at that level, the Director or Assistant Director may become involved for further mediation. Yelling or other inappropriate behaviors that parents display towards teachers, Preschool staff, or other Preschool families will result in a conference with the Preschool Director and possible removal of the child from the program.

### **Confidentiality Policy**

All conversations between parents and staff of the Preschool remain confidential, except in cases of mandatory reporting. Virginia law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent from the parent, guardian, or individual. Parents are asked to be discreet in discussing details of Preschool programs on social media or with others in public.

### **Daily Progress Reports**

Teachers are responsible for preparing daily progress reports on each child in their class. These reports are sent home at the end of each day and include information about what the children have done in the previous week, noting any special achievements or areas of concern. This is a good opportunity for teachers to keep parents informed about their child's progress. Also in the younger classes it will track their eating habits, sleep times, and diaper changes.

### **Newsletters**

Each class publishes a monthly newsletter containing information about themes and units of study for each class. Upcoming field trips, projects, guest speakers, and special dates are included in the newsletter. Parents are strongly encouraged to read the newsletter to learn information and become aware of upcoming events.

### **Assessment Portfolios**

A permanent assessment portfolio is kept for each child in the program and passed to the next teacher when a child transitions to a new class. Assessment portfolios contain a variety of items, including photographs, examples of artwork, and weekly progress reports. When a child leaves the Preschool, a copy of the assessment portfolio may be given to parents, if requested.

## **HEALTH & SAFETY INFORMATION**

### **Cleanliness Guidelines and Health Checks**

Talbot Park Baptist Preschool takes great efforts to ensure that our facilities are clean. Classrooms are disinfected daily. Teachers also encourage frequent handwashing and other sanitary practices.

For the well-being of our staff and children, all students receive a basic health check at the beginning of school every day. This check is required by Social Services to screen for any illness or condition that may interfere with a child's participation in the Preschool program. Sick or unsanitary children will be sent home.

### **SIDS**

Sudden Infant Death Syndrome (SIDS) is the unexpected, sudden death of a child under age 1 for which a cause of death cannot be identified. It is not known what causes SIDS; however, several sleeping practices have been linked to an increased risk for SIDS. Therefore, Talbot Park Baptist Preschool has a strict policy for infant sleep placement. All infants less than one year will be placed on their back to sleep. Infants are not be allowed to sleep in a swing for a period of longer than 15 minutes, unless we have received parental permission. Once a child has been placed in his or her crib for a nap, if the infant rolls from back to front-and is also able to roll from front to back - it is acceptable to leave the infant sleeping on his or her stomach. Heavy blankets, stuffed toys and pillows are not be placed in a crib. A request for alternative sleeping positions must be accompanied by a signed and dated physician's note stating the reason for the request.

### **Allergies and Special Health Needs**

Parents of children with allergies must indicate their issues in their registration information. All staff working in the classroom of children with allergies review the allergy action plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions are documented with an incident/injury report. WARNING: Children at Talbot Park Baptist Preschool may be exposed to peanut products.

An emergency care plan will be on file for any child or staff member with special health care needs (seizures, etc.). All staff working in the classroom are familiarized with this plan, should an emergency arise. If necessary, staff may receive training regarding a child's or staff member's specific health care needs.

### **Illness**

Our priority is providing a healthy, safe learning environment for all children. Children will be sent home as soon as possible if an illness prevents the child from participating comfortably in activities (as determined by the staff) or an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom. The following is a list of common conditions and guidelines about when a child may return safely to Preschool:

- Fever (101 degrees or higher) accompanied by behavior changes or other signs/symptoms of illness until fever free without medication for a period of 24 hours.
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing until under treatment and symptoms clear.
- Diarrhea (not associated with diet changes or medications) until a child is diarrhea free for a period of 24 hours.
- Blood in stools not explainable by dietary change, medication, or hard stools until under treatment and symptoms clear.
- Vomiting (two or more instances in past 24 hours) until vomiting resolves and a health care provider determines the child is not contagious
- Persistent abdominal pain (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness until under treatment and symptoms clear.
- Mouth sores with drooling (Herpes simplex) until under treatment and a health care provider determines the child is not contagious.
- Rash with fever or behavior change, until under treatment and a health care provider determines the child is not contagious.
- Pink eye (Conjunctivitis) until under treatment for 24 hours and a health care provider determines the child is not contagious.
- Head lice until under treatment and a health care provider determines the child is not contagious.
- Scabies until under treatment and a health care provider determines the child is not contagious.
- Fungus or ringworm until under treatment and a health care provider determines the child is not contagious.
- Impetigo until under treatment and a health care provider determines the child is not contagious.
- Strep throat until under treatment and a health care provider determines the child is not contagious.

Children who are ill will be sent to the office and remain under the supervision of the Director and/or Assistant Director until a parent arrives. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the emergency contact form will be called. If a child did not feel well during the day but was not sent home, teachers will notify the parents. TPBP reserves the right to make the final determination of exclusion due to illness.

### **Insurance Information**

All enrolled students are covered under Talbot Park insurance policies while on school grounds. In the event of a medical emergency, the church's coverage is activated only after the parent's coverage has been exhausted.

### **Injury**

In the event a child suffers a minor injury (bruises, scrapes, bites, etc.), appropriate first aid will be administered. A staff member certified in first aid and CPR is always present at the school. Parents will not be contacted during the day regarding minor injuries. Staff members document any accidents and injuries that occur using an incident report. Parents are given a copy of the injury report and asked to sign a copy that will be kept at the Preschool.

In the event a child suffers a major injury or accident (broken bones, head injury/concussion, uncontrollable bleeding that requires stitches, etc.), appropriate first aid will be administered. Parents will be contacted immediately. Additional medical intervention, including 911, will be used as required. Parents assume all expenses incurred in the event of a medical emergency.

### **Medicine Policy**

Staff members may not administer medication to any child unless a parent and/or doctor has completed all the proper medication authorization forms which vary based on the age of the child and type of medication. Unused medications will be immediately returned to the family and will not be stored at TPBP. Medications are administered only by Medication Administration Trained (MAT) certified teachers, the Director, or the Assistant Director only after receiving all appropriate forms. When a medication is given, the teacher will document the type of medication administered, the dosage, and the time it was given, as well as any unusual reactions or circumstances.

We strongly encourage parents to administer non-prescription medications and/or preventative lotions (bug spray, sunscreen, lip balms, diaper ointment, etc.) before children come to school. Parents may sign a form giving consent for teachers to administer items in this category as needed, provided the items are supplied by the parents.

## **SECURITY INFORMATION**

### **General Security Guidelines**

Talbot Park Baptist Preschool makes every effort to ensure our students are safe and secure. Exterior doors are always kept locked. Only authorized people are allowed into the buildings. Only people with key cards may access the parts of the building that are used by the Preschool. Parents are asked to report any open doors, dangerous areas, or suspicious behavior to the Office Manager or Preschool Director.

Our Preschool program shares space with Talbot Park Baptist Church. There are frequently church activities going on during the day. Parents should remain aware of non-preschool visitors and stay within their designated areas as much as possible.

### **Drills and Classroom Communication**

Talbot Park Baptist Preschool regularly practices drills for fire, lock-down, and other emergency situations. Our buildings conform to current codes and must pass a yearly fire inspection by the City. Copies of emergency guidelines are kept in every classroom.

Every classroom is equipped with a walkie-talkie so that teachers can always remain in contact with the Preschool office. Teachers are also required to have walkie-talkies with them on the playground or when taking a walk with the class.



### **Access Policy**

For the protection of our staff and students, no staff member is ever alone one-on-one with a child. Only staff members, substitutes, or volunteers who have had a background check and approval to be involved with childcare will have unrestricted access to children. Unrestricted access means that a person has contact with a child alone and/or is directly responsible for childcare. Persons who do not have unrestricted access will always be under the direct supervision and monitoring of a paid staff member and will not be allowed to assume any childcare responsibilities. All staff members have the authority and the responsibility to approach anyone who is in the preschool area without their knowledge to ask their purpose for being present.

### **Child Abuse and Neglect Policy**

All Talbot Park Baptist Preschool staff members are trained to recognize signs of abuse and neglect and are mandatory child abuse reporters. Abuse may include but is not limited to: malnutrition, sexual molestation or exploitation, deprivation of necessities, and physical or emotional maltreatment. Suspected cases of child abuse or neglect are reported to the Department of Human Services Child Abuse Hotline-1-800-552-7096. If a staff member suspects abuse, they are also required to inform the Preschool Director before making a report.

If a staff member is accused of abuse and/or neglect by a parent or co-worker, such an accusation should be reported to the Preschool Director and a determination will be made as to whether there is reasonable cause to suspect that a child has been subjected to abuse and/or neglect. If there is reasonable cause, a report is made to the Department of Human Services (DHS). Talbot Park cooperates with all DHS investigations. In addition, the accused staff member will be informed of the allegations and be given an opportunity to respond to those allegations.