

# **Living Way HighScope Preschool Policies**

## **INTRODUCTION**

Living Way HighScope's is an inclusive preschool that provides the community a place to provide high quality early childhood education for every child. We value the importance of the school and family working together to provide each child the support they need to start a life long journey of learning. In addition, we work with families as partners and want to provide any support or resources that each family may need. As a team, each child can make progress at his/her own rate and have a positive experience with school.

## **ENROLLMENT**

**Admission Policy:** Living Way HighScope admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies or other school-administered programs.

### **Enrollment Policy:**

- An application with registration fee must be mailed or hand delivered before a child is enrolled.
- Children must be two years old by September 1st to enroll. There is not a cut off age for Kindergarten, but the director must conduct an assessment to determine whether Kindergarten is appropriate for children who are not age 5 by September 1st of the school year..
- The tuition rates are stated on the enrollment form for each school year.
  1. Tuition fees for all months are the same, including months during which there are winter and spring vacations.
  2. Tuition is due the 1st day of every month of school, unless an agreement is discussed and a contract has been signed with an alternate date.
  3. If tuition has not been paid within 10 days of the due date a late fee of \$25 will be assessed. At the end of two consecutive months, if tuition is not paid, termination of attendance will occur.
  4. A return check fee of \$30 will be charged for each returned check.
- If a family has more than one child enrolled in our preschool, each additional child receives a tuition discount of \$25/month.

## **DISCIPLINE**

All behaviors result from a child trying to communicate something. In addition, all behaviors serve a function for that child and as adults it is our job to figure out what the function is and provide the child with a behavior that is more acceptable, but meets the same need. Children want to be successful and follow rules, so we need to be in a preventative mode vs. a reactive mode when dealing with behaviors. At Sandy HighScope we use Early Childhood Positive Behavior Intervention and Supports (PBIS) to serve as the basis for addressing behaviors and discipline. PBIS is built on a foundation of preventing problem behavior

through environmental arrangement, effective teaching and programming, as well as individualized interventions for children who engage in more serious forms of challenging behavior.

The following are the areas of focus and strategies that are used:

**Building Positive Relationships-** Children earn stickers, charms and coins for appropriate behaviors. Charts are given to each child (usually in a fun way, like if we are on the letter “d”, there sticker chart might be a donut). Most children respond to stickers, and that is all that is needed. Other students may need to trade stickers in for small prizes or something that is reinforcing to them.

**Classroom Preventative Practices-Students** are taught rules in a systematic way on day one, and are reviewed after breaks. Rules will be revisited when needed as well. Children are actively involved with learning the rules.

**Social & Emotional Strategies-** The use of HighScope’s six-step mediation process.

**Individualized Interventions-** Functional Behavior Assessments will be conducted for students that do not respond to classroom behavior management systems. Individualized interventions can range anywhere from point cards, to a specific schedule for that child that involves breaks. Parents will be involved to form a team to help identify the function of the behavior and what might work for that child to be successful.

At times, a child may need a thinking time. This is not a time out. This will be used if the child can not be redirected, follow through with an appropriate alternative behavior, or if they need time to calm down. During the thinking time, the teacher will assess whether a child needs time by themselves, or if they need a teacher to facilitate them through the behavior. After the thinking time, the child debriefs with the teacher and comes up with solutions that might prevent the behavior from occurring again.

## **HEALTH**

We want to make sure that your child and the other children in care are safe from health risks. The following procedures will be implemented:

1. A child will not be admitted or be retained in care if they have or are a carrier of an illness
2. A child will be asked to stay at home if they have one of the following symptoms, of illness:
  1. Diarrhea
  2. Vomiting
  3. Fever over 100 degrees taken under the arm
  4. Severe cough
  5. Unusual yellow color to skin or eyes
  6. Skin or eye lesions or rashes that are severe, weeping, or pus-filled
  7. Stiff neck and headache with one or more of the symptoms listed above
  8. Difficult breathing or abnormal wheezing
  9. Complaints of severe pain

3. If a child shows signs of illness, the child shall be isolated and the parent(s) notified and asked to take their child home
4. Parents of all children will be informed of any outbreak of a communicable disease within the facility.

### **MEDICATION**

Prescription or non-prescription medication will be given to a child following the procedures below:

1. A signed, dated, written authorization from the parent(s) is on file
2. Prescription medication is in the original container and labeled with the child's name, the name of drug, dosage, directions for administering, date and physician's name
3. Non prescription medication is in the original container and labeled with the child's name, the dosage and directions for administering

### **ACCIDENTS & EMERGENCY MEDICAL TREATMENT**

1. Parents are required to sign an Emergency Release Form for each child.
2. Parents are responsible for keeping all emergency contact phone numbers up to date.
3. In the case of a **minor accident** the teacher will administer first aid. Parents will be notified when the child is picked up.
4. In the case of a **serious accident or the need for emergency medical treatment** the provider will:
  - a. Administer first aid, if possible.
  - b. Call an ambulance to transport the child to the Emergency Room.
  - c. Call a parent (or emergency contact if a parent cannot be reached).
  - d. Stay with the injured child until a parent or appointed contact person arrives.

### **CHILD RELEASE**

1. Children will be released only to individuals that have been submitted to the staff.
2. Names of those permitted to pick a child up from care should be stated on the registration form, but individuals can be added any time.
3. Anyone picking a child up from care should bring photo identification with them..

### **CUSTODY & VISITATION ISSUES**

1. If there are custody or visitation issues to address, the provider must have a copy of any custody and visitation orders or agreements in order to enforce them.

### **FIRE DRILLS**

Fire drills will be conducted on a monthly basis. Children will be instructed as to why we have fire drills and what is expected of them.

### **EMERGENCY PROCEDURES**

If for some reason there is an emergency that calls for an evacuation of the building (fire, natural disaster, etc), parents will be called and given a location to pick up their child. In

case of a lock in situation, the children will go to a room that does not have windows and remain there until the area is secure.

#### Emergency Weather

We follow Oregon Trail School District closures. If there is a 2 hour delay, we will have no morning class. If school is cancelled, there will be no morning or afternoon class.

#### **MEALS & SNACKS**

Snack is provided, however, a child can bring a water bottle or juice cup, and snack.

Kindergarten students can bring lunch for the designated lunch time of 12:30.

Please do not send your child with chewing gum, candy or sweets, as these items are not allowed in this program.

#### **CLOTHING**

1. Children should wear comfortable clothing suitable for play. Please do not dress your child in anything you are worried about staining. The children are very active and could easily stain their clothing while playing or eating.
2. Please provide your child with an extra change of clothes in your child's backpack.

#### **DIAPERS & TOILET TRAINING**

1. If a child requires diapers or disposable training pants, the parent must provide an adequate supplies.
2. Staff will change the child in the nursery room, with the door open.