OUR PROUD HISTORY

Colonial Child Development Center was established in 1965, thanks to the visionary efforts of Pr. Ted Nissan and Ilene Miller, a Colonial member with knowledge of and a passion for early childhood education. At the time, Colonial preschool was one of the first church-run preschools in the metropolitan Kansas City area.

Ilene was also the founder of the Christian Preschool Association of the Greater Kansas City Area, as she was dedicated to sharing knowledge and networking with other Christian educators. Now renamed the Christian Early Childhood Association, the CECA remains a vibrant organization, providing an invaluable source of training and support for its many members.

Over the years, directors Marge Kahler and Carlene Martin developed a unique curriculum, academic in nature, but also with the children’s developmental needs and abilities in mind. The spiritual component of the program has always been the foundation, with all staff members loving the Lord and viewing their jobs as a ministry of the heart in sharing that love with young children.

In addition, Marge and Carlene worked with Sue Young, a professor in occupational therapy at KU to develop our unique Movement Is Fun class. Sue left her position at KU to work for Colonial as she designed this program, and later went on to establish Children's Therapy Group, an area leader in motor, speech and language therapy for children. These ladies understood that children need to move to learn, and knew that addressing developmental delays in the preschool years could help prevent these delays from becoming detriments in the elementary school years. Sue shared the theory and design of her program in a book called Movement Is Fun. She has trained many educators over the years at the annual summer CECA conference.

Carlene Martin, B.S. MMIN., has retired after serving over 34 years in Colonial ministries, but is still a valued mentor and advisor to the schools. She continues her work as a family consultant, and assists the preschools with staff training, developmental screening for the children, and classroom observations. In addition, she provides an outstanding annual parenting class on an annual basis. She is sought as a speaker in our area and surrounding states on the topics of parenting, innate temperaments, and loving children unconditionally.

Colonial Child Development Center is proud to have been a leader in the Kansas City preschool education community, and we proudly carry our traditions and expertise forward for the benefit of young children and their families, always focused on “growing and learning together in God’s love.”
Dear Parents,

On behalf of Colonial Presbyterian Church, Colonial Preschool and our fine staff, we are so proud to celebrate 52 years of “Growing Together in God’s Love.” We are so grateful for God’s faithfulness and joy in Jesus that resounds in our school each day.

We ask you to take time to read through this booklet, as it includes important information regarding our educational philosophy, policies and overall program. Enrollment information can be found on our website (www.colonialpreschoolkc.org)

Our dedicated and well-trained teachers are committed to providing a stimulating and creative educational environment for your child, all the while surrounding him or her with their love and the love of the Lord. We dedicate ourselves to a deep concern for the overall intellectual, physical, social and emotional development of each child, and do so within a Christian environment seeking to instill sound biblical values and virtues.

We also understand that you, as parent, are your child's first and most important teacher, and we promise to support you in your efforts through opportunities for networking, fellowship and parenting classes.

It is our prayer that each child and family we are privileged to serve in our ministry of the heart will experience with us an exciting, fulfilling year of growing and learning together through the One who first loved us, Jesus Christ our Lord.

Michele Isringhausen  
Director

Nancy Lewis  
Assistant Director
MISSION STATEMENT

It is our goal to provide a safe, happy, stimulating environment for young children permeated by our love for them and by God’s love;

We will respect and accept the uniqueness of each child as we focus on their spiritual, physical, cognitive and social-emotional development;

We will encourage a love for God, respect for authority, a love for school and learning, and provide a solid educational foundation for Kindergarten.

Jesus Loves Me
This is Church
Love One Another
It’s All About the Children
EDUCATIONAL PHILOSOPHY

We believe in and are committed to the total development of each child including their physical, social-emotional, intellectual and spiritual needs.

We believe that each child is created by God as a person of worth and value. Colonial Preschool welcomes students of any race, color, religion, national origin, ancestry, or sex, and any child with a physical or developmental challenge for whom our facility is appropriate and our staff is able to accommodate in a meaningful way.

We believe it is essential for our teaching staff to believe in Jesus Christ as their Lord and Savior, and to love and enjoy working with young children. We provide a spiritual emphasis that runs like a thread through the fabric of the program each day.

We believe that the foundation for healthy emotional growth comes from providing a physical environment that is safe, organized, happy, and filled with love for each child.

We believe it is important to provide appropriate, developmentally based activities through a curriculum which focuses on the process of learning, and helps each child to enjoy success while accepting occasional failure.

We believe young children need to move to learn. We provide a movement program designed by an occupational therapist to help develop and grow children’s brains and create brain paths to aid them in becoming successful learners.

We believe in a positive approach to discipline and guidance. We strive to establish consistent, age-appropriate limits implemented in a loving way, and to help children learn reasoning and problem solving skills of their own in order to function appropriately in their world.

We assist parents in their decision regarding Kindergarten readiness. We will educate our parents by providing the tools and information to make the best decision for their child.

We believe that it is our responsibility to provide opportunities and means for our parents to strengthen their own relationships and their relationship with their child. To that end, we offer parenting information and resources.

We know that parents are the most significant and influential adults in a child’s life. We strive to create mutual respect between parents and teachers, forging a partnership for the benefit of the child.
BIBLICAL CURRICULUM FOUNDATION & APPROACH

Luke 2:52

“And Jesus increased in wisdom… (Cognitive Development)

With the uniqueness of each child in mind, we will provide a learning environment that will help children develop a love for school and learning, and a strong foundation for kindergarten. To foster intellectual growth, our program will incorporate these curriculum areas:

- Reading Readiness / Phonemic Awareness
- Numbers / Mathematical Concepts / Problem Solving
- Pre-writing and Writing Skills
- Science / Nature Concepts and Exploration
- Art Activities / Creativity
- Music / Rhythm

“And in stature… (Physical Development)

Each day your child will have the opportunity to move and be physically active. He will have the opportunity to:

- Use and develop large and small muscles and build muscle coordination and strength through play and planned activities.
- Develop body control, self/body awareness, and coordination through a sequentially designed “Movement Is Fun” program.
- Play on indoor and outdoor large motor equipment.
- Learn about good health and safety habits.
- Learn how to rest and relax.

“And in favor with God… (Spiritual Development)

In our church-affiliated school, the children will be exposed to these basic spiritual concepts:

- God is Creator of the world and loves each one of us in a wonderful way.
- God wants us to love one another and care for our world.
- Jesus is God’s son who is alive and is our best friend.
- The Bible is God’s Words that tells us about God and Jesus.
- Prayer is talking to God anytime, anyplace.
- We attend church to worship God.

And man.” (Social / Emotional Development)

We will strive to help each child:

- Begin to understand his own feelings and to appreciate the feelings of others.
- Feel she is a very unique individual who is accepted and loved.
- Be independent in self-care.
- Accept loving authority and direction.
- Know that adults (other than parents) love him too.
- Learn that she can enjoy playing in a group.
- Learn to share and take turns.
- Learn to cope with frustrations and fears.
- Learn to make good decisions and choices.
BEHAVIOR MANAGEMENT

We believe that as we strive to allow children freedom, creativity, and decision-making opportunities, this is best done within a structure offering reasonable guidelines and boundaries. We believe that children need the security of specific and consistent rules, both for their safety and for their social development. Positive guidance for these young children incorporates discouraging undesirable behavior and promoting positive behavior through consistent supervision and role modeling. It is our ultimate goal to foster self-discipline and self-control in our children.

It is our desire for children to learn how to make acceptable choices within reasonable limits, and to learn the skills and vocabulary necessary to interact in a socially positive fashion. Teaching children to become independent decision makers and problem solvers is an ongoing process which, with consistent and constant positive guidance, they gradually incorporate and build on from year to year as they mature developmentally. When problem behavior occurs, parents will be notified on that same day by the teacher personally or by a written documentation using a behavior management form, depending upon the specific situation. A meeting with the preschool director, program director, teacher, and parents may be set up if the behavior becomes persistent, is harmful to the other children in the class, or is indicative of more serious developmental issues.

Punishment which is humiliating, frightening, or physically harmful to the child is strictly prohibited.

Discipline Procedure for Lower Division

1. Positive Discipline which includes the following:
   a. Communicate to children using positive statements
   b. Encourage children, with adult support, to use their own words to resolve their conflicts
   c. Communicate with children by getting down to their eye level and talking in a calm, quiet manner about what behavior is expected

2. Distraction:
   a. Change the child’s behavior to an acceptable activity without confronting the inappropriate behavior
   b. Change the scenery around the child to create a diversion from the inappropriate behavior

3. Redirect:
   a. Anticipate problems and intervene beforehand with an appropriate solution
   b. Guide the child to a more appropriate or acceptable behavior
Discipline Procedure for Upper Division

1. Positive Discipline which includes the following:
   a. Communicate to children using positive statements
   b. Encourage children, with adult support, to use their own words to resolve their conflicts
   c. Communicate with children by getting down to their eye level and talking in a calm, quiet manner about what behavior is expected

2. Distraction:
   a. Change the child’s behavior to an acceptable activity without confronting the inappropriate behavior
   b. Change the scenery around the child to create a diversion from the inappropriate behavior

3. Redirect:
   a. Anticipate problems and intervene beforehand with an appropriate solution
   b. Guide the child to a more appropriate or acceptable behavior

4. Audience Chair
   a. Allow the child to move to a “safe place” to observe the classroom activity until the child has had time to calm and reflect
   b. Set aside this area to be used by the child for self-direction when necessary

5. Removal to Director or Assistant Director’s Office
   a. Removal from the classroom should occur only in a more serious instance where safety of the child or others is a concern.
   b. This may be used when additional assistance is needed to help the child make more acceptable choices.
GENERAL INFORMATION

About Our Program
Colonial Presbyterian Child Development Center provides programs for children ranging in age from 15 months through 5 years of age, and is divided between the Lower Division and the Upper Division. The Lower Division includes children 15 months up to 3 years old and has four classrooms: Busy Bees, Lively Ladybugs, Bright Butterflies, and Friendly Frogs. The Upper Division includes children 3 through 5 years old and has seven classrooms: Red, Purple, Blue, Orange, Yellow, Rainbow and Green. The Upper Division is divided into three levels – Preschool for our 3-year-olds, Prekindergarten for our 4-year-olds, and Transitional Kindergarten for 5-year-olds. Our Explorers Class is an optional one day a week class offered to our 4 and 5-year-olds as a more hands-on approach in the areas of Language Arts, Math and Science.

Advisory Committee
We have an Advisory Committee which awards our scholarships and provides valued input regarding the operation of the center and personnel policies of the preschool. The Committee consists of the Preschool Directors, the Colonial Directors of Children’s Ministries, and a group of general members including former teachers, parents, and representatives with financial and business expertise.

Scholarship Fund / Donations
As mentioned above, our Advisory Committee proudly awards scholarships for 4-5 year olds on an annual basis to qualifying families as funds are available. We raise funds for our M&M Scholarship Fund each year, and will ask for your help in the fall regarding this worthy cause. Please see your director for confidential application forms if you are interested in receiving a scholarship; note that scholarships are awarded in April for the following academic year.

The Advisory Committee also gratefully accepts any contributions that you, your friends, or relatives wish to make to our school. All donations go directly to benefit our M&M Scholarship Fund. Contributions can be a special way to express sorrow, remember a birthday, anniversary or birth, or recognize an accomplishment. You will find a contribution form at the back of this handbook.
Memberships
Colonial Preschool and Child Development Center is a member of the Christian Early Childhood Association of Greater Kansas City. Colonial Preschool is also a member of the National Association for the Education of Young Children.

Insurance
All children and staff are covered by accident insurance while participating in school activities.

Office Hours/Telephones
The preschool Upper Division office (main) is open Monday-Thursday from 8am to 4pm. The preschool Lower Division office is open Monday - Thursday from 8:30am to 2:30pm. The Upper Division phone number is 816.501.3917 and the Lower Division number is 816.501.3961. It is possible that no one will be in the office every time you try to call the preschool. We may be in the classrooms, on the playground, or elsewhere in the center attending to the needs of the children. If no one is available to answer your call, please leave a message. Our administrative assistants check their messages immediately upon return to their desk and will return your call right away.

School Calendar
You will receive a school calendar at the beginning of the year. It is also available online at www.colonialpreschoolkc.org. Please note that the center is closed the Wednesday, Thursday and Friday around Thanksgiving, 2 weeks at Christmas time, a week of Spring Break, and for President’s and Martin Luther King, Jr. Days. We are also closed two days in November and April for Parent/Teacher Conferences and a few days where both Blue Valley and Olathe Schools are closed. There is no deduction in tuition for these days off.

Cancellation of School
We will follow the decision of the Blue Valley School District regarding when school is to be cancelled for snow or inclement weather. We do not observe Blue Valley’s late arrival or early dismissals; in those instances, our opening and closing times will be the same as usual. Please note that in the event of school closing, you will not be called. Colonial Preschool will also be listed as an individual school on Fox 4 News channel. Should Colonial need to close for any other emergency, you will be notified by phone.

Tuition
Tuition for September is due by August 15. After that, tuition is due the first school day of each month, October through May. A late fee of 10% of the total tuition amount will be charged after the eighth of the month. Please let the preschool director know if you need to make special arrangements for a later payment based on a personal or financial situation. Also please note, as stated above, that there is no deduction in tuition for Christmas and Spring Break, Labor Day, Martin Luther King and President’s Day, or Conference Days. Our monthly tuition fees are based on our costs for the year, and divided evenly by the nine months the children attend. Also please note that our tuition income does not cover the entire cost of running this program. The Colonial Presbyterian Church congregation has very generously and faithfully maintained the additional financial burden of supporting our ministry for over 50 years.
On-Line Bill Pay Information:
You may make online payments using your bank card or checking account by going to our website: www.colonialpreschoolkc.org. Click on the Quivira Site link to find the payment link. If you pay using your checking account, the church is not charged a fee. If you are using your credit or debit card, we ask that you add $5.00 to your total payment to help offset our convenience fee charges.
Please use the following information if setting up an online payment through your bank:
Payee: Colonial Preschool – Quivira
Address: 12501 W. 137th Street Overland Park, KS 66221
Account Number: Child’s Name/Class (for example: Jill Smith/Red MW)

Entrance, Parking, and Pickup
Each child is to be escorted by the parents to his/her classroom. Do not, under any circumstances, let your child out in the parking lot to come into school unescorted. Never leave siblings in the car or outside the center unattended. If this is observed, the Department of Social Services will be called. For the safety of all our families, please drive slowly as you are coming in and out of the parking lot. You may enter through the main doors near the flagpole or the double doors on the east side of the building. Please note that the double doors on the east side of the building are only open from 8:30am to 9:30am and again from 1:30pm to 2:30pm. All other entrances are locked from the outside.

All children are to be picked up at their classroom at the close of each school day. If your child has not been picked up within 10 minutes of the close of school, he/she will be taken to the office and you will be called. A late fee of $1.00 per minute will be charged after the first 10 minutes. Late fees are charged at the discretion of the preschool director, in order that extenuating circumstances may be taken into account. Late fees will consistently be charged for those making a habit of arriving late, or for those who have simply “forgotten” or “lost track of time.”

Please remember that we will release your child only to the people you listed as authorized to pick up your child on the enrollment forms. The teachers have the names of these people and will ask for a driver’s license identification if they do not recognize the person. Please feel free to add to or delete from this list at any time throughout the school year by calling the administrative assistant.

Attendance and Pick Up Policy
We request that you make every effort to arrive promptly at the beginning of class time. In that way, your child will be off to a good start for the day, and included in all activities. Likewise, we ask that you not pick your child up early on any kind of regular basis. This can be disruptive to the rest of the class, as other children are then concerned about when their parents will arrive rather than focusing on the remaining activities for the day.

We also ask that you maintain regular attendance for all the days you are enrolled in order to give your child the full benefit of the curriculum. It is not acceptable, for example, to enroll in a three day class, and attend only two of the three days. Your child, in that case, would be missing out on a significant portion of the curriculum activities and learning concepts that overlap from one day to the next.
Parent Communication
Communication between parents and staff is very important, and parents should feel free to consult with the lead teacher at any time regarding their child’s development or school activities. You can contact your child’s teacher by sending a note or by leaving a message with the office. We ask our teachers not to discuss your child with you in the presence of the child. Please help our teachers adhere to that policy by requesting a time before or after school to go over any questions or concerns. Our staff will then help ensure that your child is kept safe in another area.

For the sharing of classroom, program and general information, we will use a variety of methods to communicate with you:

- Monthly newsletters and calendars from each classroom and an administrative information newsletter will be posted on the preschool’s website at www.colonialpreschoolkc.org. Newsletters will not be sent home in backpacks. If you prefer a hard copy, please let your administrative assistant know and she will provide one for you each month.
- Personal emails will be sent regarding individual situations and/or requests.
- “Ask Me About My Day” information sheets listing the classes’ activities will be posted outside the classroom door each day.
- Updates or reminders of activities will be posted on signs in the center and communicated via email.
- Fall and spring conferences will be held for all children.

Because email is an important and convenient means of communication, it is imperative that you contact us immediately if you change your email address.

Emergencies/Safety
Teachers will follow emergency procedures in case of injury or illness to a child and parents will be notified immediately. Please be certain that the preschool office has all pertinent current telephone numbers. We practice fire and tornado drills regularly. Your child’s safety is very important to us and he/she will be supervised at all times.

Please refer to the Emergency Preparedness Plan at the end of this book for our Emergency procedures.

Allergies
Many children today have allergies to a variety of substances and materials, and therefore we strive to ensure that every child in our school is in the safest possible environment. Because we have children in our care with life threatening allergies to peanuts, we are a peanut-free school. We ask that you please do not bring peanuts, or anything that may contain peanuts or peanut butter. Tree nut butters are allowed as long as there are no tree nut allergies in that particular classroom on any day.
Medication
In the event medication must be administered to your child during school hours, an authorization and release form must be completed and signed by a parent. These forms are available in the administrative assistant’s office and must be on file prior to the dispensing of any medication. Medications must be in their original containers and labeled with your child’s name and dosage required and must be kept in the administrative office. All medication will be administered to your child by a staff member that has completed the Kansas State Training for Administering Medication.

Illness Reminders
- If your child is diagnosed with a communicable disease, please notify the office so that parents of exposed children can be alerted.
- Please note that children not immunized will be excluded from participating in the program during any outbreaks of vaccine preventable illnesses.
- As a courtesy, always contact the office if your child will be absent.
- Please see our Illness Exclusion Policy at the end of this booklet

What to Bring
Each child will be given a large bag in which to carry their bedding, extra clothing, lunch bag, and water bottle. If your child brings a backpack, please make sure it will fit into the bag as well.

The State of Kansas requires that all children should bring a backpack or bag with an extra set of clothing each day. Children are encouraged to wear comfortable clothing that can be easily managed for bathroom needs. All children play outdoors every day (except in extreme weather conditions) and warm outer clothing is a must.

Each child will need to bring two small blankets or a beach towel and a blanket for nap or recharge time.

For children in the lower division classrooms who are not potty trained, please send 3-4 diapers in your child’s bag each day. The preschool provides wipes.

Please remember to label all of your child’s belongings — backpack, coat, hat, mittens, water bottle, lunch bag, etc.

Lunch
You will need to send a lunch/drink marked with your child’s name each day. Please remember not to send peanut butter in your child’s lunch. Almond Butter is acceptable if no one in the class has a tree nut allergy. Please consult your classroom teacher before sending Almond or any other tree nut butter. If you do send a sandwich with soy or another substitute butter, we ask that you label it as such to avoid any confusion.

You may send milk in your child’s lunch if you’d like them to have milk. Please note that due to the large number of children in our school, we are unable to refrigerate lunches or heat any meals

The State of Kansas would like for us to encourage you to visit ChooseMyPlate.gov for ideas and menus for your child’s lunch and snacks.
regulations, we cannot have bottles in the classroom. We are unable to refrigerate or heat any milk/formula brought to school. If your child needs formula with snack and lunch, please send two premeasured containers and two sippy cups. For safety reasons we do not let the children walk around with sippy cups or sleep with them at rest time.

**Snacks**
Snacks are to be kept simple, and are intended as a small energy boost, not a meal. If the children have too large a snack, they often will not eat their lunches. Parents may sign up on the bulletin board outside the classroom to volunteer to provide the snack for the class. The State of Kansas requires the snack to be from two food groups. If you choose to provide juice, it must be 100% juice. We serve water with all other snacks. Please refer to the snack guideline list for suggestions. In the Lower Division, parents will need to provide a morning snack and cup with a drink each day for your child only. For all snacks brought to the center, please remember that we are a nut/peanut-free school, as described in the section regarding allergies.

**Milk/Formula Policy**
The State of Kansas requires that we offer milk to each child at lunch, unless they already have milk in their lunch or are on our "No Milk" list. Our Parent Consent/Authorization Form gives you the chance to opt your child out if you do not want us to serve milk to him/her. We will be serving Sam's Club skim milk. If you wish to send milk to school with your child, we encourage you to do so. For our Lower Division, we ask that you send a second Sippy cup for the milk. For the Upper Division, we ask that the milk be kept in the lunch box. To ensure that the children do not fill up on milk, our servings are small. We recommend that you send a juice drink or water bottle as well, or as with our snacks, we will offer water.

In the Lower Division, if your child is still on formula, please send premeasured containers and a sippy cup with a clearly marked water fill line. Due to State regulations, we are unable to heat any formula or milk.

**Birthdays**
Cookies and decorative napkins may be brought for an end of the day treat on your child’s birthday. Please do not bring cupcakes or cake as these are very messy. To alleviate any child having hurt feelings, we ask that no birthday party favors or invitations be sent to school for distribution by the teacher. If a parent wishes to provide something extra for the class in honor of their child’s birthday, we suggest a book or CD be given to the school for the enjoyment of all the children.
Snack Guidelines and Suggestions

- Parents, please note that we wish to emphasize healthy eating for the children. Please refrain from offering too-sugary treats with no nutritional value.
- You may bring snack items listed below for your child’s group for their morning snack. The State of Kansas requires that each snack consist of two food groups. If you would like to send juice as one of the choices, please be certain that it is 100% juice.
- **BECAUSE OF SEVERE ALLERGIES, PLEASE DO NOT BRING NUTS OR ANY PRODUCT WITH NUTS IN IT**  THANK YOU.

Healthy Snack Suggestions:
- 100% fruit juice
- Graham crackers
- Animal crackers
- Vanilla wafers
- Ritz crackers with cheese
- Cheese sticks
- American cheese slices
- Fruit smoothies (mini bottles)
- Fruit/cereal bars
- Mini bagels with cream cheese
- Whole grain crackers
- Pita bread slices with hummus, jam, or cream cheese
- Yogurt
- Fruit or dried fruit
- Mini rice cakes with all fruit jam
- Vegetables and dip
- Applesauce
- Popcorn (Upper Division only)

Please remember that serving sizes should be small. For example, the children do not need a whole banana, or a whole fruit/cereal bar if they are the large size. This snack is intended as a quick and light “pick me up” to re-hydrate and re-energize the children to get them through the morning until lunch time.

THANK YOU SO MUCH, UPPER DIVISION PARENTS, FOR VOLUNTEERING TO PROVIDE SNACK FOR YOUR CHILD’S CLASS!
**Holiday Parties**
Your classroom teacher will inform you of any classroom celebrations in conjunction with all holidays, and of her procedures for those parties. Please note Colonial's following **Halloween Policy**:

In keeping with Colonial’s desire to focus on Christian values, we ask that our families help us to approach Halloween at the center in the following manner:

- We will emphasize appreciation for the beauty of the fall season in October, rather than Halloween itself.
- We will use children’s natural enjoyment of and enthusiasm for Halloween costumes as an opportunity for learning, discussing with them the fun of imagination and pretending, while working to teach them the difference between real and make-believe.
- Children will be allowed, if they and their parents choose, to bring their costume in a bag on their Fall Festival party day to share with their class at sharing time.
- We ask that no witches, ghosts, devils, or any costumes which might frighten young children be sent to school.
- Transitional Kindergarten children may wear their costume to school in upon returning from their annual trip to a nearby nursing home to bless the residents with songs and treats. They will remove their costumes upon returning to the center and participating in their classroom fall party.

**Parent Involvement**
We welcome and encourage parents to participate and/or volunteer their time and talents at our school. Advance notice is appreciated, so please let the office or lead teacher know ahead of time if you plan to spend time in your child’s classroom.

There are also several events throughout the year where we ask parents to volunteer to assist or to plan. Volunteer sign-up sheets will be available during Parent’s Night.

**Observation Policy**
Colonial Preschool and Child Development Center has an open door policy and welcomes parents to visit their child’s classroom to observe the day’s activities. We do request, however, that you contact the office in advance to schedule this at a time of day which will give you the best picture of your child’s learning activities. We also ask that you please limit your time in the classroom to no more than one hour, since these visits are often somewhat distracting to the children and the class.

Please remember that your visit to the classroom is a time for you to get a glimpse into the activities of a particular class as an observer. We ask that you refrain from offering to help the teachers or the children, and that you do not interject yourself into any activities or situations during that time.
Classroom Ratios
There are two teachers in each classroom – a lead teacher and an assistant teacher. The following are our ratios for each age group: Bees 1:4; Ladybugs 1:5; Butterflies and Frogs 1:6; three-year-olds 1:7; four- and five-year-olds 1:8, 1:9, or 1:12. These ratios exceed regular state licensing requirements.

To help your child at home with their teacher’s names: In the Lower Division we address staff as Miss (First Name) and in the Upper Division we address staff as Mrs. (Last Name). Our administrative staff goes by Miss (First Name) as well.

Curriculum
Colonial preschool has used the expertise of professionals and our own staff over the course of its 50 year history to develop its own unique, developmentally appropriate curriculum. Our lead teachers use this curriculum as a foundation to design their classes’ monthly lesson plans, incorporating their own professional knowledge and experience, and taking into account the individual needs of the children in their class each year. Although all teachers work toward the same educational goals and use Colonial’s extensive curriculum, they are allowed the autonomy under the supervision of the directors to be creative in providing a tailor-made experience for their own class, since we know every group of children is different.

Enrichment Classes:

Movement Is Fun (MIF)
This sensory motor integration program designed to introduce the children to physical education is conducted on a weekly basis for all children 3-5. It incorporates music and specifically designed movement sequences and activities to enhance motor and cognitive skills. Please avoid sending girls in dresses and/or tights on these days, and have your child wear shoes and socks that are easy for them to take off and put on by themselves.

Joyful Noise (Music)
Children will attend music class every other week, and will enjoy exploring instruments, learning about different styles of music, dancing with streamers and scarves, dramatizing music with props and puppets, and singing with joy and exuberance.

Masterpieces (Art)
Our Masterpieces class, also attended every other week, allows the children to explore artworks by the masters, and to experiment with the techniques used by these artists. The children’s creativity is encouraged, and we are always amazed by the beautiful work they enjoy creating.

Screenings
Children in our threes, fours, and Transitional Kindergarten classes will be evaluated by Children’s Therapy Group for hearing and Colonial will pay the cost of $10 per child. Free Vision tests will also be offered for all of our children. Our MIF and classroom teachers are trained to identify children with potential motor and developmental
concerns or delays. Upon our teacher’s recommendation, and with parental permission, our trained administrative staff is able to administer a developmental screening using the DIAL 3 developmental testing tool to provide more extensive information to you, and to assist in determining whether a child should be referred for further professional testing.

**Kindergarten Readiness**
We provide a session each year for parents of children potentially entering Kindergarten called “Kindergarten—Ready or Not.” To assist our parents in making this very important decision, we offer valuable insight regarding the many aspects of development which affect a child’s physiological, social, emotional and academic readiness. In addition, our assistant director will make it her priority to spend a significant amount of time in each classroom helping our teachers to assess readiness, and helping to identify children who could benefit from the gift of another year of preschool. If you have a four year old child with a birthday falling in the months of January through August, you will want to attend!

**Occupational Therapy**
We work with Children’s Therapy Group to offer small groups after school to assist in developing fine/gross motor coordination or working with sensory integration issues. This small group therapy is available at an additional cost. The classes are offered in the spring and sign-up will begin sometime after Christmas Break.

**Potty Training Policy**
All children in our Preschool three’s through TK classes must be fully and reliably potty trained. This requires that they are wearing cotton underpants, not pull-ups. Our preschool classrooms, with the exception of our lower division rooms, are not licensed nor equipped for diapering. Children will be accepted into these classrooms on a four-week trial basis. Several accidents in the first two weeks to one month are an indication that the child is not sufficiently potty trained, and we reserve the right to request that the child be removed from our program.

Children in our lower division classrooms do not need to be potty trained. However, when you feel your child is ready for toilet teaching, we ask that you begin this teaching at home during a weekend or vacation. We will follow through and encourage your child while in our care. The child must be showing signs of readiness and must be able to verbalize his/her need to go. When a child is ready, the process should go fairly quickly. The child must be kept in pull-ups or 5-ply training pants at all times. Putting a child in diapers part time, and training pants part time, can be confusing and delay the training process. Please keep in mind that the activity level here in our classrooms can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, as well) and can control his/her bladder/bowels for a few minutes beyond that announcement.

During toilet training, parents need to supply training pants with plastic pants or pull-ups, plus a couple of extra changes of clothing each day (don’t forget the socks and an extra set of shoes!) We ask that the child be dressed in "user friendly" clothing, as much as possible. The best items are shorts and pants with elastic waists, or dresses.
Please avoid really tight clothing, pants with snaps and zippers, and overalls. These are difficult for children to remove "in a hurry".

**Disenrollment**

If you wish for any reason to disenroll your child from the school, you must fill out and sign a disenrollment form in the PRESCHOOL office. **Your $100 registration fee is not refundable.**

The PRESCHOOL may choose to disenroll a child for one of the following reasons: the child is not benefiting from the program, the child is not allowing other children to benefit from the program, or a child in our upper division 3’s, 4’s, or 5’s is not fully potty trained.
Illness Exclusion Policy

- A parent will be notified immediately when a child has a sign or symptom requiring exclusion from the facility as described below:
  1. The illness prevents the child from participating comfortably in facility activities;
  2. The illness results in greater care than the child care staff can provide without compromising the health and safety of other children; or
  3. The child has any of the following conditions and poses a risk of spread of harmful diseases to others:

<table>
<thead>
<tr>
<th>Symptom:</th>
<th>Re-Admit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>An acute change in behavior including:</td>
<td>After medical evaluation indicates inclusion in the facility</td>
</tr>
<tr>
<td>• lethargy/lack of responsiveness</td>
<td></td>
</tr>
<tr>
<td>• irritability</td>
<td></td>
</tr>
<tr>
<td>• persistent crying</td>
<td></td>
</tr>
<tr>
<td>• difficulty breathing</td>
<td></td>
</tr>
<tr>
<td>• uncontrolled coughing</td>
<td></td>
</tr>
<tr>
<td>• noticeable (spreading) rash</td>
<td></td>
</tr>
<tr>
<td>• or other signs or symptoms of illness that might pose a risk of spreading harmful diseases to others</td>
<td></td>
</tr>
<tr>
<td>Temperature of 100 orally, or 101 auxiliary or higher</td>
<td>Free of fever for 24 hours</td>
</tr>
<tr>
<td>Purulent Conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge)</td>
<td>24 hours passed after treatment was initiated</td>
</tr>
<tr>
<td>Drainage from the ear</td>
<td>All drainage from the ear has ceased</td>
</tr>
<tr>
<td>Untreated Lice, Scabies or other infestation</td>
<td>After treatment</td>
</tr>
<tr>
<td>Vomiting illness</td>
<td>Free of vomiting for 24 hours and child is not in danger of dehydration</td>
</tr>
<tr>
<td>Uncontrolled Diarrhea</td>
<td>Free of symptoms for 24 hours</td>
</tr>
<tr>
<td>Blood/mucus in stools not explained by dietary changes, medication or hard stools</td>
<td></td>
</tr>
<tr>
<td>Mouth Sores or Blisters</td>
<td>Sores are healed or health provider determines symptoms do not indicate a communicable disease</td>
</tr>
<tr>
<td>Rash with fever or behavior change</td>
<td>Until gone or a health care provider determines that the symptoms do not indicate a communicable disease</td>
</tr>
<tr>
<td>Abdominal pain that lasts more than two hours or intermittent pain associated with fever or other signs or symptoms of illness</td>
<td>Free of symptoms</td>
</tr>
<tr>
<td>Communicable Diseases (chicken pox, strep throat, pertussis, mumps, measles, hepatitis A)</td>
<td>Free of symptoms</td>
</tr>
</tbody>
</table>
Philosophy on Bullying / Harmful Behavior
September 2012

We know it is our responsibility to make sure all the children in our care understand and are confident that we will protect them from being harmed by others. Furthermore, we deem it our duty to give children the tools to help cope with difficult or unpleasant situations regarding a classmate’s behavior. We believe that we are doing our children a great service to teach them to advocate for themselves and to handle any such challenges confidently. This is a skill we know will serve them well their entire lives.

We will teach all our children several things in regard to harmful behaviors in our school:

1. **WE LOVE AND CARE FOR ALL GOD’S CHILDREN.**
   We love all our friends with the love of Jesus, and we will work to help our friends learn the right behaviors and how to treat each other with that love. We understand that this is harder for some of our friends than others, but we will love them as children of God while working to help them act as He would have us act.

2. **HURTING OTHERS IS NOT OKAY.**
   It is not acceptable for any of our classmates to hurt others. We encourage the children to “report” this behavior to the teachers immediately. This is not the same as “tattling” about something unimportant.

3. **SAYING UNKIND THINGS OR HURTING OTHERS’ FEELINGS IS NOT OKAY.**
   It is not okay for any of our classmates to say unkind, hurtful or “bad” things. Again, we encourage the children to report this to the teachers. In both instances, the teachers will help the children to talk through these situations, and will model the words for them to use to defend themselves.

In all challenging situations in our classrooms and on the playground, we will work to help the children have the words to use to report and to stand up to or walk away from another child when needed. In addition, we will work diligently through a variety of techniques to help the “offender” learn to communicate their needs appropriately rather than lashing out physically or verbally.
Contribution Information Form

Name of Donating Person/s: ________________________________

________________________________________________________________

________________________________________________________________

Address: ____________________________________________________

________________________________________________________________

________________________________________________________________

Please include full address with zip code.

In honor of / memoriam for / or commemorating what event: __________

________________________________________________________________

________________________________________________________________

Please check one:

____ We wish for our contribution to remain anonymous.

____ We wish for our contribution to be mentioned in conjunction with
the above event in the monthly newsletter. (No dollar amount will
be noted.)

An acknowledgement of this donation will be sent to the party above. Thank
you so much for your gift to Colonial Preschool's M&M Scholarship Fund.
Deserving families and our Preschool Advisory Committee extend their
sincere gratitude.
<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>NOTIFICATION PLAN</th>
<th>EVACUATION SITES</th>
<th>ADDITIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Gas Leak</td>
<td>• The classroom teachers will notify parents by phone once the children are safely</td>
<td>• In case of a fire or other emergency that requires evacuation, classes on the</td>
<td>• Colonial staff members will assist in escorting children out of the building to their</td>
</tr>
<tr>
<td>• Fire</td>
<td>evacuated and secured</td>
<td>East Side of the building will relocate to the Picnic Shelter or behind the</td>
<td>evacuation sites</td>
</tr>
<tr>
<td>• Building Structural Damage</td>
<td>• Children will only be released to someone that is on their Approved Pick Up</td>
<td>dumpster, classes on the West Side of the building will relocate to the Garden</td>
<td>Parents should ensure that their phone numbers are up to date at all times</td>
</tr>
<tr>
<td>• Chemical/Hazardous Spill within Building</td>
<td>Authorization list</td>
<td>shed area.</td>
<td></td>
</tr>
<tr>
<td>• Suspicious Person/Intruder Alert with</td>
<td>• Parents will be instructed where to go to pick up their child by the teacher</td>
<td>• Lower Division will relocate to the Picnic Shelter or behind the dumpster</td>
<td></td>
</tr>
<tr>
<td>Evacuation Recommended</td>
<td>• No one will be allowed back into the building until the building is cleared by</td>
<td>• If property is insecure, all classes will relocate to the area between the</td>
<td></td>
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<tr>
<td></td>
<td>the local authorities or church administration</td>
<td>teacher parking lot and Rosehill.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• If necessary, the Director will utilize local media and/or media sites to notify</td>
<td>• If property is insecure and weather is threatening, all classes will relocate</td>
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<tr>
<td></td>
<td>parents</td>
<td>to Stone Post Apartments Club House, due West of our property.</td>
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<td>• If evacuation to Stone Post is necessary, all classes should travel together</td>
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<td></td>
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<td>for safety</td>
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<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>NOTIFICATION PLAN</th>
<th>SHELTER IN PLACE GUIDELINES</th>
<th>ADDITIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter in Place due to:</td>
<td>If necessary, the classroom teachers will notify parents by phone once the</td>
<td>Teachers and Colonial personnel will gather children to the designated Shelter in</td>
<td>Teachers will be working to ensure that all children are safe, calm, and comfortable during any</td>
</tr>
<tr>
<td>• Severe Storm/Tornado</td>
<td>perceived threat has ended and the children are secured</td>
<td>Place area quickly and calmly in the event of an emergency</td>
<td>Shelter in Place</td>
</tr>
<tr>
<td>• Chemical/Hazardous Spill Outside</td>
<td>• Children will only be released to someone that is on their Approved Pick Up</td>
<td>• Children are to remain with their classroom teacher and assigned Colonial personnel</td>
<td>Children will return to the classroom for pick up if possible once the perceived threat has</td>
</tr>
<tr>
<td>• Suspicious Person/Intruder Alert with</td>
<td>Authorization list</td>
<td>until they are collected by a parent or authorized family member or friend.</td>
<td>ended</td>
</tr>
<tr>
<td>Evacuation Recommended</td>
<td>• Parents will be instructed where to go to pick up their child by the teacher</td>
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<td></td>
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<td>• If necessary, the Director will utilize local media and/or media sites to notify</td>
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<td></td>
<td>parents</td>
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