

# City Station Preschool

## **Parent Handbook**

The following policies and procedures are set forth to provide children with a clean, safe, comfortable environment where they can play, learn, and grow with guidance and loving care. These policies and procedures will be kept current, made available to parents, and used to govern the operations of City Station Preschool along with the rules and regulations set forth by Bright from the Start: Georgia Department of Early Care and Learning. These policies become effective upon acceptance by the parent/guardian and the child care provider.

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678-309-2900  
[preschool@citystation.org](mailto:preschool@citystation.org)

Dear Parents and Guardians,

I am so glad to welcome you and your precious children to City Station Preschool! Thank you for allowing us to partner with you in the spiritual and educational development of your child. We count it a privilege to care for your children and realize the great responsibility we have for every child the Lord brings our way.

We want to provide a safe and secure environment for your children to grow and learn. We will strive to help them develop to their greatest potential all the gifts God has given them. The Bible is very clear that you as parents are the primary caregivers of your children both physically and spiritually. Our role and desire is to come along side you by encouraging and equipping you and them on this journey. We know that in Christ more is possible than you can ever imagine for those of us who love and serve the Lord.

I want to thank Janadyia Dunn (Preschool Pastor), Southern Hills the Church at City Station leadership, the City Station Preschool Advisory Board, and all of the City Station Preschool Staff for their leadership day by day. God has put together an outstanding team, and we look forward to all He is going to do this school year.

If you are not currently involved in a local church, we would love for you and your family to join Southern Hills the Church at City Station on Thursday or Sunday and for our other various activities throughout the week. Most importantly, let us know if there are ways that we can minister to you.

Thank you for choosing our weekday early education program. Please ask questions and let us know if there is any way we can be of assistance to you.

Hollie Adams  
Preschool Director

*"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."*

*Deuteronomy 6:5-7*

# **CITY STATION PRESCHOOL COVID-19 POLICIES**

## **Enhanced Health and Hygiene Procedures**

- Posted health notice restricting entry to anyone exhibiting COVID-19 symptoms
- Daily screening forms completed by parents
- Daily temperature checks conducted on arrival
- Staff wear face masks/coverings during close care routines
- Frequent cleaning and disinfecting of high-touch surfaces, toys, and laundered items
- Frequent hand washing and hygiene best practices will be taught and reinforced continually
- Staff will be trained to use safety protocols to ensure compliance with preventative measures
- Monitor students, staff and visitors for signs of illness
- COVID-19 exclusion policy restricting access in the event of a suspected or known exposure

## **Drop-off and Pick-up**

We ask that parents please wear a face mask/covering when inside the building. Parents will enter through the preschool exterior entrance. Once inside the lobby please stand on a social distancing floor marker and wait for a staff member to conduct a health screening. While waiting, use your smartphone device and the posted QR codes to check your child in/out. If you do not have access to a smartphone device ask the staff member at the desk to check your child in/out. When at the hallway door, we will ask for your screening form and conduct a temperature check before allowing your child entrance into the preschool hallway. If entrance is permitted, a staff member will walk your child to his/her classroom. Currently, we are asking that parents do not go beyond the preschool lobby. After drop-off/pick-up, exit through the main City Station entrance. We understand that this may make for a harder drop-off, particularly for the first few days of school, but hope you agree that this practice will further protect the health and safety of all our children, teachers, and families.

## **Limited Visitors to the Preschool**

For the duration of the current health crisis, we must limit our visitors inside the preschool hallway. Classroom visitors will be limited to teachers/school staff and certain pre-approved essential service providers like early intervention specialists and social workers providing services to children and licensing specialists as required. Approved visitors must successfully clear the health and temperature screening before entering.

### **Masks**

We will require that our staff wear face masks/coverings whenever they are not able to socially distance from another person (adult or child). Staff will wear masks when they are completing health or temperature checks, during close care routines such as diaper changing and/or toileting, food service, and when escorting children to and from their classrooms at drop-off and pick-up time. We will not be requiring that children wear masks, unless directed by a state, local, or licensing authority. We do not feel that masks offer enough potential health benefits to overcome the risks and concerns for children age 4 or younger. If you would like your child (age 3 or 4) to wear a mask that you will provide for him/her while at school, we will work to accommodate your family.

### **Enhanced Cleaning and Sanitizing Protocols**

Toys such as sensory bins and sand play will be removed or modified for individual use for the time being. We ask that home toys be left at home unless instructed by a teacher for a special activity. Toys will be sanitized at the end of each day and all bedding will be kept separate, individually stored, and washed at least weekly. Many of the procedures we already have in place for cleaning and hygiene meet or exceed CDC guidelines. We will intensify our cleaning and disinfection efforts by:

- routinely cleaning and disinfecting surfaces that are frequently touched
- removing toys that are difficult to clean
- Daily and nightly cleaning using EPA approved disinfecting products
- Weekly Enviro-Master Sani-Guard services

### **Social Distancing**

Let's face it—it's not easy to provide a loving, caring environment for young children from 6 feet away, nor is it easy for kids to understand social distancing! Despite those challenges we are committed to creating the safest possible childcare environment.

The following social distancing strategies will be implemented:

- Maintain consistent groupings of children and teachers whenever possible
- Limit to one class traveling in the hallway at a time
- Spacing cots out as much as possible during nap time and children sleeping in a "head to toe" configuration (no nap mats from home)
- Due to CDC space restrictions and our limited ability to keep groups separate during early morning drop-off we will be limiting the capacity of the early morning room. If your family needs to utilize this extended-day service, we will post a sign-up link monthly.
- Drop-off/pick-ups are restricted to the preschool lobby or outside the building
- Social distance markers located in the lobby for drop-off/pick-up purposes
- Enter through preschool exterior door and exit through City Station main entrance

- Contactless check-in/out process using Brightwheel app and personal smartphone device
- Limit large group gatherings. At this time, we will not be inviting parents to attend special events or parties

### **COVID-19 Exclusion Policy**

The health and well-being of our families and staff are our highest priorities. In the interest of limiting the opportunity for transmission, we are taking the following precautionary measures:

Your household must remain out of the center if any member of your household has or has been in close contact with anyone who has a suspected or confirmed case of COVID-19.

We will follow the Georgia Department of Public Health guidelines when handling COVID-19 cases in actions taken and determining when to return to school. We will monitor updates to these guidelines based on our region's current data. <https://dph.georgia.gov/dph-guidance>

Please note, depending on the circumstances we may require you to obtain medical clearance before return to the preschool will be allowed.

In the event that there is a known or suspected case of COVID-19 within our preschool, we will notify local health officials and follow their guidance. The preschool will communicate with classrooms that have been impacted, and share the guidance given by local health officials. City Station Preschool, in collaboration with local health officials, may deem it necessary to close the preschool to help mitigate the spread of COVID-19. Closures could be targeted to isolate and disinfect specific areas, short-term to close for a facility-wide deep cleaning, or extended to close for a longer period of time as needed.

HOUSEHOLD MEMBERS: include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the preschool.

CLOSE CONTACT: is defined by the CDC as (1) being within approximately 6 feet of a COVID-19 case for a prolonged period of time and can occur while caring for, living with visiting or sharing a health care waiting area with a COVID-19 case, or (2) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

FOR MEDICAL PROFESSIONALS: If contact occurs while wearing recommended PPE, that contact will NOT be considered close contact for purposes of this policy.

**Health Check and Illness Policy—COVID19 (in addition to our regular well-child policy)**

ALL STAFF, FAMILIES, CHILDREN AND THEIR HOUSEHOLD MEMBERS MUST CONDUCT A DAILY HEALTH CHECK BEFORE COMING TO THE PRESCHOOL.

- Should you or any household member have any of the following symptoms, we ask you remain out that day and notify the preschool.
  - Fever of 100.4 or higher, now or in the preceding 72 hours (or would have, but have used fever reducing medicine)
  - Cough
  - Sore Throat
  - Muscle Aches
  - Difficulty Breathing with new loss of taste or smell
- Consistent with our COVID-19 Policy, the household will be required to remain out of the center in accordance with Georgia DPH guidelines. Depending on the circumstances, we may require you to obtain medical clearance before returning.
- Families and staff should contact the preschool if they have COVID-19 symptoms or have been in close contact with anyone who has a confirmed or suspected case of COVID-19.
- If your child becomes ill while at school we will remove them from the classroom and notify you immediately. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within 1 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.
- Children who have been sick with diarrhea and/or vomiting not associated with fever, may return to care 24 hours AFTER symptoms of the illness end without the aid of medications. Children with a fever cannot return until they have been symptom free for 72 hours without the aid of medications.
- In general, if you suspect that your child is getting sick or may be contagious, please keep them at home and consult your doctor

## **MISSION**

City Station Preschool is a non-profit ministry of City Station and is located within its facilities. Our mission is to provide a safe, high-quality, Bible-centered learning environment for preschoolers. We exist to serve families because we believe strong families are key to the health and growth of our community. In Deuteronomy 6, Moses speaks to the entire Israelite nation and charges everyone with the responsibility of raising children together before the Lord. It truly does take a village to raise a child. At City Station Preschool, we are the village!

## **PHILOSOPHY**

We believe young children learn best through play. We believe God created them this way and that both directed and undirected play is a critical component of learning. We seek to provide classrooms that are intentionally prepared, inviting, and stimulating to support self-confidence, pride in accomplishments, and a growing love of learning. Our program adheres to the highest standards of early childhood education while still offering the loving and nurturing environment young children need to develop and thrive.

## **NON-DISCRIMINATION POLICY**

We welcome and embrace cultural diversity and nationalities, and we are thankful to God for the rich heritages that are represented by each family that enrich our preschool. Therefore, we do not discriminate on the basis of race, color, nationality or ethnic origin in admissions policies.

## **RELIGIOUS AND CULTURAL ACTIVITIES**

City Station Preschool seeks to provide each child with a wide variety of learning experiences, nurturing their physical, emotional, intellectual, social and spiritual development. As a Christian preschool, Christian traditions are emphasized such as Good Friday, Easter, Christmas, etc. To support spiritual development, each child will participate in age-appropriate Bible stories, songs, activities, and prayer. We also say a simple prayer before eating. Additionally, the Preschool participates in a variety of outreach and ministry programs such as, Thanksgiving food collections, Christmas giving programs, and more. Occasionally, information from Southern Hills the Church at City Station will be emailed or sent home with the children. Our program also embraces and celebrates other cultural and religious traditions; by sharing customs, ideas, traditions, and meanings, we help promote understanding and acceptance.

### **AGES CURRENTLY SERVED**

1 year olds—4 year olds

Each student must be the appropriate age on or before September 1st of the current school year (Ex: a child registered for the two year old program must be two on or before September 1st, 2020). Due to teacher/child ratios, in order for one-year-olds to attend summer camps, they must be one on or before June 1, 2021 and they must also be walking.

### **MONTHS OF OPERATION**

January to December

### **DAYS OF OPERATION**

Monday—Friday

### **HOURS OF OPERATION**

Morning Preschool Program: 8:15 AM—11:20 AM

Extended Care is available: 7:00 AM—8:10 AM and 11:20 AM—6:00 PM

### **HALF-DAY PRESCHOOL PROGRAM**

The morning preschool program operates Monday through Friday, from August through May from 8:15—11:20. Half-day pick-up runs from 11:20—11:50.

### **FULL-DAY/EXTENDED STAY OPTIONS**

Children staying for extended care must be enrolled in our morning preschool program. Extended care is available from 7:00 am to 8:10 am and 11:20 am to 6:00 pm. The full day program operates ALL YEAR with the exception of most national holidays and other predetermined dates. \*Please see the current school calendar for all days we will be closed.

### **CLOSURE DATES**

In a weather emergency, the preschool will follow the plans of Carrollton City Schools. If the city schools are cancelled or delayed, the preschool is as well. Please check the Brightwheel app, preschool Facebook page, and/or local radio stations, Atlanta television news for school closings.

### **ADMISSION REQUIREMENTS**

All necessary enrollment forms must be completed and returned prior to admission. It is the parent's responsibility to ensure all forms are updated immediately upon changes.



### Forms needed:

- \*Enrollment Form (including a current photo of your child)
- \*Parent Handbook Acknowledgement
- \*Emergency Contacts & Emergency Medical Care Authorization
- \*Parental Agreements with Child Care Facility Form
- \*Authorization to Dispense External Preparation
- \*Media/Photo Release
- \*Authorization to Administer Medication (if applicable)
- \*Allergy Action Plan with prescribed Epinephrine and/or Antihistamine (if applicable)
- \*Immunization Record (GA Form 3231)—a current immunization record signed by the doctor or health department on file at the preschool **prior to the child's first day of attendance**. This must be updated as immunizations come due. A child will not be allowed to remain at the preschool without a current immunization on record.

### **SPECIAL NEEDS**

It is City Station Preschool's desire to meet each child's special needs. Every effort will be made to provide for each child. We will work within our available means to help facilitate any services and supports put in place for your child.

### **TUITION**

Tuition can be paid by cash, check or online payment. Tuition will be due the 5th day of each month by cash, check or online payment. Tuition will be considered late after the 15th of each month. A \$10 late fee will be applied if tuition is late. Students will be asked to withdraw from school when accounts are past due more than 60 days.

A non-refundable deposit is due upon registration.

PROGRAMS	1 YEAR OLDS	2-5 YEAR OLDS
Half-Day; Monday-Friday 8:15 am—11:20 am	\$225/month	\$200 /month
Extended-Day; Monday-Friday 8:15 am—6:00 pm	\$600/month	\$585/month
Early Stay (as available) 7:00 am—8:15 am	\$3/day	\$3/day
Extended-Day Drop-In (as available) 11:20 am—6:00 pm	\$25/day	\$25/day
<b>We will offer a 10% discount for multiple siblings. The savings will be taken off the youngest child's tuition.</b>		

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Extended Day Early Care Schedule:**

7:00—8:10 AM Morning Drop off (**Please do not send breakfast after 7:45 AM**)

### **1/2 Day Preschool Schedule:**

8:15—8:30 AM Morning Drop off

11:20—11:50 AM Morning Pick up

### **Full Day Schedule:**

8:15—8:30 AM Morning Drop off

By 6:00 PM Evening Pick up

Early Morning Drop-off—Early morning drop-off is available Monday—Friday starting at 7:00 AM and ends at 8:10 AM. Due to space restrictions and our limited ability to keep groups separate during early morning drop-off we will be limiting the capacity of the early morning room. If your family needs to utilize this extended-day service, you will need to sign up on a monthly basis in order to keep our numbers at ratio. We understand that emergencies happen, please contact us ASAP and we will work to accommodate your family. Your child may bring breakfast to eat in the early morning room, but please do not send breakfast after 7:45 AM.

### **Park and Walk—(until further notice, please refer to COVID-19 policies for drop-off)**

Preschool children should be dropped off and picked up each day by the parent or authorized adult. Upon arrival at City Station Preschool, the adult must escort the child into the building, sign in and accompany the child to the classroom where the teachers are waiting. Please make sure to communicate with the teacher at drop off and pickup, by greeting and saying goodbye.

Sign-in and Sign-out—For the safety and well being of the children, state licensing requires that the parent, guardian, or a designated responsible adult bringing the child record the time the child arrived and their signature. The same procedure is required when picking up the child. **You will need a smartphone device and the brightwheel app downloaded in order to check your child in and out each day. Please let the director know if you do not have access to a smartphone device so that we can adjust the check-in/out procedure for your family.**

Authorized Adults—Only an authorized adult 18 or older may sign a child in or out. The only authorized persons who are allowed to pick up a child are those names that are indicated on the child's emergency form. It is the parent's responsibility to contact the preschool office with a detailed note/message including the person who will be picking up the child, approximately at what time, and the date. \*We will need to see the

person's drivers license to verify accuracy, so please ask them to bring it with them when they arrive on the property to check in.

### **LATE PICKUP POLICY**

Children must be picked up by 6:00 pm. When a child is picked up late a notice will be issued. For the first three notices, the teacher/director will remind the parents of the importance of following the policy. No further action is required at this time. On the third late pickup, a notice will go home to the parents to make them aware that any late pickups going forward will result in a fee. The fee will be \$1.00 for each minute that you are late. Late fees need to be paid either the day of or within the end of that week. Please note that if late fees aren't paid they will be added to the next month's tuition. Families with chronic late pickups will be up for review to be removed from the program at the discretion of the director. Please be considerate of our staff in following the program times. If a parent or authorized adult will be late, please notify the office as soon as possible.

In the event that a child is not picked up within 30 minutes after the end of their class, and all attempts to contact the parent/guardian or other emergency contacts have been unsuccessful, this will constitute as an "emergency situation". The Director will take steps to ensure the safety of the child which may include contact with Child Protective Services and/or local police.

### **TRANSPORTATION**

Routine transportation to and from the preschool will not be provided by City Station Preschool. A parent or authorized adult must transport all children to and from school.

### **FIELD TRIPS**

No field trips or unnecessary visitors are allowed during this time.

### **DISCIPLINE**

At no time will a child be subjected to physical punishment or shaming. Frightening or humiliating methods will not be used, or any type of verbal abuse, threats, derogatory remarks, or deprivation of a meal or any part of a meal will not be used. No person, including, but not limited to, parents, guardians, or other family members may use such methods of discipline while on the premises of City Station Preschool.

Occasionally it becomes necessary to guide a child into a more acceptable behavior, as when a child hits or bites another child, hurts himself/herself, or destroys property. When this happens the following guidelines will be followed:

1. Remove the problem, if appropriate.
2. Redirect the child with something else.
3. Time-out in the classroom—not longer than 1–5 minutes after the child calms down.
4. Communication with parents.
5. Time-out with the Preschool Director.
6. Preschool Director—Parent/Teacher conference.
7. Family counseling as requested by the parents and/or preschool director.
8. If the preceding progressive, corrective steps within these guidelines do not help the child to make appropriate behavioral choices in the preschool setting, parents may be asked for one—two weeks to keep the child at home where one-on-one care and time away from the group setting may be helpful. During this time, the child's classroom placement availability will be retained at the parents' request. If the behavior resumes after returning to preschool, the child may be asked to leave City Station Preschool.

\* There is no fixed timetable for implementation of the preceding corrective discipline guidelines as we deal with each situation on an individual basis. Withdrawing a child from City Station Preschool is a last resort circumstance, and it is undertaken only after all guidelines have been tried with unsuccessful results. In all cases this action is only taken for the well being of ALL children, including the child being withdrawn.

Biting is a typical behavior often seen in toddlers and 2-year olds. Toddlers have many strong emotions that they are just learning to manage. Toddlers may bite to express anger or frustration or because they lack the language skills needed to express their feelings. As children mature, gain self-control, and develop problem-solving skills, they usually outgrow this behavior. While not uncommon, biting can be an upsetting and potentially harmful behavior. The following action plan will be used when a child is bitten:

1. The child who did the biting will be immediately removed from the situation using words such as "No biting. Biting hurts. I can't let you hurt our friends." They will be offered a choice to help their friend feel better or sit quietly until the teacher can talk with them. The teacher will help the child follow through on the choice if necessary.
2. The teacher will respond to the child who was hurt by offering comfort through words and actions: "I'm sorry you are hurting. Let's get some ice." They will perform first aid if necessary. The child who did the biting can help comfort the bitten child

—if both parties agree. The teacher will help the child who was hurt return to their activity or find another activity.

3. The teacher will then talk to the child who did the biting to try to find out what happened that led to the incident. The teacher will restate the rules about biting and discuss with the child how they can respond in similar situations in the future.
4. Staff will complete an incident report and notify the families of the children involved. Staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.
5. Teachers will confer with the director to review the circumstances of the biting incident, whether adequate supervision was present and whether the environment contributed to the biting incident. If changes in supervision and/or environment are warranted, then those changes will be implemented.

#### **When biting continues:**

1. Staff will chart every occurrence, including attempted bites, and indicated location, time, participants, behaviors, staff present, and circumstances.
2. For children who indicate a tendency to bite, staff will “shadow” the child and teach non-biting responses to situations and reinforce appropriate behavior.
3. Staff will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
4. Teachers will hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or phone conversations as needed.
5. If it is deemed in the best interest of the child, center, and other children, the child's enrollment will be terminated for the duration of the biting stage. Written warning will be given to the families before this action will be taken.

#### **WHAT TO WEAR TO SCHOOL**

Children are encouraged to wear play clothes and sneakers. For safety reasons, flip flops and sandals without backs are not recommended. Please dress children according to the weather, as they will play outside daily (weather permitting). Please send a bottle of sunscreen to be applied to your child before going outside.

Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed in all outerwear and other belongings.

Clothing should be able to be easily removed by the child so that he/she can gain self-sufficiency in using the restroom. We encourage the children to help themselves as much as possible; therefore, clothing should be easy to get on and off.

Children should have a complete set of extra clothing in his/her blue bag. Potty-trained children should send a pack of flushable wipes to be used at school. If your child requires a diaper, please keep in contact with your child's teacher to know when more diapers and/or wipes are needed.

### **TOILET TRAINING**

Three and four-year-old children must be fully toilet-trained to participate in the preschool program. Two-year-old children are not required to be toilet-trained, however, it is desired by the preschool program that the child is at least showing interest in doing so by the end of their two-year-old school year. A fully toilet trained child is a child who can proficiently do or be working towards proficiency in doing the following:

- Be able to TELL the adult they have to go potty BEFORE they have to go.
- Be able to pull down their underwear and pants and get them back up with no assistance.
- Be able to wipe themselves after using the toilet with little assistance.
- Be able to get off the potty by themselves.
- Be able to wash and dry hands.
- Be able to postpone going if they must wait for someone who is in the restroom or if we are outside and away from the restroom.

### **TOILET TRAINING AGREEMENT**

Toilet training is an exciting time for you and your child. We have found throughout our experience, that if your child is ready to master toilet training, it will only take a few weeks. If it takes longer, they may not be ready and we may want to try it again a little later. We want this to be a successful time in your child's life, not a frustrating one for all. We know that in order for this to be successful we need to partner together for your child's best interest.

When you feel your child is ready to toilet train, we will be happy to assist you. Your child may be ready if he or she:

- Shows an interest in the toilet
- Can recognize when their diaper is wet or soiled
- Stays dry for long periods of time
- Can undress and pull up his/her own pants

- Wants to be independent
- Can use consistent words or gestures to communicate
- Can try and wipe themselves

Once your child stays dry for several hours and uses the toilet on their request, its time to start!

City Station Preschool Staff will agree to:

- Encourage, support and praise all success that your child achieves during their toilet training experience.
- We will expect accidents and treat them as teachable moments. We will watch for and identify signals that may help us make it on time next time, as well as encourage children to be independent in changing their clothes.
- We will take children to the restroom at regularly scheduled times during each day and on demand as necessary.
- Communicate to parents daily regarding our restroom experiences. This communication will come in a personal conversation, electronic communication, or written note.
- Commit up to one month to the process of toilet training unless the parents inform us that the experience is not able to be a positive one at this time. We will revisit it at a later date.

Parents agree to:

- Provide at least five changes of clothes, including pants, underwear and socks **daily**. Please have an extra pair of shoes in their cubby as well. Soiled clothing will go in the child's cubby to be taken home.
- **Have their child wear elastic waist clothing.** No buttons, snaps, belts, overalls, or one-piece clothing. Leggings, sweat pants, and elastic pants are the best. No dresses for girls, its hard to coordinate holding up the dress and sitting on the toilet at the same time. The child should be able to easily pull up and down their own clothing.
- Toilet training should begin at home the weekend before we start the process at school.
- Provide diapers for nap time.

Your child will be considered toilet trained when they:

- Are in underwear everyday and can stay dry for several hours
- Can pull their underwear up and down
- Able to use the toilet facilities
- Have a minimum of one bowel movement at school

- Have a three week period with no accidents at school

We will communicate with the family how toilet training is going. We will toilet train for a period of 3-4 weeks and then assess with you how the child is doing.

### **NAPTIME**

Students will nap/rest quietly on their own specifically designated nap/rest mat during daily nap/rest time. We provide the nap/rest mat, sheet, and a blanket. You may send a small thin blanket or a small nap buddy (stuffed animal) to school with them. Your child's nap blanket or nap buddy should be small enough to fit into a gallon plastic baggie or their blue bag. Please make sure your child's name is on their blanket and nap buddy. Blankets will be sent home once a week for washing.

### **TOYS/SHARE ITEMS FROM HOME**

We know that all children like to share the things that belong to them. However, we ask you to have your child keep his/her toys and other personal items at home or in the car. Throughout the year, your child's teacher may announce special share days. Guns, war toys, and other toys of destruction and/or aggression are not allowed for share times. If your child has a special item or pet that would enrich the unit being discussed, please contact the teacher ahead of time to discuss an appropriate share time for special show and tell items.

### **MEALS AND SNACKS**

City Station Preschool does not provide breakfast. Children who attend the early morning program may bring breakfast to eat in the early morning room (please adhere to our no peanuts or tree nut policy). **Please do not send breakfast if you are dropping off after 7:45 AM.** City Station Preschool provides a morning snack, along with a lunch and afternoon snack. Milk will be served at lunch; whole milk for 1-year-olds and 1% milk for children ages 2-5. A current snack and meal calendar will be posted online. Parents may volunteer snacks for the classroom as they wish, but supplying snack is not required. **Please make the director and your child's teacher aware of any food allergies and complete an Allergy Action Plan form. If your child requires food to be sent from home due to allergies, please provide a note from your child's doctor.**

### **ALLERGY SENSITIVE SCHOOL**

In an effort to provide a safe environment for children with peanut and/or tree nut allergies, our center implements a No Peanuts or Tree Nuts policy. An allergic reaction to peanuts and/or tree nuts are among the most severe food-induced allergic reactions. Peanuts and tree nuts are the most common cause of anaphylactic reactions,



which can be fatal if not treated immediately. To help maintain an environment safe for children with peanut and/or tree nut allergies, we have established the following guidelines:

- Any product containing peanuts, tree nuts, traces of peanuts, tree nuts, or processed on shared equipment with peanuts and/or tree nuts are not allowed in the center.
- All food brought in for sharing must be either a whole food (i.e., whole fruit or vegetables) or in a factory sealed container with an ingredient statement. The preschool director will review all food labels prior to celebrations. Any item which contains or may contain peanuts and/or tree nuts will not be served.

### **PARENTAL INVOLVEMENT/COMMUNICATION (until further notice, please refer to COVID-19 policies for visitors)**

Parents are always welcome to visit the preschool at any time that their child is in care. All parents and visitors are required to sign-in and out at the City Station Preschool office. Anyone who is not a City Station Preschool employee is considered a visitor.

In an effort to communicate efficiently, the following are available:

- Brightwheel
- FaceBook page
- Preschool calendar

### **EMERGENCY MEDICAL CARE**

In the event of an accident or medical emergency with your child, the Director or staff member will call parents/guardians immediately. West Georgia Ambulance will transport to Tanner Medical Center should we be unable to reach you or should we deem the emergency medically necessary. Parents will assume responsibility for payment of medical treatment and transportation fees.

### **ADMINISTRATION OF MEDICATION**

No child will be given any medication, prescription or over-the-counter, unless the parent gives written permission. Medication Authorization forms are to be filled out each time your child will need medicine to be administered. These forms can be found on our website under the Parent tab. Prescription medication shall have the child's name, name of medication, doctor's name, name of pharmacy, prescription number, date, and directions for administering. The medication must be in the original container as dispensed by the pharmacy. City Station Preschool staff will not administer the beginning dose of any medication.

It is also the responsibility of the parent to inform preschool staff whenever a child has been given any prescription or non-prescription medications before coming to preschool. The child can then be observed for any adverse reactions to the medication, including changes in behavior.

### **PARENT NOTIFICATION**

Illness/Injury—Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention, but which produces symptoms causing moderate discomfort to the child.

A child shall not be accepted nor allowed to remain at the center if the child has:

- A temperature of 100.4 or greater in the past 72 hours
- Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, or fever.
- Anyone having been tested for COVID-19 in the last 14 days with pending results
- Anyone that has been around anyone that is sick, suspected or confirmed positive for the coronavirus.
- Any other contagious symptom, such as, but not limited to: a rash, diarrhea, sore throat, or vomiting.

All accidents or injuries requiring first aid beyond a band-aid, ice pack, or cuddles will be reported on an Accident Report Form. Parents are required to read, sign and return form to your child's teacher. Minor scrapes will be cleaned with soap and water, bruises and bumps will be treated with ice. Minor incidents will be recorded via Brightwheel.

Communicable Diseases—The current communicable disease chart of recommendations for exclusion of sick children from the preschool and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. If a child in care contracts a communicable disease, the parent's of all enrolled children will be notified of the occurrence by a posted notice, a written letter home, and electronic communication (text/email).

Sick Children—Children who have been sick with diarrhea and/or vomiting, not associated with fever, may return to care 24 hours AFTER symptoms of the illness end without the aid of medications. Children with a fever cannot return until they have been symptom free for 72 hours without the aid of medications.

Lice—Head lice can be a nuisance but they have not been show to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Children diagnosed with live head lice will be sent home early from preschool, be treated, and return to preschool after appropriate treatment has begun.

Adverse Reactions to Medication—Preschool staff will observe and record any adverse reactions once medications are given. Parents will be notified immediately of any adverse reactions to medication.

Emergencies—Emergency plans for situations such as, but not limited to, severe weather, tornado, fire, and power failure have been developed and are posted for parent viewing. In case of severe weather, please do not call; we will be taking care of children. We have emergency plans in place for inside shelter or evacuations of the premises should it be necessary. We routinely have fire drills familiarizing the children with evacuation procedures.

### **CHILD ABUSE REPORTING OBLIGATIONS**

Each staff member at City Station Preschool is a mandated reporter. Any staff person who suspects that any child has been abused or neglected is required by law to report the suspicion to the Department of Family and Children Services. Investigation and determination are completed by the Department of Family and Children Services.

### **PROHIBITED SUBSTANCES**

No person shall smoke, use tobacco or prohibited substances on the premises or in any vehicle being used to transport children during operation hours.

### **PARENT HANDBOOK ACKNOWLEDGEMENT**

Upon completion of reading this handbook, please click the link below to sign off on the Parent Handbook Acknowledgement form. Thanks!

**<https://bit.ly/csphandbookacknowledgement>**