



**Student/Parent Handbook
2021-2022**

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Notice of Non-Discrimination Policy

ECC Preschool admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

Handbook Policies

The policies of the ECC Preschool handbook provide guidelines to be observed by ECC Preschool students, parents, faculty, and staff. The handbook is not considered to be a legal contract. Policies in the handbook are subject to change at any time without notice at the discretion of the Director(s) and/or ECC Elder Board. The handbook can be accessed through the website on-line at all times.

Mission Statement

ECC Preschool serves children 3-5 years of age. It is an outreach of ECC committed to foster a well-rounded program that develops the spiritual, academic, and social growth and development of your child. Our students are being prepared to be full participants in their faith and community. Our teachers are committed to providing a safe and loving environment in which children explore, discover, learn, and play. The importance of a quality program cannot be underrated to ECC.

Who We Are

ECC Preschool began in 2020. We currently have classrooms for 3's and Pre-K. ECC Preschool leadership consists of Co-directors and teachers: Melinda Flick and Leah Wooden. As directors they are in charge of daily programs and situations. As teachers they have been chosen for their experience in the field of early childhood, as well as their warmth and sensitivity to the needs of young children and parents. The governing body of ECC Preschool is the ECC Board of Elders.

Philosophy

ECC Preschool and staff believe that children learn best in a supportive, loving environment where they are encouraged by caring adults who observe and learn beside them. We believe children should be given time and appropriate materials and engage in meaningful interactions to develop intellectually and emotionally. Teachers in our preschool are advocates for children who love and encourage them to develop academically and socially. A wide variety of activities are offered in the areas of creative art, math, science, cooking, tactile play, music and movement, large motor, practical life, dramatic play, language arts, fine motor and manipulatives. ECC Preschool, in conjunction with the parent/guardian, is the educational setting in which knowledge, culture, and values are developed.

Our Goals Are...

- To promote cooperation.
- To increase independence in meeting and solving problems.
- To promote language development.
- To help children develop large motor skills such as climbing, running, jumping, balancing, etc.
- To help children develop fine motor skills such as cutting with scissors, building with blocks, working with puzzles, stringing beads, manipulating playdough, controlling crayons, holding a paint brush, etc.
- To foster an appreciation and acceptance of the multicultural world in which we live.
- To further intellectual development by fostering cognitive learning, concept formation, self-awareness and curiosity.
- To develop the imagination through dramatic play.
- To foster creativity through open-ended art and music experiences.
- To help children learn how to follow directions, complete tasks, and develop impulse control.
- To help children navigate emotions and the self-regulation of them.
- To encourage a positive attitude. This, along with competency, develops a positive self-image.

Arrival and Dismissal Time

All classes run from 9:00 a.m. to 12:00 pm. Drop-off will be through our main canopy door starting at 8:50. Try to arrive in time to take your child to the restroom and/or wash hands. It helps the morning to go smoothly for children and teachers if there are not so many interruptions.

Coat hooks are near each classroom for your child's coat or jacket. Please put your child's name on his or her clothing. Your child will put his or her bucket by their nametag in the hallway.

-Covid-19 safety precautions that take place at arrival will include:

- Each child's temperature will be taken.
- Each parent will be asked a few health screening questions found under the ECC Preschool Health Policy.
- Each child will need to sanitize hands before entering the classroom.
- Child will need to keep face covering on while entering the classroom.

During arrival it is very important to set up a routine that your child can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think would help with understanding your child's behavior at school.

When it is time for you to leave, tell your child you are leaving and say something like, "I'll see you in a little bit." Please refrain from sneaking away without your child knowing you are leaving. If your child is having trouble with separation, a teacher will jump in and help. Feel free to text us later to check in on your child.

We appreciate your prompt drop-off by 9:00 am to ensure we can begin class on time. The preschool door will be locked by 9:15 am. If you arrive after 9:15 am you will need to text your child's teacher to let you in. You may ask the church secretary for assistance if needed.

You will need to be back to the preschool by 12:00 pm for dismissal. Please line your car up in a single file line starting under the canopy. Display your child's name card in the window and your child's teacher will walk your child out to the car and put them in. It is the parent's responsibility to pull forward to a parking spot and properly secure the child in his or her seat. If you need to pick up your child early, please text your child's teacher to let her know.

If someone we do not know is picking your child up, please inform the teacher. This person must be listed on the authorized pick-up list from the registration paperwork or a note given to the teacher with the person's name and phone number. Remind the authorized person that we may ask for picture identification to ensure your child's safety. We will not release your child to someone who is not on the list or for whom we do not have permission from a parent or guardian to release to.

Attendance

If your child is scheduled to attend preschool and will be absent, please notify the teachers as soon as possible by calling, texting, or emailing.

Clothing

Children should wear comfortable play clothes. We will be outside a lot and using craft supplies that will be messy. We want to foster independence and self-help skills, so we ask that you send children in clothes that he/she can manage independently. Good, sturdy shoes are great for running and playing also. It is helpful to write your child's name on coat, jacket, hat, glove, etc. tags.

Please have a complete change of clothes at the preschool as this is essential for messes. This set should include pants, shorts, shirt, underwear, and socks. The extra set of clothing will be stored at preschool in a gallon size Ziploc. Please be sure the Ziploc is marked with your child's name. If your child should wear these clothes home, please wash and return to school promptly so we may have them ready for the next emergency.

It is important for parents to provide the appropriate clothing and outerwear for the weather conditions (e.g. coat, snow pants, boots, gloves, etc.). ECC Preschool considers the outdoors an extension of the indoor classroom. Toys, materials, and activities are available outside to enhance the children's play experience.

Winter - We will play outside as long as the temperature is above 32°F. As temperatures approach 32°F wind chill, staff will monitor latest weather conditions. Children spend a shorter amount of time outside in cold temperatures and are monitored closely. Please make sure your child is dressed appropriately for outdoor play – boots, mittens, hats, warm coats, etc.

Summer – Parents are encouraged to apply sunscreen to child before school. Typically, the length of time spent outside is reduced in high heat. Children may participate in water play activities outside or play in shady area near the playground. As temperatures/heat index approach 100°F, staff will monitor latest weather conditions.

Rain – If there is a light rain falling, children will more than likely play outside. Please supply your child with rain coats, boots, etc. on rainy days, if possible.

Inclement Weather – On bad weather days, such as stormy, too hot, too cold, we will have large motor time in our large indoor play area.

Emergency Closings

Severe Weather Conditions: In the event of severe weather conditions, ECC Preschool will follow MCCSC in determining whether or not to close. Our preschool will not be listed separately. Please listen to local radio and television stations for emergency closing information in these circumstances. We also post closings on our FB page and send an email. If MCCSC is closing, then we will also be closed.

In case of a MCCSC delay schedule, preschool will start at 11:00 am and will end at 12:30 am.

Other Emergencies: Other situations, including but not limited to electric power failure, lack of water, lack of heat or air conditioning, or other situations which could endanger the safety or health of children and employees, may result in ECC Preschool being closed at the discretion of the Directors. If this occurs your classroom teacher will contact you and it will be posted on our FB page.

Admission Policies

Children must be 3 by August 1 and at least in the potty training process (wearing pull-ups) for our 3's class and 4 and potty-trained by August 1 for our Pre-K class. Parents and children are encouraged to visit the school prior to enrollment. This will help to determine if the preschool will be able to meet the particular needs of both the parents and the child. This is a good opportunity for the parents to view the school and ask any questions about the program they may have.

All children are welcome. Our program will make every effort to serve children with special needs. For timely identification of your child's unique needs, we encourage you to include those needs during the registration process or to have a conversation with us. Should a special need be identified after enrollment, a letter of information should be submitted to ensure your child's needs are met. Any and all information provided about your child's need(s) shall remain confidential.

In some cases, our program may not be equipped to meet your child's unique needs. It is at the Directors' discretion to discontinue enrollment if it is determined that our program is not a good fit for a child or if a child's actions are deemed detrimental to other children or the program. Program personnel will do their best and try to provide information about other available programs and services in the area.

If you wish to enroll your child and there is available space, we will direct you to online enrollment at www.eccpreschool.org. The handbook must be read and a parent/guardian must sign the Enrollment Agreement at the back of the handbook. ALL FORMS MUST BE COMPLETED AND RETURNED TO THE PRESCHOOL ALONG WITH A \$100 REGISTRATION FEE to be added to the class roster. All information submitted on the Enrollment agreement and attached forms must be updated on an annual basis. Information contained in a child's file is confidential and only available to the child's teacher and Directors.

Snacks and Birthdays

Everyday your child will need to bring a snack from home. We encourage non-sugar snacks for regular days of preschool. **ECC IS A NUT FREE FACILITY SO WE ASK THAT NO SNACKS HAVE NUTS IN THEM.** We will have extra items on hand for days that a snack may be forgotten. We will allow families to send in treats for a child's birthday to share with the class. These may be store bought or homemade. Classroom calendars will be sent home monthly so you know when to expect this.

Water bottles do not need to be sent in. Water will be given to children by teacher in disposable cups during snack and as needed throughout the morning.

Allergies

Some of your children may have allergies to specific foods or other allergies. Please be sure you have told your child's teacher this information. If your child has a severe allergy to an item, no snacks will be allowed with that specific allergen. We do require parents/guardians to fill out a Medical or Allergy Alert for your child with these needs. These will be hung in our classroom inside a cabinet door so they are available to teachers, but not for others to see.

Emergency Procedures

- Emergency phone numbers are clearly posted in each room.
- The parent/guardian provides, in writing, the names and phone numbers of persons to contact if the parent/guardian cannot be reached.
- In case of an emergency, a staff member may go with the child to the emergency room and remain until a parent/guardian arrives.
- Teachers report in writing any injuries that may occur while the child attends ECC Preschool.
- Teachers notify the parent/guardian of any injury requiring first aid treatment.
- Teachers report serious injuries to Director immediately.
- Fire, tornado, shelter-in-place (lockdown) drills are practiced once per semester.
- Emergency evacuation plans are posted in each room.

General Safety Practices

- Background screenings are conducted on all teachers, volunteers, and subs.
- Per Indiana state law all teachers, volunteers, and subs are mandated to report any suspicion of child abuse/neglect.
- Children are supervised at all times and appropriate child to staff ratios are maintained.
- Each room is equipped with a first aid kit.
- Teachers move throughout the room and playground to ensure adequate and appropriate supervision.
- Staff is trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Cleaning supplies are stored out of children's reach.
- Teachers fill out documentation for accidents and incidents. Parents receive copies of accident/incident forms.

Health Policy

Each child must have a current immunization history on file at ECC Preschool. Classroom teachers will notify families when certain communicable diseases are present and we ask that you notify the preschool when your child is out with a communicable disease.

Health Screening Questions:

Symptoms list:

- Diarrhea, vomiting, or abdominal pain
- Fever greater than 100.4 or higher when taken by mouth
- Chills
- Infectious mucus (green)
- Conjunctivitis (pink eye)
- Contagious illness (must be on antibiotics for 24 hours)
- Rash or skin irritation
- Muscle or body aches
- Sore Throat
- Newly developed congestion or runny nose
- New onset of severe headache, especially with fever
- Loss of taste or smell
- Cough or new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Newly developed shortness of breath or difficulty breathing

Close Contact/Potential Exposure

- You were within 6 feet of someone who has Covid-19 for at least 15 minutes.
- You provided care at home to someone who is sick with Covid-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed or coughed or somehow got respiratory droplets on you

If parent/guardian answers yes to any of the symptom list during the health screening done at arrival each day, the teacher will have a conversation with them to determine if the child should be sent home or stay home from school. Students should be free from any of the symptoms listed above for 24 hours without fever reducing medication before returning to preschool, unless otherwise discussed with teachers.

Covid-19 Protocol

Child with Covid-19 symptoms will be separated from other people and taken to an isolated area until parent or guardian arrives. Parent/guardian will be called to come pick child up. We strongly recommend that you see your child's healthcare provider for further testing.

If your child has been exposed to someone who has tested positive for Covid-19, per CDC guidelines, self-quarantining is recommended until 14 days have passed from your last contact with the diagnosed person, regardless if they are exhibiting symptoms or not.

Quarantine is a 14-day period used to keep someone who might have been exposed to COVID-19 away from others.

If you think or know your child has Covid-19 and has symptoms, per CDC guidelines, isolation is recommended until 10 days have passed since symptoms first appeared AND at least 24 hours with no fever without fever-reducing medication AND symptoms have improved.

Isolation is a 10-day period used to separate people infected with Covid-19 from people who are not infected.

Medication

ECC Preschool will not dispense medication to students. If your child has an allergy that requires an EpiPen, one can be given to your child's teacher and it will be kept in the classroom out of reach of other children. This should be listed on the child's Allergy Alert also.

Toys from Home

Bringing toys and other items from home is discouraged. ECC Preschool is not responsible for toys and other items brought from home. Check with your child's teacher regarding show and tell or other special occasions.

Parent/Teacher Conferences

Parent/Teacher conferences may be scheduled to happen in the spring. Teachers will go over your child's spring evaluation. If you wish to have a conference at any other time, please contact your child's teacher.

Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak to your child's teacher during morning arrival or schedule a time to talk privately.

Child Assessment

Each classroom will complete age appropriate assessments at the beginning of the school year and in the spring. Assessment is an important tool to understand and support young children's development. Each assessment will encompass all areas of development: sensory, language, cognitive, gross-motor, fine-motor, and social-emotional. These assessments will be shared with parents.

Parent Communication

Weekly newsletters will be sent home with your child. This is a great tool to use when talking with your child about his/her week at preschool. If you know about specific activities that happened at preschool, you can ask direct questions like, "Can you tell me about the picture you painted?" Timely communication and notification of special classroom events will be sent via email and posted on our FB page. We have a public ECC Preschool FB page and each class will have a private FB page only for families enrolled in your child's class to view pictures and happenings.

Classroom Behavior

We encourage children to use his/her words to solve problems; redirecting the child to constructive activity and appropriate behaviors. We validate the child's feelings and emotions, offering them an alternative way to express themselves. Giving positive verbal rewards encourages acceptable behaviors. One of our goals is to help children develop a positive self-image. We encourage children to be self-directed, exhibit self-control, and become problem-solvers. Teachers will communicate with parents regarding situations or behaviors that need to be addressed at home.

Tuition

Tuition is due on the 30th of each month except February when it is due on February 28. You will not receive a bill, so your timely payment is kindly appreciated. Payment is collected at your classroom teacher's sign-in table, given to one of the directors, or dropped off at the main church office.

The monthly tuition schedule is as follows starting with the month of August throughout the month of April. There will be no tuition payment for the month of May.

2 Day Class - \$130/month or \$1,170/year

3 Day Class - \$190/month or \$1,710/ year

Although the number of days in session varies from month to month, the tuition does not vary. Also snow days that result in unscheduled school closings do not affect tuition. We make every effort to keep your costs reasonable. Salaries must be paid despite closings for bad weather.

School Calendar

August 11 – Parent Orientation 7-8 p.m. (**ONLY** parents)

August 12 – Tues., Thurs. Class Drop-In

August 13 – Mon., Wed., Fri. Class Drop-In

August 16 – 1st Normal day for Mon., Wed., Fri. students

August 17 – 1st Normal day for Tues., Thurs. students

September 6 - No School – Labor Day

October 7-8 - No School – Fall Break

November 2 - No School – Election Day

November 22-26 - No School – Thanksgiving Break

December 17 – December 31 - No School – Winter Break

January 3 – Classes Resume

January 17 – No School – Martin Luther King Jr. Day

February 21 – No School – President's Day

March 14 – 18 - No School – Spring Break

April 15 – No School – Good Friday

May 3 – No School – Election Day

May 12 – Last Day for Tues., Thurs. Classes

May 13 – Last Day for Mon., Wed., Fri. Classes

Daily Schedule

(This is an idea of how our day may go but we are very flexible depending on each class.)

8:50 – 9:00 Arrival – Use restroom, hang up coats, put bucket by nametag, health screening, sanitize hands

9:00 – 9:15 Morning Exploration – free choice play and/or teacher selected activities

9:15 – 9:40 Circle Time – Weather, Calendar, Reading together, etc.

9:40 – 10:10 Art / Free Play

10:10 – 10:40 Academic Growth / Free Play

10:40 – 11:00 Snack / Free Play

11:00 – 11:30 Recess

11:30 – 11:50 Jesus Discovery Time and Closing Activities

Free Play includes free choice of a variety of educational activities including art, fine motor, and dramatic play.

ECC Preschool Handbook Agreement

I/We have received and read the ECC Preschool Handbook and agree to abide by the policies and procedures of ECC Preschool.

Signature of parent/guardian

Date