

**Faith Preschool**  
**Parent Handbook**



**Faith Preschool**  
**2950 Droste Rd**  
**St. Charles MO**

**[www.faithumcpreschool.weebly.com](http://www.faithumcpreschool.weebly.com)**

**636-724-7020**

**[Preschool@faithumcstcharles.org](mailto:Preschool@faithumcstcharles.org)**

**FAITH PRESCHOOL INFORMATIONAL**  
**HANDBOOK**

## **Statement of philosophy:**

Our goal is to educate the whole child. We do this by providing valuable experiences emotionally, intellectually and physically.

- Emotionally – each child will be given the opportunity to feel special and comfortable in the classroom setting.
- Intellectually – each child will be encouraged to have an enthusiasm for learning, creating and exploring using hands on experience.
- Physically – through active experiences children will be encouraged to develop large and small muscle coordination and motor skills.
- Socially – group participation and getting along with others will be encouraged to develop a sense of community, security and belonging.

This booklet has been prepared with the intent to provide you information concerning established procedures, policies and guidelines of our Faith Preschool.

## **About the Preschool:**

- The preschool classrooms are located in the educational wing of the church building. We have 6 classrooms and serve children ages 2-5.

### **Our contact information is:**

Faith UMC Preschool  
2950 Droste Road  
St. Charles, MO 63301

Phone: 636-724-7020

E-mail: [preschool@faithumcstcharles.org](mailto:preschool@faithumcstcharles.org)

Website: [www.faithumcpreschool.weebly.com](http://www.faithumcpreschool.weebly.com)

Facebook: [www.facebook.com/FaithUMCstcharles/](http://www.facebook.com/FaithUMCstcharles/)

Preschool Hours: Half day programs 9:00-12:00 Full day programs 9:00-3:00  
Early Care 7:30-9:00 and PDO/Extended Day hours:12:00 to 4:30 PM

## **Early Care/Extended Day Program:**

**Days and Hours:** Early care and extended day will operate Monday through Friday from 7:30-9 and 12:00 to 4:30 p.m. each day. This is a pay by the hour program. You only pay for the time and days that you are here. This program is available to use any day of the week (even if it is not a day you typically attend) as long as you are a current Faith preschool family. It is not open to the public. If the child will be at the school between 12-1 they must bring a lunch. If the child will be napping, they need to bring a crib sheet for their cot. All families utilizing the extended day program will be required to sign a document stating their acknowledgement of the after care policies.

**Late Fee:** Extended Day ends at 4:30 p.m. and we trust that parents will work within this time frame. If parents are late, a late fee of \$1 per minute will be assessed. After 3 late pickups you will be removed from the after care program. We realize that situations do occur; a phone call to the director stating why late pickup is happening will be taken into consideration before removal from the program.

**Sign-Ups:** Please let us know if you plan to use our extended day/early care program regularly to ensure your child has a spot in that program. If you will only be using it every now and then, you will need to reserve your spot with the director in advance to ensure there is enough space and staff to accommodate additional children that day.

## **Preschool Policies:**

### **Fees:**

**Registration Fees:** An annual registration fee of \$100 per family will be charged to cover administrative costs and materials. Registration fees are non-refundable. A discounted registration fee is offered to families that register early. The registration fee will be waived for any families that pay the full yearly tuition before the start of the school year.

**Tuition Fees:** Tuition fees are due the first week of every month. Checks, cash or online payment through Brightwheel are accepted. Cash and check payments must be given to the Director or placed in the payment box. Teachers do not accept payments. Our tuition is a yearly amount. We break it up into 9.5 monthly payments to make it easier for parents. You are more than welcome to pay the full year in one lump sum if you would prefer. Preschool service cannot be provided if tuition fees are delinquent. If payment in full is not made for the month, we reserve the right to ask the family to leave preschool. If there are financial issues, please contact the director to discuss the problem. We do have a scholarship account that can be used to help out families that are struggling. Receipts and tax documents will be given upon request from parents and can always be accessed through your brightwheel account.

A 10% discount will be given to families enrolling more than one child from the same family. We prepare for each child, each day, whether the child is in attendance or not. No adjustments will be made for holidays, sick days or vacation times. Calendars are given to each family at the beginning of the school year listing all "special" days, holidays and any yearly events that parents should be aware of. A two week notice of withdrawal is requested.

Returned Checks: A \$15.00 fee will be charged for returned checks.

Late Fees: Children should be picked up promptly. They must be picked up no later than 5 minutes after Preschool is over. A fee of a \$1.00 per minute, per child, will be assessed. If a parent calls to inform the director of an unforeseen situation, the director will make a decision as to whether or not a fee will be charged.

Scholarships: The John Wilkerson Scholarship account was established to support families with financial hardships. It is our goal to provide high quality early childhood experiences to all children in our community. If your family requires a scholarship in order to attend our school, please reach out to the director to discuss how we may be able to help.

## **Classroom Policies:**

### **Communication:**

Parents are welcome to visit our school at any time. We primarily use the Brightwheel app to keep you updated throughout the year, but teachers will also send home newsletters/flyers for important announcements. Please check your students back packs each day so you do not miss any important papers. It is helpful to ask your child's teacher which forms of communication they plan to utilize.

Teachers are not expected to be available at all hours of the day. Our work day is from 9:00-3:00 Monday through Friday. Teachers may answer questions outside of those hours, but the expectation for our staff is to only be available during their paid hours. We feel like it is unfair to require them to be available 24 hours a day 7 days a week, so this is really a request to be respectful of their time more than anything else.

Daily pictures and communication should not be expected. Each teacher does things a little differently. Some post updates and pictures daily, some weekly and others monthly. All are considered acceptable. If you have any questions, teachers are always happy to answer questions and concerns during their work hours. In order for your child's picture to be taken and shared with you through brightwheel a permission slip must be signed.

Parent Teacher Conferences for PreK kids will be scheduled with individual teachers. At this time, parents will receive written progress reports. If you have concerns at ANY other times, please feel free to reach out to your teacher or the Preschool Director. They are here to help you and your child anytime.

**Attendance:** We appreciate knowing when your child will be absent due to illness, vacation plans, etc. (Brightwheel can alert your director and is a great resource to use when your child is absent)

**Arrival:** When bringing your child to Preschool, plan to arrive no more than five (5) minutes before the start of school. Doors will not open until 8:55 a.m. unless you are enrolled in our Early Care program. Children dropped off prior to 8:55 will be charged the hourly early care fee.

Children will be dropped off at their designated doors. Teachers plan a full school day with curriculum and routine. Late arrivals are disruptive to the students and teachers. Please do your best to be respectful of our teacher's and student's time in class by having children dropped off by 9:00. Any late arrivals should be communicated to the teachers through the brightwheel app.

**Dismissal:** The teacher/director will escort all children to the pickup doors. Parents will walk up to the dismissal door to retrieve their child. If you need to pick your child up early, please come to the Preschool doors.

Your child will only be released to the authorized person(s) you have listed on your child's information sheet. They will need to show proof of identity before we release your child to them. If someone new will be picking up your child and they are not listed on the information sheet, you will need to contact us directly with that person's name. Children will NOT be released until we have confirmation from a parent about the person picking up.

**Dress:** We recommend children wear sturdy, washable play clothes to Preschool. Many activities involve paint, sand, mud, water, etc. This is a very important part of your child's learning and we want them to feel free to participate without getting good clothes dirty or stained.

It is always a good idea to have a change of clothes and underwear in your child's backpack for any mishaps that might occur. Even kids who are fully potty trained have spills or find a puddle on the playground sometimes and need that change of clothes!

We encourage children to wear tennis shoes or a tie type of shoe to help in their participation of large muscle activities such as running, climbing and playing on playground equipment. Open toed shoes, sandals and slick soled shoes are not adequate for these activities.

Lost articles of clothing, outerwear, backpacks, etc. can be a problem so please label everything with your child's name to avoid confusion. We will have a lost and found, so please feel free to ask about lost items.

Each child should have a backpack large enough to hold a folder, change of clothing and any artwork that might be sent home. We try to build self-independence by encouraging the children to carry their own things to the carline after school and backpacks are a good way to promote this. Also check backpacks daily for important papers that may be sent home from the teacher and/or director.

**Field Trips:** Field trips are sometimes planned to help further the educational experiences of the children. All parents are notified in advance of upcoming field trips and must provide a chaperone for their child. We will also take short walks around the preschool grounds and to the small walking trail at McNair park to extend our learning environment.

**Naps:** All children staying with us past 12:30 PM will have a short "quiet time" following lunch and recess. If they fall asleep they will be allowed to take a nap in our napping room. Children that do not fall asleep during our quiet time will resume play and school for the remainder of our day.

**Biting and Aggressive Behavior:** While biting and aggressive behavior is normal and developmentally appropriate, we want to keep all of our kids safe while at school. Teachers will do their best to prevent these things from happening. We will work with parents to come up with a plan for preventing this type of behavior. We reserve the right to dismiss a student if the problem persists despite attempts to prevent it. On the first incident parents will be notified. After the second incident there will be a parent meeting. On the third incident, we reserve the right to remove the child from our center.

**Inclement Weather:** We do follow St. Charles Public School District policy on school closings because of bad weather. Our Preschool closings will be sent out on Brightwheel. They will also be shared on our Facebook page and posted on the following local News stations:

- Channel 2 listed as – Faith Preschool
- Channel 4 listed as – Faith PS/PDO
- Channel 5 listed as – Faith PS/MDO

The majority of the time if St. Charles Public schools are closed due to bad weather, we will also be closed. There are a few exceptions to this like when the public schools close for cold temps.

**Snacks:** Children will bring a snack and a water bottle from home each day. Any allergies in a room will be communicated with parents by your classroom teacher. If your child has a student with an allergy in their classroom we will request that you help us to keep that child safe by sending safe snacks to ensure no exposure. We are always happy to give you safe snack ideas if you need help!

**Faith Preschool is NOT a nut free school.**

We love to celebrate your child's birthdays with special treats. Any treats that are to be shared must be commercially purchased. NO HOMEMADE TREATS will be allowed. If there is an allergy in your child's class, treats will need to be free of allergens.

**Lunch:** We do not cook at school nor do we warm food up. If your child will be having lunch with us, they will need to bring a lunch from home. Please include an ice pack, a drink and any utensils that they will be needing.

### **Staff:**

Our staff are the heart of our school! We work very hard to find people that we know will love your children and treat them with kindness and respect. The following will be completed on each staff person working with children: regular background checks by the State of Missouri, physicals, and TB tests. Staff will be CPR/First Aid certified and be trained on EpiPen usage. We also do regular professional development as a group each year.

### **Health Care and Emergencies:**

**Emergency Procedures:** We have regular fire and disaster drills at preschool. We urge you to plan what you will do if disaster strikes during the day when you are separated at work, school, etc. The children are taught to listen to their teacher's directions. We will assemble in a designated location and do a head count on everyone present.

**Health Records:** It is necessary that each parent/guardian provide evidence of their child's physical examination within the last twelve months preceding enrollment at preschool. We have a form for that purpose to be signed by the physician and presented to preschool during the first month of enrollment.

**Immunizations:** Children cannot attend Preschool without proper immunizations. Immunization records must be on file with current and up to date immunizations listed.

**Medical Problems:** If your child has a special medical condition: food allergies, asthma, seizures, etc. please have the physician include this on the health form. We will also need a copy of their action plans to have on file.

**Communicable Disease:** If a child is exposed to or contracts a communicable disease it is essential that this information be reported to the Director. Information of possible exposure to a communicable disease will be posted for the rooms involved.

**Medication Policy:** Preschool does not supply or give medication to any child enrolled without a medical authorization form. EpiPens will be stored in a safe place that all staff members are aware of.

**Safety:** Preschool teachers will make every attempt to ensure the safety of all children. However, should a serious accident occur, the child will be taken care of first by contacting 911 and then the parents will be called immediately. We can take care of small bumps, bruises or scraps. Parents will be informed of any injuries via brightwheel and also at pickup time.

**Screenings:** Parents As Teachers offer screening of overall development, hearing and vision. The goal is to provide early detection of potential problems to prevent difficulties later in school. The City of St. Charles School District schedules screenings at the Early Childhood Center. This is a FREE service and we STRONGLY recommend all families take advantage of it. Some services can even be provided in our building to provide the least amount of changes for your child. KidSight also comes to our school each year to do free vision screenings on all children.

## SICK POLICIES

Faith Preschool reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. We understand that it is difficult for a parent/guardian to leave or miss work. We therefore suggest that alternative arrangements be made for occasions when children should remain at home or need to be picked up due to illness. Any child who seems unable to participate in our program for any reason will be sent home. This is to ensure the continued good health of everyone at the center. For the health and well being of the children in our care and our staff we feel it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations nevertheless it is up to our discretion when your child may return to school.

**When a child may not attend school:**

- **Fever:** Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever for at least 24 hours without the use of fever reducing medication. The same policy applies if your child develops a fever at home. They must be fever free for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school we may request an evaluation and diagnosis from their doctor in writing of exactly what it is.  
If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.  
If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.  
**Thick White, Green or Yellow Discharge:** Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often indicative of an infection. If in fact they do not have an infection we need a doctor's note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.
- **Diarrhea:** Children may be sent home if they have three or more loose bowel movements in one day. Before returning to school children must be free from diarrhea for 24 hours with at

least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.

- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Lead Teacher will make an evaluation and determine if the child can be readmitted.

### Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis.

Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs.

The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

### Medication Administration Policy

Medications both prescription and over the counter are rarely given at school; the only exceptions involve special or serious problems where it deemed absolutely necessary by the physician that the medication be given during school hours. The parent is urged, with the help of your child's physician, to work out a schedule of giving medication at home, outside school hours whenever possible.

### **IF MEDICATION IS TO BE ADMINISTERED AT SCHOOL, ALL OF THE FOLLOWING CONDITIONS MUST BE MET**

1. A signed request from a licensed physician/dentist specifying the condition for which the medication is to be given, the name, dosage, route, side effect and specific instructions for emergency treatment must be on file at school. School staff is not authorized to determine when an "as needed" medication is to be given.
2. Specific instructions are necessary.
3. A signed request from the parent/guardian must be on file at school.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. A separate form is required for each medication.

## **Sensitive Issues:**

**Child Abuse/Neglect/Parental Abuse of Drug/Alcohol:** We will not release the child to a parent if we believe that the parent is under the influence of alcohol or drugs. If we believe there is a concern for the safety of the child we will contact the police.

The entire staff is mandated by the law to report any suspected case of child and/or sexual abuse or neglect. The Director will be notified and a call will be made to the hotline if the staff suspects any type of abuse.

**Divorced/Separated Parents:** Our position is to be supportive of the child in this difficult time. If needed, separate calendars, newsletters and important papers can be sent to each household to continue contact with each family member. Preschool

cannot deny access to any child from a parent unless we have a copy of a court order on file.

### **Annual Inspections:**

The State of Missouri, Department of Family Services, annually inspects our Preschool. We are also inspected by the State Fire Marshall and the State Health and Sanitation Department. There is a State form to be signed by parents stating that dates of inspection, philosophy of the program and classroom child ratio numbers have been presented to all families attending Preschool.

### **Questions/Concerns**

Please do not hesitate to come to the directors and/or your child's teachers with ANY questions or concerns. We want to be partners in supporting your child and welcome conversations that encourage that relationship.