



Parent Handbook

Revised January 2025

Evergreen Preschool Ministry

**1105 North Pontiac Ave.
Dothan, AL 36303**

Hours of Operation: 6:30 am – 5:30 pm

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Evergreen Preschool Ministry**

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Evergreen Preschool Ministry Handbook

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The purpose of this Parent Handbook is to outline the policies and procedures under which we operate.

Philosophy

Evergreen Preschool Ministry (EPM) is committed to caring leadership, competent teaching, and cooperative endeavors with students, parents, and guardians. It is in working together that we share in the privilege of forming our children into the image of Christ.

Definitions

EPM: Evergreen Preschool Ministry

Childcare Hours: Monday through Friday between the hours of 6:30 am and 5:30 pm

Infant: 6 weeks to 12 months

Toddler: 12 months to 24 months

Preschooler: 2-4 years of age

Preschool Objectives

EPM will provide a nurturing atmosphere where children can grow academically, spiritually, physically, and emotionally by:

- Teaching children through an age-appropriate foundation of Bible stories, prayer, and chapel that God loves them and listens to them.
- Instilling in children that we are called to serve one another.
- Providing an atmosphere of hands-on learning.
- Introducing children to a variety of literature, music, art, science, and academic activities.
- Providing children opportunities to further develop fine and gross motor skills through play and planned activities.
- Teaching appropriate peer interactions and self-control through sharing, good manners, and cooperation.
- Instilling in children a sense of self-worth and self-confidence.
- Preparing children for a successful transition to Kindergarten.

State Licensing Requirements

Evergreen Preschool Ministry is exempt from licensing by the Alabama Department of Human Resources because we are a faith-based program. However, we do closely follow the standards set by the State of Alabama. These standards relate to staff, health, safety procedures, nutrition, care giver to child ratios, and record keeping. We believe that these standards are in the best interest of the children. Our facility is subject to inspection by state and city health, fire, and licensing officials.

Registration Checklist

Children may be enrolled from six weeks through five years of age, regardless of race, creed, or religious beliefs. The following items are required and need to be read, completed, and/or signed prior to enrollment:

1. Parent Handbook Acknowledgement Form
2. Enrollment/Registration Application
3. Tuition & Payment Agreement Forms
4. Form of Affidavit for Parent/Guardian (must be notarized)
5. Authorization to Release Form
6. Immunizations Card/Blue Card must be up to date at time of enrollment (provided by the Health Department or Pediatrician's Office)
7. Paid Registration Fees

Age Cut- Off Date

The cut-off date to determine classification for each child is September 1st of the current year. For example, to enroll your child in the 2 Year Old Class, your child must turn two by September 1st. If your child turns 2 after that day, then he/she will need to wait until the following year to enroll in that class.

Registration

Registration for families who are currently enrolled at EPM is held each year in February. New student registration for children whose parents are active Evergreen Presbyterian Church members will also be held in February. Open/community registration will be held in March. Registration includes completion of the registration form and payment of a non-refundable fee.

When a child is enrolled during our spring registration, they will begin attending EPM at the start of the new school year that begins in August. By enrolling your child, you agree to pay tuition through July of the following year.

The required Registration Fee will be provided at the time of enrollment and will be applied per child/year.

All tuition accounts must be up to date in order to register for the new school year.

An up to date Blue Immunization form must be on file prior to the child's first day, and it must be kept current.

Infant Registration

For Infants, the school year begins in August. This means your tuition requirement will begin in August even if your child does not attend until a later month. You may hold the spot at 50% tuition for 90 days. After 90 days the full tuition amount will be required to hold your child's spot.

Summer School Kids Program: Registration will take place in April.

Registration Fees and Activity Fees are due at the time of enrollment and are non-refundable. We also offer childcare during the school year breaks when staffing can be available.

Tuition Rates – One Child:

Full-Time Infant/Toddler/Preschool - \$645.00/month or \$149.00/week

Tuition Rates – Additional Children:

Full-Time Infant/Toddler/Preschool - \$581.00/month or \$135.00/week

***All tuition payments must be made through Brightwheel**

Payment Policy and Contract Length

The duration of this contract will range from August 1st – July 31st

Weekly Payment Plan: Payment is due on Monday of each week. If payment is received after Wednesday, a \$25 late fee may be charged.

Monthly Payment Plan: Payment is due on the first day of each month. If payment is received after the fifth business day of the month, a \$25 late fee may be charged.

Evergreen Preschool Ministry reserves the right to deny a child's attendance if payments are more than 60 days delinquent.

Students are registered for the **ENTIRE** school year, and the parent or guardian is responsible for payments that will begin on **August 1st through July 31st**. The tuition contract will be amended **ONLY** if the family is moving out of the area (50+miles). Subsequently, Evergreen Preschool Ministry reserves the right to legally enforce the financial obligation set forth by the EPM Handbook for the remainder of a contract if enrollment is terminated before the end of the contractual period.

Non-Sufficient Checks

A \$25 fee will be charged for NSF checks.

Legal Fees

The parents will be responsible for any legal fees that EPM incurs as a result of enforcing our handbook policies.

Late Pickup Policy

If your child is picked up after 5:30pm, there will be a late charge assessed of \$1.00 per minute (unless prior arrangements have been made with the Director).

Trial Period

The first two weeks of enrollment will be regarded as a trial period, in which case either party may terminate the contract without notice. Each school year is considered a new enrollment period.

Holidays

The following days are recognized holidays. EPM will be closed on these days or at the time noted, if only a partial day closure.

- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day and following day
- Juneteenth
- 4th of July (closed for one week)
- Labor Day
- Veteran's Day
- Halloween (close at 4:00pm)
- Wednesday before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

Note: If the holiday falls on a Saturday, childcare will be closed the Friday before. If the holiday falls on a Sunday, childcare will be closed the Monday after. Other days may be added, but advance notice will be given.

Teacher Workdays

We use these days to complete continuing education classes and renew certifications (CPR, First Aid, CEU'S, etc.). We will give you as much advance notice as possible.

Vacations

Regular payment rates apply for your vacations, weeks with holidays, and our teacher workdays.

***Parents are responsible for finding back-up care for their children during EPM holidays and days resulting in the childcare closing.**

Arrival and Departure

- Please be aware during drop-off and pick-up times. Our parking lot can be very busy, especially in the morning. An adult must accompany children into the building and ensure a teacher is present in their classroom before departing.
- Please send your child to class clean, fed, dressed (no pajamas, unless otherwise specified), and ready for the day. Include all your child's necessary supplies needed for that day's care (morning and afternoon snack, nap mat, change of clothes, etc.)
- Please do not send breakfast in with the children after 8:15 am since preschool curriculum starts at 8:30 am.
- No one other than the parent or authorized pick-up list will be allowed to pick up your child without advanced written permission indicating the date, the person's name, and their relationship to your child. A photo ID must be shown to the Director or teacher responsible for the child.
 - If there is a court order keeping one parent away from the child, we must have a copy of the court order from the custodial parent in our file to that effect. Otherwise, we cannot prevent the non-custodial parent from picking up the child.

Security Door Access System

We are dedicated to making sure EPM is a safe environment for our staff and the children. Therefore, we have a security system which is accessed with a key card. Each family will be issued two key cards on their first day of attendance. Additional key cards can be provided at a fee of \$5.00 per card.

Child's Absences/Tardiness

If your child will not be attending childcare/preschool, please let us know as soon as possible. Accurate attendance numbers are needed in order to prepare lunch each day.

Note: If your child will be late for childcare/preschool, please notify your child's teacher as early as possible so that they may prepare for your child and add them to the lunch count.

Curriculum

Evergreen Preschool Ministry offers a complete Early Childhood Development Program that incorporates learning skills appropriate for children ranging from toddlers to four years of age. Children learn in a center-based program using resources developed for each age level. The program embraces Biblical Foundations, Faith Values, Character Development, Language Arts, Mathematics, Science, Social Studies, Computer Skills, Arts, and Music. Instructional objectives are based on the Alabama State Course of Study for Kindergarten. It is our hope that both you and your child will be as enthusiastic as we are about our program.

What to expect at each age level:

Infants: 6 weeks-12 months

Parents are responsible for sending bottles, formula, breast milk, diapers, diaper cream, wipes, two changes of clothes, and food each day. Once your child is eating table food at home, they are invited to eat what we prepare for the other children for lunch. Please be sure to send your child's diaper bag daily. It is also the parent's responsibility to check all papers that are sent home to see if any items need to be replaced. Each child has his or her own clearly labeled diaper bin. All diapers are changed routinely each hour, diapers soiled with a bowel movement are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider is performed after each diaper change.

Throughout each day, we sing and read to the children. Infants practice reaching, grasping, rolling, sitting, crawling, standing, walking, cooing, and talking, based on whichever developmental stage your child happens to be in at the time.

Toddlers: 12 -24 Months

Parents are responsible for sending diapers, wipes, two sippy cups (no bottles), two changes of clothes, nap mats or small pillow and blanket, and two snacks (one for morning and one for afternoon). Lunch is provided with whole milk. If your child cannot drink whole milk, please send a cup of preferred milk. It is also the parent's responsibility to check all papers that are sent home to see if any items need to be replaced. Each child has his or her own clearly labeled diaper bin. All diapers are changed routinely each hour, diapers soiled with a bowel movement are changed immediately. The diaper changing tables are cleaned and disinfected between each diaper change, and hand washing of the childcare provider is performed after each diaper change.

Toddlers learn through play by utilizing flash cards, books, sensory activities, fine motor skills, puppets, finger plays, age-appropriate toys, outside play, and much more. We encourage participation, but the child will not be forced to participate. Most importantly, our goal is to make learning for all ages fun, and non-intimidating.

Preschool: Two - Fours Year Olds

Parents are responsible for sending a spill-proof water thermos, two snacks, a change of clothes, school supplies, and a nap mat or small pillow and blanket. Also, we encourage preschool children drink from regular cups. Please do not send sippy cups.

We offer a structured preschool curriculum that is both entertaining and educational. Your child will enjoy activities ranging from art and craft projects to games, songs, finger plays, storytelling, creative dramatics, exercises, science, shapes, numbers, colors, alphabet, and much more. We know that children learn best by "doing." Therefore, the activities the children participate in are developmentally appropriate, hands-on, and most of all fun, because we believe that learning is an exciting experience!

Toilet Training

We encourage potty training in the 2 Year Old Class and will work with parents/students on this transition.

- **All children MUST be potty trained to enter the 3 Year Old Class.** If your child is not fully potty trained before the end of their 2 Year Old Class, a meeting will need to be scheduled with the Director to determine if an alternative placement option is available. Communication between parents and the childcare provider is **imperative** for a successful transition from diapers to toilet. We ask that children wear two-piece outfits while potty training.
- **K3 and K4 Potty Training Policy Guidelines**
 - The first two weeks of the school year will be considered an adjustment period. This will allow students time to adjust to their new classroom and schedule.
 - After the two-week adjustment period, we can only allow one accident per child per day. If a second accident occurs in a single day the child will be sent home for the remainder of that day.
 - If this becomes a recurring issue, the child will be required to complete a non-refundable 3 days of at-home potty training before returning to school.
 - If the issue continues, the child will be required to complete a non-refundable 5 days of at-home potty training before returning to school.
 - If the issue continues beyond both of these measures, the child may be dismissed from the program.

Classroom Move Up Policy

We at Evergreen Preschool Ministry pride ourselves on the program we provide that includes both a loving and faith-based environment while holding a high academic and behavior standard. We understand that each child learns and processes differently. Consequently, we also are aware that each student will not learn or mature at the same pace. Therefore, if the staff and Director have academic or behavioral concerns about a currently enrolled student and their potential success with the move up transition, a meeting will be scheduled between the Director and the Parents to address these concerns. If the parent chooses to move forward with registration for the upcoming school year, they will be required to complete an acknowledgment form that details the specific context of the meeting.

Activities

We know that children learn through play. Because of this, we do not underestimate its importance on a growing child's mind, body, and spirit. Therefore, the children under our care receive both free play and structured play throughout each day. During structured play, we primarily have only one group of toys or activity out at a time in order to allow the children to concentrate fully on each thing they do. Age appropriate activities will be scheduled with the flexibility allowed to respond to the needs of each

individual child and their various ages. Activities that we and the children participate in, include, but are not limited to the following:

Indoor activities include: Books and story-time, blocks, circle time, music and dancing, dress up, play food, cars/trucks/planes, arts and crafts, puzzles, flash cards, animals/dinosaurs, trains, musical instruments, balls, dolls, various learning toys, musical instruments, various games, Mr. Potato Head, beads and string, song games, play dough, coloring, sing-along story books, painting, science, board games, puppets, Simon-says, and singing.

Outdoor activities include: Climbing, sliding, jumping, running, balls, catch, bubbles, follow the leader, tunnels, safe water toys, various games, water table, painting, and exploring nature/weather. As you know, children play hard and will get bumps and bruises from time to time. We do our best to limit the number of times this occurs, with constant supervision and watchful eyes. Due to the safe environment/toys we have surrounded ourselves with, we hope to prevent any injuries before they can happen. During the summer months, we plan outdoor water activities. **Weather permitting, we play outdoors every day.**

Nap Time

Each class naps in their classroom. The Infants sleep in cribs, and the Toddlers – 4 Year Olds sleep on nap mats. Nap time for Toddlers - 4 Year Olds is between 12:00 pm and 2:00 pm each day. Typically, Infants will take a morning nap as well, moving toward a one nap a day schedule between 12 and 18 months. **No child will ever be forced to sleep; however, they are encouraged to remain quiet and on their mat during this time.** EPM will provide cribs for the infants and plastic mats for the older children. Parents need to provide a crib sheet or nap mat/pillow and blanket (no sleeping bags).

Daily Schedule

This schedule is meant to give you an idea of your child's day. Actual times and activities may vary depending on time of the year, weather, age, and temperament of the children.

It is very important for your child to arrive on time! Breakfast is over at 8:15. Preschool starts promptly at 8:30. If you arrive after 8:30, please send your child in quietly to not disturb the class.

6:30-8:15	Drop offs, breakfast (provided by parents), movie or free-play
8:15-8:30	Bathroom, prepare for class to begin
8:30-9:30	Class time: teaching, arts, music, learning games, etc.
9:30-9:45	Snack
9:45-10:45	Center Time, outside play or structured play time
10:45-11:00	Clean up for lunch
11:00-11:30	Lunch
11:30-12:00	Clean up, bathroom, prepare for nap
12:00-2:00	Nap
2:00-2:30	Bathroom, afternoon snack
2:30-4:00	Outside, free-play, movie, etc.
4:00-5:30	Prepare for pickup

Meals/Snacks

Whole milk is served at lunch and water is offered throughout the day. Lunch menus will be sent home each month and posted outside your child's classroom. Meals for each week constantly vary in order to ensure the children receive a well-balanced diet. The children are offered the food, but they will not be forced to eat. It is our goal to offer nutritious meals to the children in our care, as nutrition is a vital part of a child's health. Both the morning and afternoon snacks are to be provided by parents.

Special Diets

If your child has any particular dietary needs such as vegetarian, allergy restrictions, etc. we must be informed at the time of enrollment, and when applicable given a doctor's note. Parents are asked to provide the lunch meal for their children if they have special dietary needs that EPM cannot meet.

Dress Code

- Students should arrive to childcare/preschool in weather appropriate clothes. Please send coats and jackets for cold days.
- Clothing should cover a student's torso entirely. Crop tops, tops with excessively open back/side, etc. will not be permitted.
- Shoes should lace up or velcro and stay on feet (no flip-flops please, unless permission is given for Splash Day).
 - Per the safety guidelines set forth by the State of Alabama, children of walking age must wear shoes throughout the entire school day.
- It is recommended that preschool-age girls wear shorts or tights under their skirts and dresses.
- Please bring a change of clothes for your child. Place clothing in a zip-lock bag labeled with the child's name. There is a good possibility your child will get dirty throughout the day because of food, paint, markers, dirt, bubbles, etc. Children should be able to play and use glue without undue concern with their clothing. We will put on art shirts for painting, but sometimes accidents do happen.
- Please dress your child accordingly for play. We are not responsible for replacing stained or soiled clothing. We do suggest that you write your child's name on the tags of their clothing in order to prevent any clothing mix-ups.

Note: Please periodically check with your child's teacher to make sure they still have all the necessary items needed at school. Furthermore, as the weather changes throughout the year, so do your child's items (such as spare clothes) needed at school. We greatly appreciate your adherence to this subject, as it helps us and the children's day run more smoothly to have all of his or her necessary belongings with them at school, allowing to care for your child in the best possible way.

Toys

We have well-organized, separate, age-appropriate toys for the toddler and infant classes. Infants will not be allowed to be around or play with small objects and toys.

Please do not allow your child to bring toys from home except on designated sharing/show-and-tell days. As much as we try to encourage sharing, this seldom works when it is the child's own personal toy. Never send your child to childcare/preschool with toy weapons. **We are not liable for lost or broken toys sent from home.**

Field Trips

Here at EPM we **do not** transport preschool children by employee vehicles or the church bus for field trips. Parents are responsible for transporting your child to and from the field trip location, as well as remaining present throughout the duration of the field trip. All field trips need to be paid with cash before the designated date provided by your child's teacher. **Field trips are limited to only EPM students enrolled in the participating class.**

Birthdays

Parents are welcome to have a birthday celebration for their child in **his/her classroom** at EPM. Please be sure to discuss the arrangements with your child's teacher. Also, be sure to ask if any of the children have known food allergies and avoid those products. If you are handing out invitations for a party outside of school, we ask that you include all of the children in the class. If you do not plan on inviting **all** the children in the class, invitations will need to be distributed outside of EPM.

Communication between Parents and EPM

We at EPM believe childcare is a partnership between parents and the preschool. As such, mutual respect and communication are key. It is only through good parent/provider interaction that quality, nurturing care can be achieved. So that we can provide the best possible care, please feel free to communicate any needs, wants, and/or concerns regarding your child. EPM will communicate information through either email, the Brightwheel app, or notes sent home with your child.

Please be sure that you have a current email address on file with us. Additionally, EPM must be able to reach a parent by phone while the child is at preschool if the need to do so arises.

In all communications (written or verbal), EPM is committed to maintaining a tone of respect for and a Christian attitude towards all parents and enrolled children. Likewise, parental interaction with EPM staff should reflect respect and Christ-like behavior. If parents do not partner with EPM in caring for the child's needs or display disrespectful and/or un-Christ-like behavior, EPM reserves the right to terminate the enrollment contract, resulting in the child's immediate dismissal from the program.

Weather Emergency Procedure

In the event of inclement weather, we follow the Dothan City School decisions concerning closings, delays, or early dismissal, unless otherwise specified by the Evergreen Preschool Board of Directors. School closings will be announced on WTVY News 4, 99.7 WOOF-FM, and 94.3 JOYFM. **No tuition credit is available for weather closing/early dismissal days.** We will also communicate information through Brightwheel.

Evacuation Procedures

EPM has a plan in action for dealing with emergencies and natural disasters. In the unlikely event of an evacuation, the children will be directed to an emergency location and you will be notified by Brightwheel as soon as possible.

Reporting Child Abuse

We are required by law to report any suspected incidents of possible child abuse or neglect.

Cleanliness

We take the well-being of your child very seriously and work hard to provide an environment that is as clean as possible in order to help minimize and/or prevent the spread of germs. We thoroughly clean surfaces that children come in close contact with using soap and water, Clorox wipes, and Lysol. The high chairs are cleaned between each use, and the diaper changing tables are cleaned and disinfected between each diaper change. Hand washing is the single most effective practice in preventing the spread of germs. We wash our hands many times throughout the day, as well as the children's hands, before and/or after engaging in activities.

Sickness Policy

For the health and safety of your child and all of the children at EPM, **please do not bring your child to childcare/preschool if they are sick.** We can only care for children with mild cold-like symptoms that are otherwise feeling and acting well. Mild cold-like symptoms are clear runny nose, slight cough, and no fever. If your child is experiencing any of the following illnesses/symptoms, they may not return to school until:

- **Fever (100.4 degrees or higher)** child must be sent home on the day of fever and must stay home the following day as well. After this period the child may return to school once they have been 24 hours fever free without the use of fever reducing medicines.
- **Diarrhea (Infections & Teething)** if a student has diarrhea 3 times in a single school day they will be sent home for the remainder of the day and must stay home the following day as well. After this period, the student may return to school when the stool has returned to normal form.
- **Strep Throat** child may return to school 24 hours after treatment begins with no fever present.
- **Conjunctivitis (Pink Eye)** child may return to school when antibiotic eye drops have been used for 24 hours.

- **Upset stomach/Vomiting** child must be sent home on the day of sickness and must stay home the following day as well. After this period the child may return to school once they have been 24 hours free of sickness.
- **Impetigo** child may return to school when they have been treated with antibiotics for a full 24 hours.
- **Chicken Pox** child may return to school when all blisters have dried into scabs.
- **Lice** child must be sent home immediately and may not return to school until no nits can be seen.
- **Rash (except for mild diaper rash)** child will be required to be seen by a doctor for any rash present. If the rash is determined to be non-contagious, a note will be required from the child's pediatrician advising it is safe for the child to return to school.
- **Croup** child may return to school when they have been free of fever for 24 hours without fever reducing medicines.
- **Measles** child may return to school 6 days after onset of rash.
- **Ringworm** child may return to school 4 days after beginning treatment.
- **Hand Foot and Mouth** child may return to school once all blisters have dried.
- **Flu/RSV** child may return to school after 3 days (beginning on date of positive test) and after being free of fever for 24 hours without fever reducing medicines.
- **Covid** child must quarantine for 5 days (beginning on date of positive test).
- A child must be released from a physician after any hospitalization or surgical procedure.
- If two or more cases of any contagious illness occurs in your child's class, we will notify you immediately.
- When called to pick your child up, it is imperative that he or she is picked up within the hour.
- Any circumstance that is not present on this list will be handled at the discretion of the Director.

Note: The above list is not inclusive of all sicknesses requiring dismissal from class. However, it does include the most common illnesses to the preschool. Other signs of illness requiring attention are listed below.

Additional signs of illness include, but are not limited to, the following: unusual lethargy, irritability, persistent crying for no reason, runny nose (darker than clear), cough (more than slight), difficulty breathing, mouth sores, thrush, Roseola, hepatitis A, scabies, scarlet fever, fever viruses, RSV, tuberculosis, shingles, and any other contagious disease or rash.

***Any child with a fever of 100.4 degrees or above may not attend childcare/preschool.**

Note: Once the child is removed from childcare/preschool due to illness or fever, they may not return to childcare/preschool until symptoms requiring removal are no longer present. The child must also be void of any contagious disease, unless accompanied by a doctor's note stating the illness in question is not contagious, and the child is otherwise feeling well enough to participate in our daily schedule.

Head Lice Policy: EPM has a strict "no nit" policy. If a child is found to have head lice and/or nits, they will be sent home. The child may return to school if they have been treated and are completely lice and nit free. Upon returning, parents will wait with their child in the morning until a designated employee of EPM examines the child. If the child is found to still have lice or nits, they will be sent home again. If there are two or more students affected in any class, all parents will be notified that there is a presence of head lice in the class, and all students in the class will be examined.

State law requires that we notify parents of children who have been exposed to certain contagious diseases. Please notify us if your child becomes infected so information can be sent to other parents.

Medication

We will only dispense certain doctor prescribed medications to the children, given that they are no longer contagious, and only if the medication consent form has been signed. Examples of these would be antibiotics for ear infections, and Tylenol for teething or pain associated with bumps or bruises (not to bring down a fever). If you are not sure if we will administer a certain medication or not, please feel free to ask. A medication form must be filled out by the parent with dosage and directions.

Health/Special Circumstances

In rare instances, children may develop ongoing health issues. EPM strives to serve students who have ongoing physical/developmental challenges, when possible, but we recognize that we may not be able to meet all of a child's health needs. EPM, therefore, reserves the right to accept or deny special or long-term care requests. EPM will consider the individual needs of the child and the request(s) of the parent(s). If the child's needs can be met within the scope of EPM's human and financial resources, all efforts to provide that care will be made.

If the Director believes the child's needs and/or parent's request(s) may fall outside EPM's human and financial resource limits, the Director will communicate the request to the EPM Board of Directors, who will make the final decision.

Medical and Dental Emergency Procedures

Emergency information is kept on file at EPM. In case of illness or injury this information will be used to notify you, or the person designated by you, of your child's status. If your child is injured while attending childcare/preschool, first aid will be administered. If treatment by a doctor is necessary, we will make every effort to contact you or the doctor you have chosen to treat your child. In all cases, an injury report is completed, and a copy is given to the parents. Authorization for emergency treatment

must be signed at the time of enrollment to ensure that in the event of an emergency, we can ensure your child receives the necessary emergency treatment he or she needs.

***It is very important that all emergency contact information is kept up-to-date and correct. Please inform us immediately of any changes to your information.**

****Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation if required.**

Note: In case of a serious accident or sudden illness requiring immediate medical attention, the following procedures will be followed.

1. A phone call to 911 is made.
2. Child's parents (or emergency contacts) are called.
3. Child is separated from the other children and appropriately cared for.
4. Parent, provider, or ambulance takes the child and health records to the doctor or hospital.

Guidelines – What Is Asked of Children

1. No playing in the bathroom.
2. No coloring on anything but paper.
3. Name calling, foul language, and yelling are not allowed.
4. No hitting, kicking, pushing, pinching, biting, spitting, or pulling hair.
5. Take turns and share.
6. Help clean up.
7. Laugh, smile, play, and be happy.

Behavior Management

We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We also try to teach the children in our care manners, kindness, and respect for others. One of the ways we do this is by the example we as providers set. We understand that our actions and reactions speak much louder than our words. The rules of EPM are frequently explained to the children so they know what is expected of them. Once a child is old enough to understand the rules and disobeys them by exhibiting inappropriate behavior (talking back, defiance, etc.), hurting others or property, the following developmentally appropriate guidance techniques will be used. These techniques are as follows:

1. **Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
2. **Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
3. **Time-Out:** The child is separated from the group for an age-appropriate amount of time (one minute per one year of age). This technique is only used when a child repeatedly will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting himself, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

If Time-Out doesn't deter the inappropriate behavior, the child will then visit the Director to discuss their actions.

It is our policy that under no circumstances will any personnel at EPM spank or otherwise physically discipline a child.

Disciplinary Action

EPM will make every effort to work with parents of children having difficulties. However, EPM must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the learning environment or the physical or emotional well-being of others may require the following actions:

- **Parents will be called to pick up a child if disruptions continue beyond what can be reasonably managed inside the classroom.**
- **Initial consultation (Director and Parent)**
The Director may require the parent(s) of any child who attends EPM to meet for a conference. The problem will be defined on paper. Goals will be established, and both the parent(s) and the teacher will be involved in creating solutions for the problem.
- **Second consultation (Director and Parent)**
If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not satisfactory.
- **Third consultation (Director and EPM Board of Directors)**
If both the first and second consultations with the child's parent(s) are unsuccessful, the Director will schedule consultation with the EPM Board of Directors to determine if dismissal from the program is necessary.

Suspensions

Standard of Suspensions:

Suspensions may be issued for either one day, three days, or five days depending on the continuation and/or severity of the behavior of the child. Due to the ever-changing nature of children, the Director reserves the right to suspend any student at any time depending on the egregiousness of the behavior. Tuition will not be refunded during a suspension.

Discharge Policy

The Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- non-payment or excessive late payments of tuition;
- not observing the rules of the preschool outlined in the Parent Handbook;
- physical and/or verbal abuse of staff or children by parent or child;
- at the recommendation of the EPM Board of Directors.

*Per the statement at the beginning of the handbook, EPM reserves the right to legally enforce the financial obligation set forth by the EPM Handbook for the remainder of a contract if enrollment is terminated before the end of the contractual period.

Photographs and Media Policy

Your child may be included in pictures connected with our childcare program, unless otherwise specified by you the parent. This will include our website and Facebook. No names will ever be used.

Contract Adherence

Please be respectful of our facility by adhering to the policies and procedures outlined in this parent handbook.

Please keep your parent handbook accessible so you can periodically review our policies and procedures as necessary. We reserve the right to amend any portion of the Parent-Provider Contract/Enrollment Application and Parent Handbook at any time. If and when we do make a change to the contract, you will be notified.

A Final Note

It is important that you feel comfortable with our policies and procedures. If you do not understand something, have a concern, or feel uncomfortable with one or more of our policies and/or procedures, it is important that you express that to us before enrolling your child in our childcare. We are always open to suggestions and feel communication is a very important part of the Evergreen Preschool Ministry. If there are any problems or concerns in the future, we encourage you to talk to us about them. If a lengthy discussion is needed, a time that is convenient for both the Director and parents will be scheduled.

Thank you for the opportunity to work with you and care for your little one(s). Children are a blessing from the Lord. We look forward to a future of keeping your child smiling and safe as they grow in body and spirit.

Parent Handbook Consent Form

Please Sign and Return

By signing below I/we acknowledge that I/we fully understand and agree to abide by all of the policies and procedures represented in the Evergreen Preschool Ministry Handbook.

Child's Name: _____ Class: _____

Parent's Signature

Parent's Signature

Date

Date