



7406 Ward Parkway | Kansas City, Missouri 64114



PARENT HANDBOOK

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WELCOME!

We are happy to welcome you to the family of Ward Parkway Preschool Parents. The staff and Directors of Ward Parkway Preschool look forward to working with you to provide a fun, meaningful, and exciting early childhood experience for your preschooler.

BRIEF HISTORY

The Ward Parkway Preschool was organized in 1966 by a committee from the Session of the Ward Parkway Presbyterian Church. The first class had 14 children enrolled and a staff of 2 teachers. Today the total enrollment is approximately 120 children with a staff of 15 teachers, plus 2 directors, and 2 physical education teachers.

The Preschool has a Governing Board whose chairman is appointed by the Session, three members from the congregation, a staff representative, plus the pastor of the Ward Parkway Presbyterian Church and the two directors of the Preschool.

PHILOSOPHY

Ward Parkway Preschool believes:

- that all children truly are “a gift from God”. (Psalm 127:3)
- that all children have an insatiable curiosity to learn about the world around them. If children are provided with a rich environment, they will come up with highly creative ways of constructing their own knowledge in ways that are appropriate for their age.
- that play is one of the major ways young children construct knowledge.
- that clear thinking, decision making and problem solving are basic skills learned through practical play relationships and healthy interpersonal experiences.
- that the use of worksheets and rigid academic drills are NOT appropriate for preschool children, and lead to boredom, self-defeat and the loss of the pure joy of learning.



CURRICULUM OVERVIEW

Ward Parkway Preschool offers a loving, Christian environment where each child can develop spiritually, physically, socially, emotionally and intellectually through developmentally appropriate activities. These activities are based on the Constructivist Theory that children learn best and are more excited about learning when they are actively involved in constructing their own knowledge through interaction with the physical and social world as they understand it. As stated in our philosophy, play is one of the major ways in which children construct knowledge. In addition, we implement Creative Curriculum as well as Handwriting Without Tears Preschool Curriculum called Get Set For School.

Our teachers develop thematic units which are relevant to the children's lives and take into account the children's own interests and needs. Activities are planned within the framework of each thematic unit that allow the children to discover, explore, question, observe, experiment and problem solve in a hands-on environment. In addition to their regular classroom activities, children have many other learning opportunities through our PE program, outdoor play and enrichment programs.

SAMPLE DAILY TIME SCHEDULE

9:00–9:05	Arrival
9:05–9:20	Circle (Calendar, Weather, Job Charts, Introduction of Theme/Learning Unit)
9:20–10:00	Free choice in Learning Centers and small groups
10:00–10:10	Clean-up
10:10–10:30	Playground
10:30–10:45	Bathroom/Wash Hands/Snack
10:45–11:05	PE
11:05–11:25	Circle (Music, Creative Dramatics, Story)
11:25–11:50	Science and Math
11:50–12:00	Bathroom / Wash Hands
12:00	Dismissal for 1/2 day classes*
12:00–12:30	Lunch
12:30–12:45	Quiet Time*
12:45–1:15	Outside
1:15–1:25	Bathroom / Wash Hands
1:25–1:55	Center Time
1:55–2:15	Closing Circle/Story Time
2:15–2:30	Review of the Day/Dismissal

* For older children that stay for a full-day of the Preschool (9-2:30), a short "quiet time" is provided after lunch. Soothing music and books are offered during this period.

GOALS

The Preschool Board states the following overall goals for the Ward Parkway Preschool:

- To provide high quality, developmentally age-appropriate early childhood education in every area of growth and development.
- To provide many opportunities to question, wonder, discover, explore and discuss experiences.
- To provide a Christian perspective from which the child views and accepts all of life—communicated by the way each staff member speaks, acts, listens, looks, helps, reacts and cares.



OBJECTIVES

As the staff prepares the environment and plan, one or more of the following specific objectives will be focused on in each activity of every class session.

The child will:

- Separate from parents and feel secure, comfortable and happy.
- Make new friends, and build relationships of trust and respect with peers and adults.
- Consider feelings and perspectives of others in working and cooperating together.
- Learn to negotiate, solve differences, make and apply rules.
- Become responsible and take initiative.
- Build self-confidence and increase self-esteem.
- Become curious and develop the ability to reason, discover and wonder.
- Show creativity in various ways.
- Classify in categories.
- Seriate order of objects.
- Construct space and time relationships, and observe seasonal changes and passage of time.
- Construct numerical relationships and logical mathematical knowledge.
- Observe reaction, cause and effect.
- Know personal information.
- Know about the community and our country.
- Know conventional manners, customs and notations (name of letters, numbers, colors and shapes).
- Represent ideas and feelings through Pretend Play.
- Represent ideas and feelings through Movement.
- Represent ideas and feelings through Music.
- Represent ideas and feelings through Art and Construction.
- Use language to communicate ideas, feelings with peers and adults.
- Construct meaning from language, and listen and follow directions.
- Expand, refine and organize language skills.
- Be aware of symbols used for communications, and experience writing as it is meaningful.
- Develop motor skills for personally meaningful purposes (large and small).
- Develop safe and healthy living practices.
- Be aware of God's beauty and greatness in our world, and His wonderful love.
- Learn of Jesus...as a Baby... Growing Boy... Stories He taught as a Man.
- Have FUN!!!



SCHOOL YEAR – SCHOOL HOURS

Ward Parkway Preschool is a 9 month program. We will generally start the last Monday of August and run through the 3rd Friday of May. However, every year we will look at the calendar and adjust our school year based on how the calendar falls. The Preschool year generally consists of 33-34 weeks of Preschool.

The hours for children to attend Preschool are:

8:00–9:00am Before care

9:00–12:00pm for all morning only
(1/2 day) classes.

9:00–2:30pm for all full day classes.

12:00pm – until picked up – or 2:30pm for
After-Care. (Must be picked-up by 2:30 p.m.)

Before Care is available at a cost of \$5 per 30 minutes or \$10 per hour and is available T-Th. You must pre-register by signing up in the book outside the office. Before Care sign-ups are due by the 20th of the month before so that we can bill you with your upcoming tuition.

After-Care is offered for Orange Room children only and available 12:00-2:30. Parents can sign up their child for After Care with the Orange Room teachers on the day they wish for them to stay.

SCHOOL HOLIDAYS

There are several school holidays during the year when NO classes are in session.

Thanksgiving – The week of Thanksgiving
Christmas / New Years (10 days to 2 weeks)
Martin Luther King’s Birthday

Teacher work day – Noon dismissal on the
Thursday prior to P/T Conferences
Parent-Teacher Conferences – 1 school day
Presidents’ Day

Spring Break – One week in March
Holy Thursday - The Thursday before Easter

SNOW DAYS

“Ward Parkway Preschool will be closed for inclement weather when Shawnee Mission School District OR SW Catholic Pod closes. The SW Pod includes Catholic schools in Missouri such as Visitation, St. Peter’s, St. Elizabeth’s, St. Thomas Moore, and Christ the King.

If EITHER “district” is closed, Ward Parkway will also be closed. We will let you know of this decision by sending an all school Brightwheel message and an all school email.

Ward Parkway Preschool also reserves the right to close school for city wide celebrations.



PROFESSIONAL MEMBERSHIPS AND RESOURCES

The Ward Parkway Preschool was the first early childhood center in the Kansas City area to be accredited by the Missouri Center for Voluntary Accreditation. This “stamp of approval” was received in 1985. Accreditation is valid for a term of 3 –5 years, and Ward Parkway has gone through this process 6 times to keep it’s accreditation up-to-date. Ward Parkway Preschool was a founding member of the Christian Early Childhood Association in 1968, and has maintained an active membership each year. A 2-day Training Summer Seminar is provided each August. Ward Parkway has had an active membership in the Association for the Education of Young Children since 1967. Staff members attend local, as well as State and National AEYC Conferences.

For professional resource references we have available in an advisory capacity:

Child Care Source for Resource/Referrals
Children’s Therapy Group (Speech/Hearing)
Children’s Mercy Hospital Developmental Medicine
Christian Preschool Association
Greater K.C. Association for the Education of Young Children
Heart of America Family Services
K.U. Medical Center Child Development Unit
Midwest Whole Child Development Group
Missouri Accreditation Center
National Association for the Education of Young Children
Parents as Teachers
Research Medical Center Communicative Disorders
St. Luke’s Hospital Pediatric Therapy Center
“Guide to Community Resources”
booklet in Office



When dropping off or picking-up your child(ren), please park in the designated parking spaces in the south or north parking lots. Please Do NOT leave babies or small children unattended in the car when coming into the school. Do NOT leave a purse or other valuables in your car. As a safety measure, please walk your child to the front entrance of the school to drop him/her off. Use the Brightwheel app to sign your child into school. When picking up your child at the end of the day, please pick them up from the classroom door. Teachers will dismiss each child individually as parents arrive.

IT IS MOST IMPORTANT FOR THE PRESCHOOL TO HAVE TELEPHONE NUMBERS IN EACH CHILD'S FILE WHERE PARENTS OR DESIGNATED EMERGENCY PEOPLE CAN BE REACHED DURING ALL SCHOOL HOURS. IN CASE OF EMERGENCY, EVERY EFFORT WILL BE MADE BY THE PRESCHOOL TO CONTACT EITHER THE MOTHER OR FATHER IMMEDIATELY.

Authorization for Pick-Up

Please inform the office and your classroom teacher if someone other than a parent or your child's typical pick up person will be picking up your child from school.

The outside doors to the preschool building are kept locked at all times. Parents may access the building by ringing the door bell on the South playground door that is equipped with a camera. The camera can be viewed in the preschool office and we will buzz you in. The office is also equipped to communicate through a speaker if we do not recognize the person at the door. The doors are equipped with safety locks, which means that the doors push open from the inside even when locked, but cannot be opened from the outside.

Both the South door, as well as the church office West door, have door bells, so parents or visitors can summon someone to let them in anytime.

Children are not allowed to wander in the halls or go alone to use the hall bathrooms. One of the teachers always accompanies a child or group of children.

Two adult teachers are with the children at all times. If one teacher has to be absent, a substitute teacher will be brought in to take her place. The directors are available to help in the classroom if needed.

Fire and Tornado Drills

The State Fire Marshall requires us to have fire drills monthly. Each class has a prearranged route out of the building, and their designated spot to assemble on the South parking lot. We can vacate the building in 2 minutes!

Tornado drills will also be held several times throughout the year. All classes go to the PE room in Fellowship Hall. The directors will have a battery radio, flashlights, a First-Aid Kit, a cellular telephone, and emergency telephone numbers of all preschool families.



HEALTH AND SICK CHILD POLICY

Please DO NOT send your child to school if he/she has any of the following:

- temperature of 99.9 degrees or more
- diarrhea, cramps
- nausea, vomiting
- sore throat, chills
- rash, red bumps, watery blisters
- eyes watery, bloodshot, itchy, discharge
- headache
- runny nose-yellow or greenish mucus
- discharging ear or earache
- croupy cough
- any unusual discomfort that prevents having fun – listlessness, weakness, drowsiness or flushed face

All or any of these symptoms could mean that your child is carrying a communicable disease or infection, and should be kept at home for his/her own sake, and to protect the other children in the classroom.

The “Exclusion-from-School” policy, as stated by the Department of Health is as follows:

- **common cold**
when no fever of 99.9 degrees or more for 24 hours
- **diarrhea**
when no diarrhea for 24 hours
- **nausea, vomiting**
when no symptoms for 24 hours
- **streptococcal infection**
24 hours after treatment with antibiotic
- **pink eye**
when eyes are no longer watery, bloodshot itchy or with scratchy discharge on lids and on medication 24 hours
- **influenza**
when no fever of 99.9 degrees or 24 hours
- **chicken-pox**

7 days after rash began, and blisters are all dried

- **head lice**
when all lice and nits have been removed, and a pediculicide shampoo has been used
- **pinworms, impetigo, ringworm**
24 hours after medical treatment received and with a note from a treating Physician
- **“Fifth” Disease**
when fever-free for 24 hours

Upon return to school after any one of the above illnesses, please present a note from you or your doctor regarding the treatment the child received and his/her well-being.

If your child becomes ill at school, you will be called and expected to come for him/her immediately. We MUST have phone numbers where parents or emergency pick-up people may always be reached.

All parents are asked to sign an “agreement” that they have been informed of the school’s required health and safety inspections, the staff-to-child ratios in each classroom, the latest background check on each staff member, the discipline policy, and the education philosophy of the Ward Parkway Preschool. This agreement is called the “Notice of Parental Responsibility” and parents’ signatures are needed at the bottom of the form.

The school’s health and sick child policy on page 9 and 10 of this Handbook is important to keep in mind all year. On the back of the health form is an agreement that states when a child is ill, he/she will be kept home until well and contagion is gone. The school must have the parent’s signed “Authorization for Emergency Medical Care”.



HAND WASHING

The most effective means of preventing the spread of disease is careful hand washing. This is particularly true for upper respiratory tract infections.

At preschool, we ask that your children wash their hands with soap and water upon arrival to school each morning. During the day, our staff will try to protect your child against contagious ailments from peers by careful and thorough hand washing before eating, after using the restroom, after wiping their nose, and after outdoor play. This is a skill and responsibility that should also be practiced at home.

FINANCIAL POLICY

You paid your child's last month's tuition when you enrolled. Monthly tuition is billed on the Brightwheel App on the first school day of each additional month of the school year. A \$10 late fee will be applied to your tuition account if monthly tuition is not paid by the 10th. In addition, a \$35 fee will be collected by the Preschool if your payment is returned for insufficient funds. If you need a receipt, you can access it on your Brightwheel Account.

Because of the school's commitment to the teachers' salaries and other budgeted items, NO adjustments can be made to your tuition for school closures due to snow days or

DISCIPLINE POLICY

The classroom teachers at Ward Parkway know the range of appropriate behavior for the age of children in their class, and do not expect the impossible!

IMMUNIZATION REQUIREMENTS

Missouri State Law, Section 210.003 RSMO, requires all facilities caring for ten or more children to NOT permit children to enroll in, or attend, unless they have been completely immunized, are in the process of being immunized, or have a parental exemption card on file. This law also requires that the facility keep an immunization record with month, day and year of all immunizations listed for every attending child, and submit an annual summary report on the status of all preschool-age children.

For this reason we MUST have an up-dated health form completed with this detailed information at the beginning of each school year.

other unexpected events. In addition we are unable to credit your tuition in the event of a child's absence from class.

If monthly tuition is 2 months delinquent, parents must pay or present a letter of intent to pay to the school. If neither are received the child's enrollment will be terminated, and another child enrolled. The use of Before and After care is discouraged until your child's tuition account is up-to-date.

BEFORE and/or AFTER Preschool Care fees will be added to your child's Brightwheel billing plan at the beginning of the month. This amount will be due with your monthly tuition.

The teachers will use positive management, rather than negative. They will use the words, "No" and "Don't", as little as possible. They will lead a child to think and decide what he or she



should do, rather than dwell on what he or she should not do. They will try to find and deal with the cause of unacceptable behavior, rather than the result. Feelings will be thought about to make decisions that lead to social acceptance and happy peer relationships.

The goal of Constructive discipline is for children to control themselves by becoming good thinkers, decision makers and problem solvers.

Corporal punishment (including, but not limited to, verbal abuse, demeaning remarks, slapping, hitting, spanking, kicking, pushing, jerking) will NEVER be used with any child. If

this is violated, an immediate investigation will be made. If guilty, the teacher responsible will be terminated.

The Ward Parkway teachers will always let a child know he/she is loved, even if his/her behavior is not, and will at all times build-up the child's feelings of self-worth.

INJURED CHILD PROCEDURES

During Preschool hours each teacher is aware of her responsibility for the safety of the children in her class. There are two adult teachers with each group of children at all times, indoors or out.

If a child is seriously injured, and cannot move or get up unaided, one teacher will stay with the child while the other teacher goes for help.

The parents will be called immediately. If they cannot be reached, the information on each child's health form under Authorization for Emergency Medical Care will be used as we continue to try to reach the parents. If the directors and teachers feel the injury is life-threatening, 911 will be called.

In the case of all accidents, no matter how slight, an injury/incident report will be written. One copy will be given to the parent and one copy will be kept in the child's file.

Each classroom has a box of Band-Aids to put on minor scratches after they have been washed with soap and water. The Preschool

also has a supply of soft iced pads to apply to minor bumps.

All Ward Parkway Staff are required to receive First-Aid and CPR Training on a yearly basis.

SPLINTERS

1. Clean the area with soap and water. If the splinter is wood, clean but don't soak.
2. Gently remove with clean tweezers or a needle washed with alcohol or heated with a match.
3. Wash the area again after the splinter is removed.
4. If the splinter won't come out, see your pediatrician within 24 hours to avoid infection.

BLEEDING

1. Apply constant pressure with gauze pads or a clean cloth over the cut for several minutes.
2. If possible, elevate the cut above the level of the heart, unless you suspect a fracture.
3. If bleeding soaks through the bandages, add more on top: Don't remove the bottom ones



4. Seek medical assistance for severe bleeding only after you've tried to stop the bleeding, unless someone else is available to call for help sooner.

NOSEBLEEDS

1. Sit the child up, head slightly forward.
2. Pinch the nostrils between your thumb and first finger for 5 to 10 minutes. Don't cheat and peek every few seconds to see if bleeding has stopped.
3. If you can't stop the nosebleed, call your pediatrician. For persistent nosebleeds, or if bleeding is excessive, also check with your doctor.

ANIMAL AND HUMAN BITES

All bites, including human, easily become infected.

1. Wash the bite with soap and water gently.
2. Cover with sterile gauze.
3. See your doctor for any bite on the head or neck, or severe bite elsewhere.
4. Check your child's last tetanus shot and ask your doctor if a booster is necessary
5. Check with your pediatrician or emergency facility about the possibility of rabies.

BROKEN BONES

1. If there's any possibility of the neck or spine being injured, or if a leg shows an obvious deformity, do not move or pick up the child. Call 911 for assistance.
2. For a possible broken arm or finger, or a leg injury without any visible deformity, use any available firm, well-padded surface of appropriate size – a magazine, board wrapped with a towel or so forth – to keep the injured part from moving while you take the child to medical help.
3. Apply cool compresses for pain and swelling, but do not put ice on the injury.

EYE INJURIES

Never use drops or ointments for any injury without checking with your doctor.

Chemicals in the eye:

1. Hold the eye open under running water for 15 Minutes or as long as the child will let you.
2. Call your pediatrician, poison-control center or ophthalmologist with the exact name of the substance to find out if your child should be seen.

Foreign material in the eye:

1. If you can see the offending matter, try flushing with water or wiping a moist cotton swab gently over it.
2. If it is not easily removable, bandage both eyes shut to relieve pain and get the child to your pediatrician, ophthalmologist or emergency facility. Sometimes what seems like something in the eye is really a scratch.

Blunt trauma to the eye:

Always see a doctor, especially if there is a black eye, swelling, or if your child complains of flashing lights, floating specks or blurred vision.

Sharp objects striking the eye:

1. Do not remove anything in eye or try to wash.
2. Get the child to an emergency room immediately.
3. Keep the child quiet, preferably on her back.
4. Cover both eyes loosely. Do not apply pressure.

BEE, WASP AND ANT STINGS

For routine bites and stings:

1. Remove the stinger with a scraping motion, using your fingernail or a clean, dull knife. Do not pull out.
2. Apply cold compresses to relieve pain, but do not use ice.
3. If you suspect a black-widow-spider bite, watch for abdominal pain, muscle spasms, vomiting, sweating, swollen eyes, and



severe pain. In a baby, the only sign may be uncontrollable crying. If this happens, take your child to an emergency room.

HEAD INJURIES

If your child is knocked out, call 911 to transport the child to an emergency room. Most head injuries, however, are minor and require only close watching.

1. If your child is crying and yelling, wait a few minutes until this down before assessing damage. Remember, a vigorously crying child is not unconscious or having trouble breathing.
2. If it is naptime or bedtime, let your child sleep and check every hour two to make sure the child can be roused, is not vomiting, and breathing well.
3. Call physician immediately for: vomiting; fluid drainage from ears or nose; unequal pupils; weakness of one side of the body; difficulty walking or speaking; headache that gets worse and worse; diminishing alertness or confusion.

POISONING

Any nonfood substance swallowed by a child is a potential poison.

1. Get the container and then call your pediatrician, poison-control center or local emergency room. You will be asked the exact brand name and other questions.
2. Do not make the child vomit unless you are told to do so. Some substances do more harm coming up than staying in the stomach.
3. If you are instructed to take the child to the emergency room, take the container with you.
4. Drive slowly and carefully. You have time – you don't need to run red lights.

MINOR BURNS

1. Immerse the burned area in cool water or apply cool compresses for 15 minutes. Do

not use ice.

2. Do not apply ointments or creams.
3. Leave blisters intact.
4. See your pediatrician right away for any burns in infants and burns of the face, hands, feet or genitals in older children.
5. Cover burns loosely with a cleandressing.

KNOCKED-OUT TOOTH

1. Rinse the tooth gently in running water to clean it. Do not scrub it or use any soap or cleaning agent.
2. Gently insert the tooth into the socket and hold it there – if your child allows you to do so.
3. If you can't insert the tooth, put it in a clean container and cover with milk, preferably, or cool water.
4. Get to a dentist within 30 minutes if possible.



GET-ACQUAINTED CONFERENCES

On the first day of Preschool, we will schedule small-group, Back to School conferences for each child and his/her parent. These conferences will be in your child's classroom and will last 50 minutes. You will be sent a letter in August with details of this first day.

PARENT-TEACHER CONFERENCES

In January or early February, Parent-Teacher Conferences are scheduled. Sign-ups for these important meetings will take place via sign up genius that will be emailed to you. There will be 1 full day of conferences for each classroom, and on this day there will be no preschool for your child. Parents are urged to leave all children at home for this conference time. We are unable to provide child-care for these conferences so parents are urged to trade with another parent in the classroom or ask a family member or neighbor. You and your child's teachers will have a much more open discussion if "little ears" are not in the room.

The teachers will prepare a conference report from their observation of your child's behavior and development in the preschool classroom setting. Part of a good conference is listening to you parents as you share your home observations, expectations, and your thoughts. Please come prepared to share and ask questions.

Additional progress conferences may be scheduled at any time a parent or a teacher feels it is needed. The school's policy is "NEVER discuss a child with the parent while the child, or his classmates are present", so please DO NOT try to hold a conference at the classroom door. You may make a special appointment, by phone or Brightwheel message, and your teachers will be happy to arrange a time to meet with you.

COMMUNICATION

The Directors will send school wide communication through email. Any classroom or child specific communication will generally happen through the Brightwheel App by your teacher or the Directors.

BIRTHDAY CELEBRATIONS

Your Child's birthday is a very important day, and we want to celebrate it at Preschool. Even the summer birthdays will be celebrated during the school year.

Your child's teacher will make a birthday calendar for each month, so each child had his very own "Special Day", and you will know about it ahead of time.

If you wish to send treats for the children, we encourage you to send simple, nourishing and healthful snacks. PLEASE CHECK WITH YOUR CHILD'S TEACHER REGARDING FOOD ALLERGIES! Please remember, that we do not have the facilities to refrigerate snacks or lunches for the children, so always send food which can be kept safe at room temperature in the classroom. In any case, it will be a happy time of CELEBRATION!

POTTY-TRAINING

All children MUST be completely potty-trained and able to go to the bathroom with a minimum of assistance. We do not have changing tables in our classrooms or bathrooms. Children may not attend Preschool in pull-ups or diapers!!

SCHOOL CLOTHING

Your child should be fully dressed when arriving, in clothing that is easily cleaned and appropriate for comfortable play and movement.

The Preschool is NOT responsible for paints, markers, snacks, etc., on clothing; however, we do try to use washable material or items in the classrooms.

Outdoor play is a daily occurrence, so dress your child appropriately for the weather. It is very important that all coats, jackets, hats, sweaters, mittens, boots, etc., worn to school be marked with your child's name, or special identification that your child can easily recognize.

We encourage each child to be responsible for his own items of clothing.

TOYS FROM HOME

The Preschool discourages children from bringing large expensive toys from home because we cannot be responsible for their damage or loss.

Toy guns and weapons are NOT allowed in the classroom and should never be brought to preschool.

Items that are brought for appropriate "show and tell" should be marked with your child's name or identification. This will help keep them out of the Lost & Found.

EVALUATION

The Ward Parkway Preschool treasures the ideas and suggestions of our parents. The Preschool office is always open and we

welcome your visits throughout the day. You also have the phone number of both directors, as well as your classroom teachers, and your phone calls are welcome at anytime.

Toward the end of the preschool year, an evaluation form will be sent home to you. It is our hope that you will thoughtfully complete it and return it to the Preschool office. You may, or may not, sign your name. Your comments will be kept confidential, and will be prayerfully and carefully considered in our planning.

UN-ENROLLED CHILDREN VISITING

Because of the tremendous responsibility the Preschool teachers have for their students, visitors who are not enrolled, are discouraged from attending. However, if a parent requests that a guest visit Ward Parkway Preschool for a session, this, must be cleared first with the two classroom teachers and then the directors.

The Preschool has a visitor's registration form with space for emergency information. This must be filled out and given to the classroom teachers, along with a fee of \$30.00 per 1/2 day.

SUPPLIES NEEDED FROM PARENTS

Each family is asked to provide individual school supplies for their child as well as a few school wide supplies (such as paper towels & Kleenex). A list of the needed supplies will be distributed to families during the summer mailing.

A small activity fee (approx \$35-\$50/year) for each child is added to your Brightwheel account at the beginning of the school year. This fee helps pay for special classroom activities such as cooking, pizza parties, themed lunches, photo processing and/or special gifts.



NOTICE OF PARENTAL RESPONSIBILITY

The Parental Responsibility form will be handed out at Back to School conferences and must be signed by you and returned to the preschool for your child's file, showing you have been informed of the following:

- This preschool is license-exempt, except for health and safety regulations
- Inspection dates
- Dates of background checks on all staff
- Ratio of staff to children in each age group
- Educational philosophy and objectives
- Discipline policy
- Health and sick child policy
- Un-refrigerated lunches for extended-day and after-care

Foods which are NOT SAFE in lunches unrefrigerated:

- Milk or milk products
- Shellfish
- Meat
- Eggs
- Fish
- Poultry
- Soy-protein foods
- Cooked Potatoes
- Raw seed sprouts
- Cooked Beans
- Melons
- Tofu

Served alone or as ingredients potentially hazardous foods are especially vulnerable to micro-organisms, which are the major cause of food borne illness.

GRIEVANCE POLICY

The directors of the preschool are always available to all staff and parents for any type of grievance, criticism, or suggestion. Both directors can be reached on their cell phones at any time. Problems should be met head-on quickly and not delayed. If an employee or a parent has a grievance that cannot be resolved with the directors, a written report may be submitted to the Preschool Board of Directors or to the Church Pastor. A meeting will be scheduled to discuss the concerns and reach a resolution.

RECORDS AVAILABLE TO PARENTS

The following documents are on file in the preschool and are available to parents upon request:

Family Care Safety Registry background screening for –

- criminal history information
- child abuse/neglect information
- foster parent license denial, revocation, or suspension information
- employment disqualification list information

License-Exempt Inspection from the Missouri Department of Health, including –

- Sanitation Inspection Report
- Fire Safety Inspection Report

Accreditation Materials and Report from –

- Missouri Board for Accreditation of Early Childhood Programs
- Christian Early Childhood Association

Developmental Records of Your Child, including journals, screening results, photographs, observation notes, and work samples

Professional Development Training of your child's teachers



