

# Welcome to Concordia Preschool!

2022 - 2023

**Pastor:** David Kummer  
**Director:** Helen Spillan  
**Faculty:** Erin Chandler      Jane Doran      Susan Dramis  
Christine Imburgia      Julie Moore      Ryan Lawes  
Cristina Savage      Robin Scott      Susan Sims  
Anne Smookler      Kate Spillan      Beth Ann Troy  
Mary Wright

## History and Mission Statement

Concordia Preschool is a non-profit preschool that began serving the community in the fall of 1981. At Concordia Preschool, our caring and well-educated staff strives to provide a stimulating and positive learning environment for its students and families. We cherish each child's uniqueness and special abilities and are committed to fostering growth and development in all aspects of the child with our early childhood education program.

## Philosophy

In our program, families can expect their child to feel happy, safe and loved. Our caring and experienced teaching staff strives to provide students with positive learning experiences and relationships. We use a variety of age appropriate materials and activities to help students achieve developmental milestones in a fun and interactive way. Recognizing parents are a child's first teacher, we also hope to provide you with any information you desire to foster and continue your child's learning at home.

## Governing Body

### Advisory Board

As a non-profit organization, Concordia Preschool is governed by an Advisory Board. The Advisory Board meeting times are posted each month. The minutes from the meetings are posted on the bulletin board in the lobby as well as the school website. There is a parent representative from each class, two teacher representatives, a church member, Pastor or Minister of Family Life and the Director on the board. The primary responsibility of each parent representative is to bring parental comments and concerns to the attention of the board. The parents on the board serve as chairpersons for the following committees: Playground, Dessert Night, Fundraising, and Emergency Planning. Please contact your parent representative if you have any suggestions concerning the policies or operations of the school. The following are the 2022 - 2023 Advisory Board Executive Committee members elected in May:

<u>Name</u>	<u>Role</u>	<u>Phone#</u>	<u>Email</u>
Helen Spillan	Director	302-584-5327	director@concordiapreschool.org
Kaitlin Dyer	President	619-955-2054	kaitlindyer@me.com
Carrie Lehman	Co-Vice Pres.	302-242-2258	clehman0712@gmail.com
Brooke Fernandez	Co-Vice Pres.	302-561-4530	brookebensonfernandez@gmail.com
Julie Moore	Treasurer	302-540-9038	treasurer@concordiapreschool.org
Annie Masone	Secretary	302-383-6818	annie.masone@gmail.com

Your class representative will be announced within the first few weeks of school.

The monthly meetings are **open to all parents** and will be held on the following dates either in the church library or over Zoom at 7 pm:

Sept.12, Oct. 17, Nov. 14, Dec. 12, Jan. 9, Feb. 13, Mar. 20, Apr. 17 and May 8

## **Programs**

2 day 2s

3 day 3s, 5 day 3s

3 day 4s, 5 day 4s, Readiness

Class size maximums are:

2 year old classes – 12 children

3 year old classes – 13 children

4 year old classes – 14 children

Readiness class – 16 children

## **Preschool Hours**

9:00 a.m. to 12 p.m.\*

\*Two year old classes will dismiss at 11:00 for the first few weeks of school. Beginning in October, they will dismiss at noon. We have found that this progression to a longer school day provides a smoother transition for children of this age.

## **Daily Class Schedule**

The teacher is required to post the daily activities and lesson plan. Lesson plans are based on best practices and accepted research in the field of early care and education and aligned with the “Delaware Early Learning Foundations” and “Creative Curriculum”.

The teacher develops and follows a schedule that includes time for active and quiet play, indoor and outdoor activities and both free choice and staff directed activities. The schedule is flexible based on the needs and interest of the children.

The teacher will ensure that there are daily opportunities for children to learn in the following areas:

- Language and Literacy, such as books and writing materials
- Dramatic Play, such as play materials, furniture, dress up and props
- Construction/Blocks, such as unit blocks and accessories
- Creative Arts, such as drawing materials, clay or play dough
- Manipulation/Mathematics/Problem Solving, such as puzzles, small construction toys or objects to sort
- Cooking or food exploration/healthy habits or comparing taste/texture of different foods
- Science and nature investigation
- Music and rhythm
- Multisensory play such as sand, play doh or water

Please have your child bring a backpack or tote bag, **clearly labeled** with your child’s name for transporting papers, projects, and parent/teacher communications. Please check your child’s backpack each day for papers.

## **SAMPLE SCHEDULE:**

8:50 – 9:50 Arrival/Centers/Free time  
9:50 – 10:20 – Circle/Group time  
10:20 – 10:45 – bathroom and snack  
10:45-11:15 – gym or music class  
11:15 – 11:45 – playground  
11:45 – 12 – story time and dismissal

### **Music**

The classroom teacher includes music daily. In addition, all of our classes have a weekly music class.

### **Gym**

The children participate in gross motor activities daily. In addition, all of our classes have a weekly gym class utilizing coordination games and equipment. Please dress your children in comfortable clothes and sneakers.

### **Chapel**

The three year old, four year old, and Readiness classes participate in a chapel service twice monthly. The emphasis is on community building and thanksgiving.

### **Lunch Bunch**

We offer an extended morning on Monday and Wednesday for children enrolled in our three year old, four year old, and Readiness classes. Lunch Bunch begins at **12:00 noon and dismisses at 1:15 p.m.** Our program provides time for children to eat a nut-free parent-provided lunch with their school friends, socialize and play outside. Sign-up sheets for lunch bunch are posted on a weekly basis. Attendance is limited to thirty students each day. Lunch Bunch coupons are \$7 a piece. Coupons do not expire and lost coupons will not be replaced. A completed coupon should be placed in your child's lunch box each time he/she attends. Concordia Preschool reserves the right to cancel a Lunch Bunch session should the need arise. All reasonable attempts will be made to inform you of this ahead of time.

### **Special Interest Programs**

Concordia Preschool will periodically offer Special Interest Programs on Fridays from 12 noon until 1:15 p.m. These programs may include but are not limited to soccer, Spanish, dance, or karate. Each session will run for a specified number of weeks and will require an additional fee. There will be a limited number of openings for each program that will be filled on a first come basis. Each participant should bring a nut-free parent-provided lunch.

### **Field Trips**

Our students do enjoy field trips throughout the year. A nonrefundable field trip fee will be assessed once, or twice if necessary, during the school year. We do request parent volunteers on some trips. All drivers are required to provide proof of car insurance prior to the trip. Concordia Preschool reserves the right to deny any driver deemed impaired from accompanying the students on the trip. School buses are used for some trips, others are taken by car. Trips taken by car, require all children under 65 pounds to be in a car seat or booster seat. To allow you to better focus on the preschool children you are accompanying, siblings are not permitted on field trips.

## **Preschool Closings and Other Notifications**

Concordia uses a telephone broadcast system that enables school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by SchoolMessenger, a company specializing in school-to-parent communications. Concordia also reports school closings due to snow or weather to Delmarva Broadcasting (WDEL 1150, WSTW 93.7) and uses the SchoolMessenger system as an overlay to the public announcements.

When used, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a recorded message from the director. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busy signals will be retried fifteen minutes after the initial call. The decision to open or close is made by the Director based on safety considerations. Snow days are not made up; there is no tuition reimbursement for days missed due to bad weather.

## **Documenting Children's Progress**

Conferences are scheduled in the fall and spring. A comprehensive checklist of skills will be discussed at these times. You will be asked to sign the conference form. A copy will be given to you and also placed in your child's student file. There is no school on conference days, however childcare is provided while you meet with your child's teacher. You are welcome to schedule a conference with your child's teacher anytime during the school year. If you require an alternative means to conference about your child, please notify your teacher.

## **Food and Nutrition Policy**

### **Snack Time**

The monthly snack menu is posted in each classroom and on the parent bulletin board. Apple juice and crackers or other snacks are provided. Snacks are served approximately halfway through the school day. All children are encouraged but not forced to eat. One additional serving will be served to a child who has been fed and is still hungry. Grace is said before eating. If there are any food allergies or dietary requests/restrictions, please inform your teacher immediately. In cases when an allergy or dietary restriction prevents a child from safely consuming the provided snacks, parents may supply snacks for their child. These must be nut-free and will be kept in a labeled bin specifically for that child only.

### **Lunch Bunch and Special Interest Programs**

We suggest that you pack a simple, easy to handle lunch and drink and include an ice pack to prevent spoilage. We are a peanut and tree nut free school. Peanuts, peanut butter and tree nuts cannot be included in the children's lunches. **No candy please.**

### **Peanut /Tree Nut Free**

In an effort to promote a healthy and safe environment for all children, we strive to maintain a peanut and tree nut free school. Please avoid any foods with peanut butter, peanut oils or tree nuts when sending lunches or seasonal party snacks. If your child does have a nut allergy, please be sure to have his/her medication and Medication Administration form in the office. Keeping in mind that the preschool shares space with the church and community groups,

Concordia Preschool will not be held responsible should a child have an allergic or anaphylactic reaction while at our facility.

In addition, there are many foods that do not contain nuts, but yet are unsafe for kids with nut allergies. Cross contamination is a major concern to individuals with peanut and/or tree nut allergies. When a particular food has a danger of being cross-contaminated, the label will read something like: "May contain peanuts" or "Made in a facility that uses nuts" or "Processed on shared equipment with nuts". All of these foods with cross-contamination concerns are **UNSAFE** for kids with nut allergies and should not be sent to our school. Please read the labels to be sure.

\*\*To help with this, you will receive a paper that outlines safe alternatives to certain snacks and treats. This information is also available on our website.

### **Parties and Holiday Celebrations**

Parties will be held for many holidays. Dates for these parties will be announced in the teacher newsletters. Refreshments and paper goods are provided by the parents. Teachers will post signup sheets outside the classrooms.

### **Birthday Celebrations**

Birthdays may be celebrated by making arrangements for refreshments with your child's teacher. A mutually agreed date will be chosen, and you are able to bring in **a nut-free snack from an approved list**. The list will be approved by the staff and director and is brand and flavor specific. The list is subject to change according to the ingredients provided on packaging. The list is also available on our website.

### **Parent/Guardian Communication**

#### **School Newsletter**

We send home a newsletter each month. It will contain information about important upcoming dates and events.

#### **Parent Bulletin Board**

The bulletin board is located in the downstairs lobby. Lunch Bunch sign up sheets, articles pertaining to early childhood, and other various notes of interest are posted on this board. There is a section dedicated for parent use. You are invited to post items for sale, services offered, etc.

#### **Teacher Communication**

In addition to a monthly newsletter, each teacher will send weekly correspondence either written or by email to update you regarding classroom news.

#### **Classroom Bulletin Boards**

The bulletin boards outside each classroom often display classroom themes and projects. Also watch for photo displays of preschool events. A picture is worth a thousand words!

#### **Classroom Dry Erase Boards/Private Facebook Groups**

Each teacher has a dry erase board outside the classroom on which they note daily classroom activities. The classroom staff will also post activities, either words or photos, in the private

Facebook group. We realize that parents are not always the one transporting the child to and from school. If you carpool, or have a grandparent or babysitter picking up your child, please ask that caregiver to advise you of the notes.

### **Website/Social Media**

We encourage our families to visit the preschool website – [www.concordiapreschool.org](http://www.concordiapreschool.org). The site contains upcoming events, newsletters and other important information. Families can also follow us on Facebook and Instagram.

## **Physical Environment and Safety**

### **Informational Changes**

Please notify the Director regarding changes in addresses, telephone numbers, emergency contacts, etc. in writing as soon as possible. For the safety of your child, this information must be accurate. It is also necessary to have the most up-to-date phone numbers in order for the SchoolMessenger system to work effectively.

### **Personal Possessions**

Please write your child's name on his/her jacket, lunchbox, backpack, etc. If possible, persuade your child to leave personal possessions at home. These are generally too precious to share and are easily lost. Perhaps you and your child can find a place at home or in the car where the valued item can "wait" for his or her return. Concordia Preschool is not responsible for loss or damage to personal property.

### **Toileting**

Children in our two year old classes, who are in diapers, need to supply their own. Children in our three year old and four year old classes are expected to be toilet trained. **Make sure your child uses the bathroom before coming to school.** Please dress your child in clothing that is easy to get on and off for toileting.

### **Dress Code**

Seasonally appropriate clothing must be worn. Hats and gloves must accompany the child each day during the winter season. Please wear appropriate shoes for playing and outdoor activities. Please understand our students do a variety of activities and may get dirty. Please dress appropriately.

### **Outdoor Weather Policy**

Children will go outside daily unless there is Active Precipitation or Public Announcement that advises people to remain indoors. We ask that you please dress your child accordingly and send the appropriate garments to play outside. This includes coats, hats and mittens or gloves.

### **Emergency Planning**

An Emergency Planning Committee has been established to form and maintain plans for the safety of the children in the event of a natural or manmade incident. The Preschool will be working with the Church and our community should the plans need to be implemented. Each teacher has received written instructions for a variety of emergency situations. These

measures are practiced monthly and updated as needed. More information will be provided as necessary. Our emergency plan is posted on the parent board.

## **Arrival and Dismissal Transitions**

Changes are difficult for some children. Consistent routines help young children feel safe, and they are less stressed when they understand what to expect throughout the day. Your help is needed to drop off and pick up your child on schedule.

### **Drop Off**

Our drop off in the morning will be a two car line system. We have found this helps us to start our day in a calm and timely manner. The upstairs classrooms will use the church entrance, and the downstairs classrooms will use the preschool entrance by the big rock. Your teacher will let you know which to use in her welcome email. We will begin the car line at 8:50 each morning. You should follow the car line and pull up to the entrance. You should get out of your car and get your child out of his/her car seat. Give a brief hug/kiss and good bye. We will welcome him/her to school and give a dollop of hand sanitizer. Staff members will assist the children to the classrooms.

The school doors are locked at approximately 9:05. If you come late or need to pick up early, you must use the upstairs entrance. Please ring the bell on the left side to contact the office.

### **Parking for pick up**

At pick up, you will park and walk into the building. Please park in the marked spaces in the lower lot. You should not park in the circle or in front of the door. Please do not leave your car running. Do not leave a child unattended in your car at any time. The parking lot is very busy during pick up. **Please hold onto your child in the parking lot.** At no time are children permitted to play on the big rock.

### **Pick Up**

The downstairs doors will be unlocked at 11:55. Everyone should enter here and walk to your child's classroom. There are steps and an elevator for parents of students in upstairs classrooms to use. The teacher will only dismiss your child to you or someone you have on your child information form. If you need to add or remove someone from your list, please provide this in writing or contact the preschool office.

### **Transition to the school or a new class**

Generally, children move from one classroom to another at the start of the new school year. Our parent open house occurs in the evening and allows parents to meet the preschool staff, visit the classroom and obtain information about the upcoming school year. We offer time for the children to visit their new classroom and teachers before the school year starts as well. All students will receive a letter from their teacher in late August with the date and time that a classroom visit should occur. During this event, teachers will interact with children and families. If you have specifics about your child that you would like to discuss with the teacher, please arrange a separate time for this.

If a new student begins during the school year, an orientation session with the family and staff will take place to discuss policies, procedures and classroom specifics.

## **Release of Children**

It is important that we protect your child by ensuring that he or she does not leave school with a person you have not authorized to pick up your child. Anyone you authorize to pick up your child should be listed on your Child Information Card. In addition, please notify your teacher when someone else will be picking up your child. Even if it is an emergency, Concordia must have your written permission to release your child to someone other than you. You will need to provide your teacher with the name of the person the child will be released to, and they will need to show a valid ID to our staff. If the child is reluctant to go with that person, the child will not be released and the parent will be called.

The school assumes both parents have the right to pick up your child, unless you provide a copy of a court order stating otherwise. We will need to discuss how to handle the non-custodial parent should he or she arrive to pick up your child. Without a copy of the court order, the school cannot refuse a parent. If the school has a court order, and a non-custodial parent tries to pick up the child, the custodial parent will be immediately called. If the non-custodial parent leaves with the child, the police will immediately be called and notified of the situation. The other children will not be placed at risk in a confrontation with the non-custodial parent.

It is very important to us that your child arrives home safely. Therefore, if a staff member suspects the person picking up the child may not be able to deliver the child safely to his/her destination, the school will request the child remain at school until other arrangements can be made. If this request is refused, the school reserves the right to notify the proper authorities.

## **Positive Behavior Supports**

The discipline policy of our school is to provide helpful guidance, encouragement and support to children as they learn and achieve self-control and acceptance by adults and peers. It is helping children to understand why certain behaviors are more desirable than others are and is a strategy for setting limits in a giving, sharing, teaching and loving environment. Discipline is not physical punishment or just making and enforcing rules. It is not denying, frustrating or shaming. Spanking, shaking or denial of food are only a few of the negative disciplinary measures specifically forbidden in our program.

Discipline is effective when a relationship of affection and respect exists between teacher and child. Good teachers are firm, gentle, patient and understanding; they model the behavior they want the child to learn. Good teachers not only talk to children to make clear what behavior they are asking for but they are also good listeners. They provide a simple, logical set of rules to set limits in positive terms, telling children what to do, rather than what not to do. Good teachers enforce rules lovingly and consistently but not rigidly and without sudden changes in rules or consequences. Often careful supervision gives a teacher an opportunity to see a problem developing so that they can intervene before misbehavior occurs.

Our staff is expected to model the behavior they want the child to imitate. Depending on the age of the child, distracting, reasoning and redirecting may be tools used by the teacher to produce the desired behaviors. Time out (an opportunity for the child to calm down) is used sparingly and as a chance for the child to think about his/her actions and time to think of other, better ways to act. Time outs are short and ended with the teacher talking to the child so that



the teacher can better understand how the child's feelings provoked the misbehavior and to clear up any misunderstandings on the child's part as to why a calming down period was needed.

Parents can provide valuable insight into their child's behavior. Parents will be consulted when misbehavior is recurrent or potentially harmful to the child or others. A general strategy for handling problem behaviors is to try to understand the cause of the behavior, eliminate situations where the behavior is likely to occur, and offer acceptable alternatives. Concordia staff follows the Delacare Rules and Regulations model of Positive Behavior Supports.

### **Expulsion and Suspension Policy**

Concordia Preschool follows Delaware Best Practices which is designed to prevent, severely limit and ultimately eliminate the use of expulsion, suspension and other exclusionary behaviors. Our staff is trained to provide social and emotional nurturing or redirection for each individual child, particularly those who present challenging behaviors. Our focus is on inclusion and positive collaboration with families. Should persistent challenging behaviors occur, Concordia will take appropriate steps to implement a process to manage the challenge involving the parents/family whenever possible. The process could include consultation with an early childhood mental health specialist. Suspension and/or expulsion will only take place if the challenging behavior creates a serious safety threat and a detailed progression of intermediate interventions has been implemented and documented.

### **Child Abuse and Neglect**

Concordia Preschool is mandated by law to report any suspected cases of child abuse to the authorities. All staff members are required to obtain criminal and child abuse clearance from the state police.

### **Health Care Plan**

#### **Medical Assessment Forms**

Enrolled students must receive an annual examination and any required immunizations by his or her physician, including blood lead screening on/around 12 **and** 24 months of age. This information is necessary for our records and your child's welfare. A health assessment form, completed by your child's physician is required within thirty (30) days of enrollment. All currently enrolled children will receive a new form in the beginning of their birth month to take to their annual doctor well visit.

#### **Absence from School**

If a child is not feeling well, parents should keep him or her at home, as he or she would not be at their best and would not be able to participate to the extent of their ability. At times, school staff may need to make this determination. In agreement with the regulations governing a licensed child care center in Delaware, our school shall not permit a child who has symptoms of illness specified below to be admitted to school or remain at school unless written documentation from a licensed physician or verbal permission with written follow-up states the child has been diagnosed and poses no serious health risk to the child or to other children.

The symptoms of illness for possible exclusion shall include, but not be limited to any of the following:

- Temperature of 100°F or higher without medication even if there has not been a change in behavior for infants four months old and younger;
- Temperature of 101°F or higher without medication accompanied by behavior changes or symptoms of illness for children older than four months;
- Symptoms of possible severe illness, such as unusual tiredness, uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs;
- Diarrhea; two or more times of loose stool during the past 24 hours, or if diarrhea is accompanied by fever, exclude for 48 hours after the symptoms end;
- Blood in stools not due to change in diet, medication, or hard stools;
- Vomiting; two or more times in the past 24 hours, or one time if accompanied by a fever until 48 hours after the symptoms end or until a health care provider determines the vomiting is not contagious and the child is not in danger of dehydration;
- Ongoing stomach pain (more than two hours) or off-and-on pain due to a fever or other symptom;
- Mouth sores with drooling;
- Rash with fever or behavior change;
- Purulent conjunctivitis “pink eye” (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after starting antibiotic treatment;
- Scabies, until 24 hours after starting treatment;
- Pediculosis “head lice” or nits, until 24 hours after starting treatment;
- Tuberculosis, as directed by DPH; • Impetigo, until 24 hours after starting antibiotic treatment and sores are dry;
- Strep throat or other streptococcal infection, until 24 hours after starting antibiotic treatment;
- Varicella-Zoster “chicken pox,” until all sores have crusted and are dry (usually six days);
- Shingles, only if sores cannot be covered by clothing or a bandage; if not, exclude until sores have crusted and are dry;
- Pertussis, until completing five days of antibiotic treatment;
- Mumps, until five days after onset of glandular swelling
- Hepatitis A virus, until one week after onset of jaundice, or as directed by DPH;
- Measles, until four days after arrival of rash;
- Rubella, until seven days after arrival of rash;
- Herpetic gingivostomatitis “cold sores,” if the child is too young to have control of saliva; or
- Unspecified short-term illness, not chronic illness, if the child is unable to participate in activities or the center cannot provide care for this child and the other children.

A child may return to school when the symptoms are gone, documentation from the child’s health care provider states the child has been diagnosed and the illness or symptoms poses no serious health risk to the child or to other children, or the child does not have symptoms for exclusion as listed in the center’s written health exclusion policy.

Our school will not permit a child with a “reportable communicable disease”, as specified by the Division of Public Health, to be admitted to or remain at school unless:

- Written documentation from the child’s licensed physician states the child has been evaluated and presents no risk to the child or to others.
- The school has reported the illness to the Division of Public Health and has been advised the child presents no health risks to others.
- If there is conflict in the opinion of the physician and the Division of Public Health regarding the exclusion of a child, the school shall follow the instructions of the Division of Public Health.

When a health care provider diagnosed a child as having a reportable vaccine-preventable communicable disease, all children who were not immunized against the disease will be excluded, following DPH’s instructions.

For current information on reportable communicable diseases, contact the Division of Public Health or refer to the website - <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If the school receives notice that a student has developed a reportable communicable disease, notice will be sent home to parents.

## **Covid Protocols**

Masks are optional for our healthy students and staff. If your child does wear a mask, you should attach it to a break-a-way lanyard. This enables it to always stay with your child even when they remove it to eat or play outside.

Whether at home or a participating facility, covid tests are accessible and free. If your child, or anyone else in your home, is exhibiting any of the many covid signs/symptoms, please test before sending your child to school. Don’t just assume the illness is a cold or allergies. Test to be sure!

While mandatory quarantine for close contacts has been lifted, you are still required to mask for 10 days after a confirmed or suspected exposure. The day you are exposed is day 0. Asymptomatic individuals should test on day 5 or more. You can test sooner if you develop symptoms. Attendance at school is dependent on a student’s ability to reliably wear a well-fitting mask.

A child who tests positive for Covid must isolate at home. Although the CDC allows isolation to end after day 5, our policy is that they stay home until after day 7 and return with a well-fitting mask for the next 3 days if they are symptom free. The reason is that young children are not typically good mask wearers and do not tend to distance themselves from others. If your child is not mask compliant, please keep him/her home for the full 10 days. You should report any positive tests to the preschool office as soon as possible.

## **Administration of Medication**

A trained staff member, who has a valid administration of medication certificate from OCCL, is present at all times to provide both scheduled and emergency medications to children in our care. Medications that may be administered at school are drugs for seizures, diabetes, asthma, or severe allergies. Written permission (signed and dated) from the child’s parent(s)

is required for each medication and must specify the medication and proper dosage. All non-prescription medication must be in its original container and properly labeled with the child's name and be accompanied by physician's directions for administration. All prescription medication must be in its original container properly labeled and authorized by the child's physician. All medications are stored in the office. Any unused medication will be returned to the child's parent(s) when the medication is no longer needed or the end of the school year.

### **Illness or Accident at School**

Our staff members strive to maintain a safe environment for all children. Should an injury occur at school, parents will be notified either personally or in writing as to the nature of the injury, where, when, and how it occurred, and the first aid administered. When a child becomes ill or has an accident at school, the child will be brought to the office and the parents contacted. If a parent cannot be reached at the home, work, or cell phone numbers, the school will contact the responsible adults as designated on the emergency treatment data card. The child will be expected to be picked up in a timely manner from school and either taken home or to the doctor's office. In the event of an emergency, 9-1-1 will be activated, the family physician may be consulted, and the parents will be notified.

### **Inclusion Policy**

Concordia Preschool strives to provide opportunities for all children to actively participate in all aspects of the program. Whenever possible, children with special needs or disabilities and children who are developing typically will be together in classrooms to support and enhance all children's opportunities for learning. Parents are encouraged to share a child's IEP or IFSP, and our program will make every attempt to make the necessary accommodations in order to implement a child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP). All teachers will have knowledge and training in inclusion best practices. Our goal is to create an environment in which all children are valued and respected in order to support their optimal learning and development.

### **Dual Language Learners**

Concordia Preschool strives to respect diversity by welcoming families with different languages and cultures. We encourage you to meet with your child's teacher to set goals for your child's learning and language and determine accommodations that can assist in accomplishing the identified goals. Parents and guardians who are not English speaking are required to make arrangements to bring someone who can translate their primary language.

### **Non-Discrimination Policy**

Concordia Preschool does not discriminate based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran's status, or any other category protected by state and/or federal laws.

### **Enrollment**

#### **Registration**

Registration is held in January. Each child must re-enroll for the following September. Current families register first, followed by new church families and families returning to the preschool, and finally new families. A \$50.00 nonrefundable registration fee is due upon registration of the child. Registration is on a first come, first serve basis. When space is closed for a desired

class, a child will be assigned to an open class and put on a waiting list. One month's tuition is due by May 1<sup>st</sup>. This payment holds the child's spot and is non-refundable should you chose not to attend Concordia or leave during the academic year.

At the time of initial registration, parents will be required to read and sign The Parents Right to Know Act form. A copy of this signed form will be given to you and a copy will be maintained in each child's file.

### **Tuition Payments**

Rates are based on September through May Attendance. **TUITION IS DUE ON THE FIRST OF EACH MONTH.** Checks should be made out to Concordia Preschool and given to the director, placed in the designated mailbox inside the classroom, or mailed to the school. Payment can also be made online via our website – [www.concordiapreschool.org](http://www.concordiapreschool.org), or via Venmo - @concordia-preschool. The tuition rates are as follows:

2 day classes	\$235/month	3 day classes	\$315/month
5 day classes	\$385/month		

A \$25 late fee will be assessed if the payment is received after the tenth of the month. A \$25 fee will be assessed for any returned check. If a family's tuition check is returned on more than one occasion, Concordia Preschool will require that all future payments for that family be made by cash or money order. All outstanding obligations must be paid prior to the closing of the school year, May 31<sup>st</sup>. Concordia Preschool reserves the right to exclude the child from further attendance of the school program if fees are not paid.

A Financial Assistance Fund is established to help families in need of tuition assistance. A limited amount of assistance is available. Concordia families can support the fund by adding an additional amount to monthly tuition checks. Families receiving tuition assistance may be asked to support the school by non-monetary means. Please discuss any needs with the Director and Treasurer.

### **Parent Participation**

Parents are the primary educators of children. Concordia Preschool encourages parent participation in a variety of ways. Your presence and enthusiasm are welcome. Please advise your child's teacher, the director, or board member if you are interested in volunteering. While coordinating with your child's teacher or director is best, visits are welcome and permitted without prior approval.

### **Dessert Night**

This event is held in the spring and is our major fundraiser. Many local businesses contribute desserts and door prizes. It is a wonderful evening out for ladies. Please plan on being part of this event through volunteering and attending this special night.

### **Teacher Appreciation Luncheon**

Each month, one class will host this luncheon. This is a year-round way to show the staff their efforts are appreciated. Your Advisory Board classroom representative will provide more information.

### **Playground Maintenance**

Over the past few years, much time, effort, and funding has been put into the complete renovation of the playground. A Playground Committee has been established to oversee the maintenance of the area. In order to keep the playground looking great all year, each class will be adopting the playground area for one month. This means that you will be responsible for picking up sticks, trash, and leaves. If you are not available during this month, the playground committee is always looking for assistance with continual maintenance needs.

### **Confidentiality of Records/Videotaping and Photographing of Children**

Written permission is required before disclosing family information in written, digital or electronic form. If parents permit photos of their children to be taken, there is a form authorizing such permission. Photos will not be taken if written permission is not granted by the parents. If a parent has any questions at all about photos taken at the center, he or she is urged to contact the center administrator immediately.

### **Parent/Guardian Sharing of Concerns/Feedback**

Parents /guardians are encouraged to share their concerns in order to remedy an issue. Please contact the teacher and/or the director with your concerns or submit an anonymous concern via the suggestion box in the downstairs lobby, or in the end of the year parents survey. Concerns can also be directed to your advisory board parent representative who can then take it to the advisory board at the monthly meeting. Board members are always available to hear your concerns and suggestions. Their contact information is on the first page of this handbook.

***Delacare Regulations of Early Care and Education are available for your review on the state of Delaware's website. There is also a printed copy in the director's office.***