

# **Renaud Spirit Center**



## **Pre-School Handbook**

# Renaud Spirit Center Preschool Handbook

Welcome to the Renaud Spirit Center Preschool! We are looking forward to working with you and your child. This handbook will outline our program goals, policies, procedures and other important information. If your questions are not answered after reading this handbook, please feel free to contact the Program Director.

## Program Goals

### For The Children:

- To provide a safe, stimulating environment to encourage children's learning.
- To provide a developmentally appropriate environment that promotes their physical, social, emotional and cognitive development.
- To offer them highly individualized attention and support as they learn to communicate and problem-solve with others.

### For The Community:

- To build a network of mutual support.
- To advocate for children and family issues and encourage community service.
- To develop and use leadership skills.
- To encourage and promote a healthy community through education, recreation and participation.

### For The Parents:

- To gain confidence and enhance parenting skills.
- To share individual ideas and concerns about child rearing.
- To broaden their understanding of child development.
- To learn effective communication skills and child guidance strategies.

## Hours & Fees

The Renaud Spirit Center Preschool will be open Monday-Friday from 8:45am-12:15pm. Four 12-week sessions will be offered per year. When registering for a session, you are responsible for payment of all 12 weeks. No refunds or pro-rations will be given for missing class including holidays and inclement weather.

### Residents

M/W/F	\$196/month or \$588/session
M/W	\$140/month or \$420/session

### Non-Residents

M/W/F	\$216/month or \$648/session
M/W	\$156/month or \$468/session

The resident fee is for residents of O'Fallon, MO. Payment is either due in full at time of registration or you have the option of monthly payments. The fee for one month is for 4 weeks. Full payment is due prior to the start of the first Monday's class of each month at 8:30am. If payment is not made, your child will not be allowed until arrangements have been made.

## 2010 Pre-School Schedule

Session I	January 4-March 26
Session II	April 5-June 25
Session III	June 28-September 24
Session IV	September 27-December 17

### Late Pick-up Policy

Participants that are picked up later than the closing time of preschool will be charged a late fee. There will be no exceptions including but not limited to traffic, construction, personal affairs, or weather. The fee is as follows: For the first fifteen minutes that you are late you will be charged \$10.00. You will then be charged an additional \$5.00 for every 10 minutes you are late after that.

#### Late Pick-Up Fee

12:16-12:30 p.m.....	\$10.00
12:31-12:40p.m. ....	\$15.00
12:41-12:50p.m. ....	\$20.00
12:51-1:00p.m. ....	\$25.00

### Arrival & Pick-Up Policy

Every student must be signed in and out each day. Proper identification is required from any individual who picks up your child, and identification will be checked daily. Parents need to notify staff if an individual other than those who are on your child's authorization sheet will be signing your child out.

### Behavior Management Policy

We utilize and encourage the practice of praise and positive reinforcement as effective methods of behavior management. We believe that when participants receive positive, non-violent, and understanding interactions, they can develop good self concept, problem-solving abilities, and self-discipline.

The City of O'Fallon Parks and Recreation Department supports and practices the following Behavior Management Policies:

1. Quiet Reprimand/Verbal Warning.
2. After second offense, the child is placed in timeout. Timeout is based on one minute per year of the child. For example, a three-year old child would be put in timeout for 3 minutes.
3. After third offense, a meeting is scheduled with the director, the incident documented and parent/guardian is apprised of the situation.
4. Additional behavior problems will constitute parents being called, second written incident report given to parent/guardian and a possible 1-2 day suspension from the program.
5. If negative behavior persists, a third written incident report constitutes that the participant will be dismissed from the program and no refunds will be given.
6. For severe offenses, such as but not limited to fighting, theft, vandalism, possession of weapons or drugs, severe verbal threats, or sexual misconduct, the participant will be dismissed from the program immediately, without warning, and no refund will be given.

### Items Provided by Parents

Parents will be required to send proper apparel for both indoor and outdoor activities that are weather appropriate. Parents are also required to send a change of clothing with their child in the event of a bathroom accident.

### Illness

It is the parent's responsibility to administer all medications to children.

Unusual behavior shall be monitored closely and parent (s) shall be contacted if the behavior continues or if other symptoms develop. These behaviors include, but shall not be limited to:

1. Is cranky or less active than usual.
2. Cries more than usual.
3. Feels general discomfort or seems unwell.
4. Has loss of appetite.

A child with no more than one of the following symptoms may remain in care:

1. A child with a temperature of up to one hundred degrees Fahrenheit (100° F) by mouth or ninety-nine degrees Fahrenheit (99° F) under the arm.
2. After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician.
3. When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken.
4. When a child has vomited once with no further vomiting episodes, other symptoms, or both.
5. When a child has experienced loose stools only one (1) time with no further problems or symptoms.

If children exhibit any of the following symptoms, the child must be sent home:

1. Diarrhea – more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms.
2. Severe coughing – if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Pinkeye – tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
6. Unusual spots or rashes.
7. Sore throat or trouble swallowing.
8. An infected skin patch(es) – crusty, bright yellow, dry or gummy areas of the skin.
9. Unusually dark, tea colored urine.
10. Grey or white stool.
11. Fever over one hundred degrees Fahrenheit (100° F) by mouth or ninety-nine degrees Fahrenheit (99°) under the arm.
12. Headache and stiff neck.
13. Vomiting more than once.
14. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

## **Holidays**

The Renaud Spirit Center Preschool will be closed on the following holidays:

New Year's Eve  
New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day and the following Wednesday & Friday (the entire building is closed)  
Thanksgiving  
Day after Thanksgiving  
Christmas Eve  
Christmas

## **Snacks**

A snack and drink will be provided by the Renaud Spirit Center Preschool. Parents are responsible for informing the Preschool if a child has any specific allergies. If a child wishes to bring snacks for their birthday, the snacks must be store bought and in the original, sealed container.

## **Inclement Weather**

In the event of bad weather, the Renaud Spirit Center Preschool will typically follow the Fort Zumwalt School District closing schedule. If we choose to vary from the Fort Zumwalt schedule, we will attempt to contact you. If you do not hear from us and have any questions, you can call the Renaud Spirit Center at (636) 474-2732.

## **Policy for Changing Children**

Children must be fully potty trained in order to attend Preschool. We understand that young children are still developing bathroom habits and they do have accidents periodically. We try to keep accidents at a minimum by taking all children to the bathroom at regularly scheduled intervals. We ask parents to ensure their child uses the bathroom at home before arriving at school. If child become wet at preschool, the child is immediately taken to a bathroom. The child is handed a baby wipe and encouraged to wipe the wet area. Dry clothes are handed to the child to dress him/herself. From the point the clothes are removed to the point the child is dressed, two adults are always present. If a child has a bowel movement accident, the child is immediately taken to the bathroom. If a child is uncomfortable with our staff assistance, parents may be called to ask if they would like to come to the school to change their child or if they would mind if staff member cleaned the child. Two adults will be present while the child's soiled clothes are removed and the child is cleaned. Fresh clothes are handed to the child to dress him/herself. All soiled clothes are sent home to be washed.

## **Dress**

Please be sure that you send your child in simple clothing that is free of complicated fastenings. Remember that at times our art materials may be messy and children will be going outside. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you don't have. Be sure to put labels on all outer garments including hats and umbrellas. Cowboy boots and dress shoes often have slippery soles and are not appropriate for preschool. All shoes must have a back to be safe.

## **Teachers**

The Renaud Spirit Center Pre-School will follow a 10:1 ratio. For every 10 children, there must be one teacher. There will be one lead teacher and one assistant teacher. Both will be present when the pre-school is open.

## **Notification of Changes**

It is the parents' responsibility to notify the Renaud Spirit Center Pre-School director of any changes such as but not limited to address/phone number change, adding or removing someone to the drop-off/pick-up authorization list, allergies, update immunization records, etc...

## **Discharge or Termination of Agreement**

After the first day of a 12-week session, the Renaud Spirit Center will not accept any requests for withdrawing from the program. If a child wants to withdraw before the program starts the request must be made 2 weeks in advance and in writing.

## **Refund Policy**

1. 100% refund/credit/transfer if the City of O'Fallon Parks and Recreation Department cancels the program for any reason.
2. All refund requests received in writing at least 14 days in advance of the start date of a program are entitled to either:
  - a) 100% transfer of fees for another program; or
  - b) A service fee of 10 percent will apply to refunds initiated by the customer.
3. Refund/credit/transfer requests received less than 14 days prior to start date of a program will not be granted.
4. Refunds for medical reasons requested prior to the start date of program will be granted at 100% subject to verification.
5. A transfer must be requested at the time of withdrawal.

A credit may be applied to another program within the current season or a future season. A credit may be used by any family member on the same registration account.

## **Forms**

The following forms or information must be completed at time of registration:

- Child's Health Report
  - Immunization Record
    - Written record of immunizations for polio, measles, rubella, mumps, diphtheria, Whooping cough, tetanus, varicela and hepatitis B series.
  - Registration Form
  - Parent Drop Off/Pick Up Authorization
  - Handbook Acknowledgement Form
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**I have read and understand the Renaud Spirit Center Preschool Handbook.**

**I agree to abide by and follow the rules, policies, procedures, and  
guidelines as stated in this book.**

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**Signature**

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**Print Name**

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**Date**

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**Child's Name**