



# CHRIST CHURCH PRESCHOOL

## PARENT HANDBOOK

### I. POLICIES & PLANS

The following pages will help you to become familiar with the policies of the school. Christ Church Preschool will make every effort to provide this information in a language each family understands if needed. Please refer to this handbook throughout the year. If you ever have any questions or concerns, please feel free to contact the director.

#### **Arrival and Dismissal**

Arrival and dismissal times are very important transitions in your child's day. Being on time for school allows your child the time to adjust and prepare for the school day, to greet their classmates and to participate in important morning routines. It also helps reduce classroom interruptions and distractions for all students.

Bringing your child late is also a matter of safety. If you and your child arrive late to school, please buzz the office at the front lobby of the school. Children must be met at the door and accompanied by a staff member to their class. Given class schedules, locations across campus, and staffing, it may be up to 30 minutes before a staff member can collect your child.

Arriving on time to pick-up your child is also important. Children often become anxious when they do not see their caregiver, and the school does not have the resources to wait with your child beyond the pick-up window. We understand that everyone has an occasional lateness that is bound to happen. Please let us know if you are running behind.

As soon as a child is personally handed to a teacher, the school assumes responsibility. Conversely, as soon as a teacher hands a child to a parent, the parent assumes responsibility.

### **Drop-Off and Pick-Up Car Line**

It is required that parents and caregivers to the following guidelines. Please make all adults who will be dropping off or picking up aware of these policies.

- Join one of the two car lines for drop-off and pick-up
- Enter SLOWLY
- Children may only disembark and embark when cars are in the first three spots of each lane
- Once in the first three spots, turn off your ignition
- Children must be handed off to a staff member to cross the car line to their class
- Please do not use this time to confer with your child's teachers. They are happy to make an appointment to talk or meet at another time!
- Be aware of other cars leaving the lot, do not pass cars in front of you
- If using the temple lot to exit, it is required to come to a full stop at the stop sign between our lots. There are surveillance cameras to enforce this safety requirement.

### **Change in Pick-Up Plans**

If someone other than the parent will meet the child upon dismissal, a written note signed by parent must be given to the child's teachers that day. In lieu of the form, a phone call may be made to the Director, giving permission for the child to go home with someone else

### **Emergency Management Plan**

The safety and security of our children is of utmost importance. Should there be any need to act due to internal or external threats, Christ Church Preschool has an Emergency Plan in place. All staff is trained in first aid and CPR, and are very familiar with our emergency manual and know how to respond crisis situations such as fire, active shooter and weather-related emergencies. Below are some of the precautions put into place:

- Video cameras and buzzers at points of entrance, buzzers for entry
- High quality fob doors leading to the upper and lower school hallways
- Cameras on the CCP parking lot and playground
- Regular fire and lockdown drills throughout the year
- Established safe spots throughout campus
- Direct line to Greenwich PD and Fire Department
- Long distance walkie-talkies

Communication plans include both internal and community resources. Evacuation sights, within walking distance of the school, have been assigned. If necessary, children may be transported to one of these and parents and/or authorized persons will be notified by phone/email as to where the children are to be picked up. Under no circumstances will a child ever be left unsupervised. The school has emergency supply kits and a "shelter-in-place" location.

## Illness

All children are exposed to illness in a school setting. As a parent, it is your responsibility to keep a child home if he/she is not feeling well. If you are ever in doubt as to whether to send your child to school, please call the director or administrative assistant before the start of school. Illness spreads quickly in a school setting, so please keep this in mind for the benefit of your child as well as the other children and the teachers. If a child becomes sick at school or is brought to school ill, parents will be contacted to take the child home immediately. If parents are not available, emergency numbers will be contacted to ensure that the sick child's needs are met. Make sure you have provided us with two local emergency numbers. Please notify the office (203 869-5334) if your child will be absent. Report any communicable disease contracted by your child immediately to the school so that notices may be sent home to other parents in your child's class.

### YOUR CHILD MUST BE KEPT AT HOME IF EXPERIENCING THE FOLLOWING:

- COLD: If they have a persistent "green" runny nose.
- FLU: Until 5-7 days after diagnosis and fever-free for at least 24 hours without Tylenol or Advil
- RSV: Until 5-7 days after diagnosis and fever-free for at least 24 hours without Tylenol or Advil
- FEVER: Until fever-free for at least 24 hours without Tylenol or Advil
- PINK EYE: Until the day after treatment begins
- DIARRHEA/VOMITING: Until symptom-free for at least 24 hours
- STREP THROAT: Until 48 hours after treatment with antibiotic begins.
- COMMUNICABLE DISEASES: Until evidence of the illness or rash is gone
- BRONCHITIS: Until 24 hours after treatment with antibiotic begins
- COVID-19: 3s, 4s, Connecting: 6 days post-diagnosis, fever-free for at least 24 hours (without the help of a fever-reducer such as Tylenol or Advil), and all other symptoms have improved. Must wear a mask indoors for 10 days from diagnosis.  
Chickadees: 5 days post-diagnosis, tests negative for two sequential antigen tests taken 48 hours apart (starting earliest on Day 6 and not to exceed 10 days), fever-free for 24 hrs. (without fever-reducing medications), and there is significant improvement of any other symptoms. No mask required upon return.
- MILD RESPERATORY SYMPTOMS: Only in effect when Fairfield County transmission is HIGH per CDC COVID-19 Tracker. Negative for COVID-19 prior to leaving for school at the onset of symptoms, no fever, no known exposure to Covid-19\*, and child feels well enough to participate. Retest if symptoms stop and restart, become progressively worse, or additional symptoms develop.

Whenever there is evidence of a contagious illness or identified rash, please provide the school with a doctor's note stating that your child can return to school. If a child is well enough to be in school, the child should be well enough to participate in all aspects of school – including outdoor activities.

Should revisions to this policy be necessary to stay up to date with current health guidance CC Preschool will provide the Parent with a new illness policy in writing.

## **Administering Medication**

Staff will only administer emergency medications including prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), nonprescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the center the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the center authorization to administer the medication. This form is available in the office.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed childcare centers. Please understand that your child may not be able to attend if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for nonprescription medications, premeasured commercially prepared injectable medications (i.e., Epi-pens), glucagon and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored.

- No cough drops, gum, or sucking candies are allowed at school
- Topical ointments or creams and non-prescription medications are to be applied by parents.

## **Calendar and School Closings/Delays**

You have been provided with Christ Church Preschool's calendar to follow throughout the year. Our calendar generally follows Greenwich Public Schools, but there are variances. Likewise, CC Preschool generally follows Greenwich Public Schools for weather related closings and delays, although CC Preschool may remain open at the discretion of the Director. In the event of school closings, delays, and early releases due to weather or an unexpected and extraordinary circumstance, the CC Preschool director will make the decision to hold or cancel school based on information received from Greenwich Public Schools, the Town of Greenwich and any other resource deemed appropriate.

Information regarding school closings, delays and early release will be communicated by email from the the Director. CC Preschool has a Single Delay Policy: If the Greenwich Public School system posts a delay of 1 hour, 90 min, or 2 hours, CC Preschool will open at 10:00am.

Delayed opening schedule is as follows:

- School opens at 10:00 am
- All classes begin at 10:00 am
- Enrichment held as usual

Early dismissals:

- Dismissal will be at 12:00 PM for all children
- Enrichment will be canceled

DISCRETIONARY NOTE: If the weather gets progressively dangerous during a school day, each parent will be notified by email if afternoon classes are canceled, or an early pick-up is necessary.

Sources of Weather Information:

- Greenwich Public Schools website [www.greenwickschools.org](http://www.greenwickschools.org)
- Email from the Director

### **Clothing**

Students at our school often work with messy materials indoors and outdoors. The school cannot guarantee that clothing will not occasionally become soiled or stained. We recommend that families have their children “dress for a mess” as well as wear outdoor gear based on the day’s weather. All children must have a complete change of seasonally appropriate clothing at school, including underwear, socks, pants and a shirt. You can bring this in a large zip-loc bag. Clothes need to be replaced periodically to allow for growth and weather.

### **Notice of Non-Discrimination**

Christ Church Preschool admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, and scholarship programs.

### **Communication**

It is a priority to keep the lines of communication open. All teachers are reachable by their class emails. Please share your thoughts, concerns, and insights regarding your child with the teachers and if desired, the Director. Your communications will be answered within 24 hours, often sooner. The teachers and the Director will communicate with you throughout the year both formally, through parent-teacher conferences and informally, through newsletters, classroom updates and notices.

Drop-off and pick-up times are for greeting and saying goodbye to the children. Please allow the teachers to focus their attention on the children so they can assure that all their needs are met. If you would like to discuss something with your child’s teachers, please contact them so that they may schedule a time to meet with you.

Please make sure all phone numbers and emergency contact names and numbers are current. Telephone numbers for emergency contacts must be local numbers. Please inform the office of any address or telephone changes that occur during the year.

## **Parent Code of Conduct**

We are fortunate to have a friendly and supportive parent body. A collaborative working relationship among staff and families enhances the experiences and education of our students.

Our goal is to maintain and foster our supportive, respectful, and friendly community between and among Parents, Caregivers, Board Members and School Staff, create an atmosphere where our community can flourish and grow, foster positive and constructive channels of communication between staff, parents, and caregivers, and model the values of kindness, empathy, and collaboration for the children.

We expect all community members to:

- Honor the universal values of the school
- Treat all members of the school community with kindness and respect
- Work collaboratively for the benefit of the students
- Adhere to all school policies

To support a peaceful and safe school environment, all community members will pledge to:

- Ensure all verbal (in person and phone conversations and voicemails) and written communications (letter, emails, texts, etc.) are respectful and constructive
- Refrain from using language regarding the school or any of its pupils, parents, or staff that is defamatory, offensive, derogatory, or libelous
- Not use social media to air any concerns or disagreements with our school, staff, or parent community
- Post or forward any written communications (newsletters, emails, etc.) or photos from REMINI from our school

## **Discipline Policy**

At Christ Church Preschool, we strive to provide children with a positive and nurturing environment. An atmosphere of co-operation and community is established early in the school year so that children understand they are part of a school “family.” They are encouraged and guided to express their feelings through words and make appropriate choices for their behavior. Teachers use positive reinforcement and model appropriate behavior and manners. Children learn to behave in ways that allow them to be safe and respectful of their classmates. Redirection and distraction are often used to avoid inappropriate behavior. When children need discipline, they are never belittled, yelled at, or treated harshly. Children are verbally reminded of the rules and are encouraged to think of more appropriate ways of expressing themselves in the future.

If a child continually misbehaves, he/she is then brought to the Director. Parents may be phoned at this time to hear about the infraction from both the offender and the Director. Children are rarely sent home, but if they are, it is due to extremely aggressive and/or potentially harmful behavior, resulting in possible harm to others or him/herself.

Staff will continuously supervise children during disciplinary actions.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

### **Birthdays and Snacks/Lunches**

The school provides daily snacks. All our snacks are nut and dairy-free and are not manufactured where these ingredients are processed for other products. Parents are welcome to send in a special snack to celebrate their child's birthday in school. Birthday snack must be nut-free. Children who have other food allergies, should provide their own snack or treat. Please be sure to notify the teachers in advance when you would like to celebrate.

Passing out party invitations at school is not permitted, even if all classmates are included. Class lists and addresses are provided for this purpose.

If your child is in a program that requires him/her to pack a lunch, please send a ready-made lunch. Teachers who supervise lunches cannot leave the group to heat up children's lunches. All lunches must be nut-free as we are a nut-free school.

### **Nursing Mothers**

The school wants breastfeeding women to feel comfortable while nursing their babies. If necessary, human milk labeled with the infant's name and date may be stored in the school's refrigerator for no longer than 48 hours or in the freezer for no longer than three months.

### **Smoke-Free Environment**

Christ Church Preschool is a smoke free environment. Tobacco use of any kind is prohibited on school grounds at any time.

### **Assessments**

Ongoing assessment is an essential part of each CC Preschool classroom, for the purposes of providing clear and beneficial curriculum goals for both children and teachers, maintaining a cumulative review of a child's abilities and progress, identifying areas of concern that may require intervention, and evaluating how well the program is meeting the needs of each child. The areas of children's development that will be assessed include cognitive, physical, social, and emotional learning skills.

Assessment will be done using daily teacher observations, developmental activity checklists, children's work samples, and information provided by parents. All teacher observations will be done in the children's classrooms, during normal school activities, including playground times, and specials such as music or nature. Assessments will be sensitive to a child's native language and family culture, as well as abilities or special needs.

Parent/teacher communication can be shared through informal daily conversations, school surveys or information forms, conferences, and phone calls. All collected information will be used to prepare written conference forms that will be shared with parents.

Parent/teacher conferences are scheduled twice yearly, in the fall and spring, with the exception of the Two's program. The Two's teachers will meet with parents in the spring, unless a fall conference is requested by either parent or teacher. Additional parent/teacher conferences may be scheduled at any time during the school year as needed, and may be held in-person, or on the phone at mutually convenient times. All classes, provide written conference forms for the parents to take, and copies will be kept in individual children's office files. All assessment forms are confidential, and while these forms may be reviewed by teachers as necessary, any such review will comply with all privacy policies adopted by CC Preschool. Sharing of forms with special needs assessors will require parent permission.

All CC Preschool staff-generated assessment forms will be based on current developmentally appropriate standards, provide a cumulative report on children's abilities and progress, include goals for individual children to assist in teacher review of curriculum planning, and will be reviewed annually for appropriateness of continued use. All staff members will be familiar with the purpose, preparation and use of assessment materials and procedures, and will be able to explain all aspects of CC Preschool assessment.

### **Alternative Placement**

I understand and agree that my child's placement and my child's initial and continued enrollment are the sole discretion of the CC Preschool staff, and that CC Preschool reserves the right to dismiss my child if, in the sole and final discretion of CC Preschool staff, (a) CC Preschool does not provide an educational environment suitable to the unique needs and development of my child or (b) my child's participation in class negatively impacts his/her health or progress, or that of other children. In the event of such dismissal, CC Preschool staff may or may not make a recommendation for alternative placements, but I will withdraw my child immediately and I will receive a pro-rated refund of annual tuition previously paid less the non-refundable deposit and any other amount then owed to CC Preschool.

### **Vaccinations**

For the safety of our school community, CC Preschool requires that students be vaccinated. The only exceptions accepted to this policy are valid medical exemptions licensed by a licensed physician. COVID-19 vaccinations are not required.