

POLICIES OF HOLY ROSARY PRE-SCHOOL CENTER

REGISTERED FAMILY PRE-SCHOOL

Because we are part of an accredited school, and follow state guidelines, we provide daily care with learning and play activities for the hours of a full- working day or half day. We are open 6:30 a.m. to 5:30 p.m.

PRE-SCHOOL 3-5 YEAR OLDS

We have a structured learning program for children 3-5 years old (just younger than kindergarten), providing an educational experience through age- appropriate activities.

POLICY FOR ADMISSION:

1. No matter what age or room level a child must be toilet trained.
2. For entry child must be at least three (3) years of age and not exceed five (5) years of age.
3. The Pre-School entry child must be three (3) years of age at the start.
4. Our policy for contracted days is at least two (2) full days or three (3) half-days per week.

We feel that the needs of children are met through a caring atmosphere. Needs being met at the present time are:

- a. Nutrition: Two snacks and a hot lunch in our full or one snack and a hot lunch in our half-day program.
- b. Security: Well-trained staff and a secure building.
- c. Freedom: A safe environment which allows children to not only observe, but participate and ask questions.
- d. Structure: A stable. Familiar setting which offers firm but flexible limits
- e. Compassion: sensitivity to the needs of others around us.
- f. Challenge: We feel we help each child perform to his or her highest level of capability.

DISCIPLINE POLICY

Our discipline policy is one of **Positive Guidance** and **Positive Self-Control**. Only a child care teacher or assistant child care teacher may discipline children. Punishment which is humiliating and frightening to a child is prohibited. Examples of prohibitive punishments are:

- a. Spanking, hitting, pinching, shaking or inflicting any other forms of corporal punishment.
- b. Verbal abuse or derogatory remarks about the child or his family.
- c. Binding or tying to restrict movement or enclosing in a confined space, such as a closet, locked room, box, etc. is prohibited.
- d. Withholding or forcing meals or snacks is prohibited.

Our meaning of discipline is to train by instruction. We use a guidance technique which allows us to help children learn to control their actions and make their own decisions.

Why Guidance?

1. To control physical safety in our rooms.
2. To develop social awareness for proper behavior.
3. To promote a positive self-concept.
4. For the adults as well as the children's emotional well-being. (We all need boundaries or limits.)

Limits are rules or boundaries relating to acceptable behavior that adults use in guiding children. We do not believe in an anything goes attitude. Children need the security and protection of well-defined, fair rules, especially in a group situation. Without limits, children are unable to gain the inner controls that help them learn self-control.

Children learn discipline from respect: All rooms fall under our policy of consistent, clearly defined limits, but each has to choose an appropriate workable practice for the adult and children involved.

Criteria we follow to set room limits:

1. Let children be part of the limit setting.
2. Talk calmly and directly to the child.
3. Make your sentences short and meaningful.
4. Express yourself in positive terms. Not so much ~ don't do this ~ but we should do this.
5. Only ask a question if you really want to answer or to have the child make a choice.
6. Give a reason why behavior needs to change.
7. Make sure rules are clear.
8. Make sure you have their attention before you start giving directions.
9. Be Objective!
10. Give opportunities for positive attention.

For consistent unacceptable behavior we use a time-out technique. A time-out technique is used to interrupt a child's unacceptable behavior by removing the child from the scene of action. It is not a punishment, but rather a calming device. We use time outs for stopping inappropriate behavior before the behavior becomes harmful or unbearable. Time outs are short enough so the child may be asked to rejoin the group and learn acceptable behavior, one minute for each year of age. When a time out is used a child is always still under the visual care of the child care worker.

Discipline for rest periods ~ all children, under state law, are required to be given a chance to rest during their day care. We provide such a rest period. All children are required to rest quietly for at least 20 to 30 minutes. If at the end of this time period, a child still has not fallen asleep, they will be given the opportunity to do quiet activities such as puzzles, books or coloring books as long as they do not disturb those who are sleeping. All children must be prepared to rest if staying an entire day.

Policy for Dismissal of a Child

When a child's behavior is extremely aggressive or disruptive in a class and our discipline policy and conference with the parent/parents does not change the situation our policy is as follows:

1. The parent/parents are called and asked to pick up the child. The child may return the next day.
2. After the second occurrence the child will be suspended for two (2) days.
3. Upon the third incident, the parent/parents will be asked to find other care for the child.

HEALTH POLICY

1. Observation:
 - a. Upon arriving at the Center, each child will be observed by a staff member for symptoms of illness.
 - b. All unusual bruises, contusions, lacerations or burns will be noted in the room record and reported to the director.
2. Illness Procedure
 - a. Children with sore throat, fever, vomiting, diarrhea or other illness that could affect the health of other people will be isolate within sight and hearing of the staff until the child can be picked up.
 - b. The child's parent or designated responsible person will be contacted as soon as possible and the child picked up.
3. Communicable Disease
 - a. When a child is suspected of having a communicable disease, the child will be isolated, and the parents contacted to pick up the child. All children exposed should be watched for symptoms and their parents notified.
 - b. A child may be readmitted with a release from a physician or health department or if the child has been absent for a period of time of the incubation period of the disease.
4. Medication
 - a. No medication, prescription or non-prescription, can be given to a child without a signed, dated written authorization of the parent on file and recorded in the child's record and the Center's medical log. Medications must be brought in the original bottle and clearly marked with the child's name.
5. Inquiries
 - a. Written permission from the parents to call the family physician or refer the child for medical care in case of injury shall be on file at the center. Parents will be notified as soon as possible after injury has occurred.
 - b. A planned source of emergency medical care such as emergency room, clinic or medical facility shall be made known to the staff and parents.
6. Physical Examination
 - a. Children ~ 6 months before entering center or 3 months after.

EARLY AGE DEVELOPMENTAL DISABILITIES

1. **Discrimination prohibited:** The policy shall insure that our Pre-School Center does not discriminate on the basis of emotional or physical handicap, age, race, color, creed, national origin or ancestry.
2. **Suggestion to parents of handicapped children:** It is our responsibility to see that we inform parents with handicapped children of our type of facility. Let them know what we have or do not have for their child's particular needs. We can mention the program that is available through Unified School System and that their doctor can make a referral to the Department of Special Education. The program is called "Young Children with Special Needs."

Release of Children

Children may be released only to a parent/guardian or those verified thru photo I.D. on the original pick-up list in the application packet. If there is a legal reason that a parent may not physically take said child from school, we must have the legal documents on file in the preschool office.

OUR PHILOSOPHY

We, the staff of Holy Rosary Pre-School Center provide before school, pre-school and after school care. We are dedicated to the goal of providing a "home-away-from-home" atmosphere for all the children under our care. Your child will be in a wholesome, happy atmosphere to further his/her physical, mental and emotional development ... always stressing that a growing child is an individual, completely unique in his or her own right.

The children participate in supervised, planned activities. Programs providing for free play, music, pre-school opportunities, art projects, and outdoor activities are included in the schedule.

Holy Rosary Pre-School Center has been providing quality care for children in the area since 1963. We continue to strive to maintain quality time while expanding our program and services. For anyone who would like more information, please call the Pre-School office at 262-652-2771 ext 5. Someone will get back to you as soon as possible.

From all of us at the Pre-School Center may you and yours have a great year .

(The policy manual is periodically updated)