



HOBBLE CREEK LEARNING CENTER

PRESCHOOL POLICIES FOR TEACHERS AND PARENTS

AT HOBBLE CREEK LEARNING we are always looking for ways to improve the quality of your child's educational experience and to ensure their safety and health. We would like to share the following policies with you. These policies are designed to ensure that our teachers and your students can make the most of their time at Hobbble Creek Learning. Please read the following policies carefully and feel free to call if you have any question or concerns.

GENERAL POLICIES

Drop-Off

When students are dropped off in the morning they must be signed in by their caregiver at the front desk and indicate (in writing) who will be picking the student up at the end of the day. Please do not drop your student off more than 10 minutes before class. This will help our teachers be fully prepared for your students when they arrive. If you need to drop your student off more than 10 minutes before class please make arrangements with the front desk 24 hours in advance.

Pick-Up

Children will only be released to adults authorized (in writing) for pick up by the child's primary caregiver. Hobbble Creek Learning keeps a file of names, addresses, and phone numbers of all persons allowed to pick up a child in case of an emergency. This policy is meant to ensure the safety of your child. The file is based on information provided on enrollment forms. All information in the child's file is considered confidential and used only regarding the care of the child. To change these names written notification must be submitted to the Director by the primary caregiver. No one under sixteen years of age is permitted to pick up a child. ID will be requested from anyone we do not know. Our staff is authorized and instructed to call the police if an unauthorized person attempts to take a child.

Punctuality

If caregivers arrive early to pick-up a child they are asked to wait in the waiting room, outside, or in the main foyer until class has ended. Morning classes end at 11:30 am and afternoon classes end at 2:30 pm. Please be punctual when picking up your child. If you cannot pick up your child on time please call the office. We want to make sure that all children at our facility are supervised and cared for. Your prompt arrival allows our teachers to prepare for future classes. A \$5.00 late pick-up fee will be charged to your account at the beginning of each 10-minute increment the child remains at the school; the charge will begin 15 minutes after class is released.

Change of Clothing

Although children are potty trained there are still accidents that happen at school. We would like to lessen the impact of these accidents, and quickly return your child to the class by having parents provide one extra set of clothes for each child, to be kept in their classroom. Please bring the following items: Shirt, Underwear, Pants, and Socks, in a plastic bag or small storage container labeled with your child's first and last name.

Communication

In the event that your child will be absent from school please call the office at (801) 491-0825. The office will then notify your child's teacher. In order to keep you well informed, teachers will send monthly calendars and notes home with your child, answer questions by phone and email or speak personally with parents as you drop off your children. Please check your child's backpack each day for correspondence. Parent-teacher conferences are scheduled throughout the school year. To reach a member of the staff please call the office at (801) 491-0825. If we are not available your call will be returned promptly.

Guests

Hobbble Creek Learning would like to ensure a positive, non-distracted learning environment for your preschooler and his/her classmates. The Center cannot at any time accept responsibility for unregistered children. Therefore, parents and preschool children are asked not to bring guests, siblings or others to preschool, on field trips, or unless otherwise noted.

Weather

Preschool students should wear clothing that is appropriate for the season. Please ensure that your child brings a coat or jacket to school in colder seasons in case the class goes outside. Hobble Creek Learning follows the Nebo school district inclement weather closures. In the event of a severe storm, notification of closures in the Nebo school district may be broadcast on local news channels. In the event of an emergency during school hours our staff will care for your child. For detailed information on Hobble Creek Learning's emergency procedures please contact the office.

Supplies and Snacks

Supplies are included in the cost of tuition, except for special programs and events. For example, students may be asked to contribute food for a social, or the preschool may collect plastic bottles or cans for an art project. A note will be sent home if the preschool is asking for supplemental supplies. The school will provide a healthy snack each day. If your child has special dietary requirements, please alert the staff. Please do not allow children to bring candy, gum or other treats to preschool.

Books for Sale

Occasionally we will send home book order forms with your child. Books can be ordered from these companies for you to share with your children. Book orders are offered as an optional courtesy to our students and their families.

Pictures

Joy Photography will take individual and class photos in the fall. All children are requested to be present for the class photos. Purchase of these photos is optional. Hobble Creek Learning will take pictures throughout the school year to document your child's preschool experience. Some of these photos may be used for promotion of the school in publications, on the web, in newspapers, etc. All parents will be asked to sign a photo permission slip. We will not use your child's image if you do not sign the photo permission form. Pictures will also be posted on our flickr site www.flickr.com/photos/hobblecreeklearning

HEALTH AND SAFETY

Your Child's Health

Contagious disease, colds and the flu can be problems for preschool children. For the health of your child and other students please keep your child home if he or she has had a fever within the last 24 hours, at the onset of a common cold, if your child has diarrhea, or if your child has a productive cough (your child is coughing up a substance). In the event that a child becomes ill at school, parents will be called immediately to come pick-up their child. The preschool will defer to the teacher's discretion about the health of the child.

Medical Records

For your child's health and safety we require a complete written medical in your child's file. Relevant health information, such as allergies, chronic conditions or susceptibilities is also required. All health records, immunization records and emergency contacts need to be up to date and remain easily accessible in case of an emergency.

Child-friendly Furniture

Our goal at Hobble Creek Learning is to have a child friendly environment - child sized tables and chairs are sturdy and stable. We avoid furniture that has sharp corners. Toys and learning areas are carefully arranged and cleaned on a regular basis. Equipment will be monitored on an on-going basis to ensure it is in good working order.

Hand Washing

Hand washing is the most effective practice in preventing the spread of germs. Teachers are required to wash or sanitize their own hands, as well as the hands of a child using described procedures, before and/ or after engaging in a variety of activities.

Cleaning and Disinfecting

Hobble Creek Learning makes it a priority to thoroughly clean surfaces that children come in close contact with, using soap and water. In addition, some surfaces, including bathroom surfaces are to be disinfected in a prescribed way. Water Play tables are disinfected before being filled with water and carefully supervised when in use.

Accidents and Injuries

While we take precautions to prevent accidents, they are a normal part of growth and development of your child. If a child is injured or becomes ill while at Hobble Creek Learning, our first priority is to meet the child's physical needs. If necessary an emergency care routine is followed, the parents are informed and, if necessary, the child is taken to the closest, or designated, hospital. A "Band-Aid Report" is completed by the supervising teacher and reviewed by the Director. In the unlikely event of a serious injury or accident the Director will meet with the parents one-on-one to provide them with information on the nature of the accident and the actions we are taking to prevent the accident in the future.

First Aid Kits

A comprehensive first aid kit is maintained in each classroom. We require each staff member to be certified in Infant and Child CPR as well as first-aid. First aid kits are monitored closely to ensure that all items are kept up to date and in plentiful supply. First aid kits are placed in locations convenient to every staff member.

Discipline Policy

Preschool is an important time for children to learn appropriate behavior in a social or group setting. Basic principles such as sharing, personal space, following directions, and respect for others are gained in these formative years. Our discipline policy is designed to reinforce your child's positive behavior. We also believe in helping young students connect the choices they make with natural consequences. These methods prepare students to enter elementary school and to interact with their peers. When problems arise at preschool our teachers will take the following actions to help your student:

Teaching and Positive Reinforcement

Our goal at Hobble Creek Learning is to prevent conflict before it starts. We believe prevention begins with proper teaching and positive reinforcement. Children discuss proper classroom behavior throughout the school year and are constantly reinforced for following the rules and treating their classmates with respect. When children forget classroom procedures the teacher gently reminds them.

Warning with Choices and Consequences

When children behave in a manner that is disruptive to the learning environment or hurts him or her or others they are given a warning. This warning is given verbally to the student. The teacher will remind the student about the classroom rules and outline the child's choices and possible consequences. An example would be:

Example: Timothy is throwing toys in the classroom. This action may harm other children. The teacher or aide gently pulls Timothy aside and says: "Timothy, it against our classroom rules to throw toys. Throwing toys can hurt our classmates. You can choose to stop throwing toys and stay with the class or take a time out if you keep throwing toys."

This action gives Timothy two clear choices and two clear consequences. After this warning the child can return to the class.

Supervised Time-Out with Explanation

If the child's behavior continues he or she will be given the consequence outlined by the teacher. The child will be removed temporarily from the class to discuss his or her choice with the teacher or aide. The teacher will explain that being removed from the class is a consequence of the child's choice. The teacher or aide will wait with the child until the child chooses to return to the classroom and regular activities.

Note Home and Meeting with Parents

In the event that a child's behavior is consistently disruptive, a note will be sent home to the parents. Parents should discuss the behavior with the child and look for ways of encouraging positive behavior at school. We believe that guidance from parents is the most effective way to shape positive behavior in early childhood. If the child's behavior does not improve or is dangerous to the child or other children, a meeting will be called for teachers, parents, and the Director. This will be an opportunity to discuss any issues surrounding the child's behavior and develop a plan for improvement.