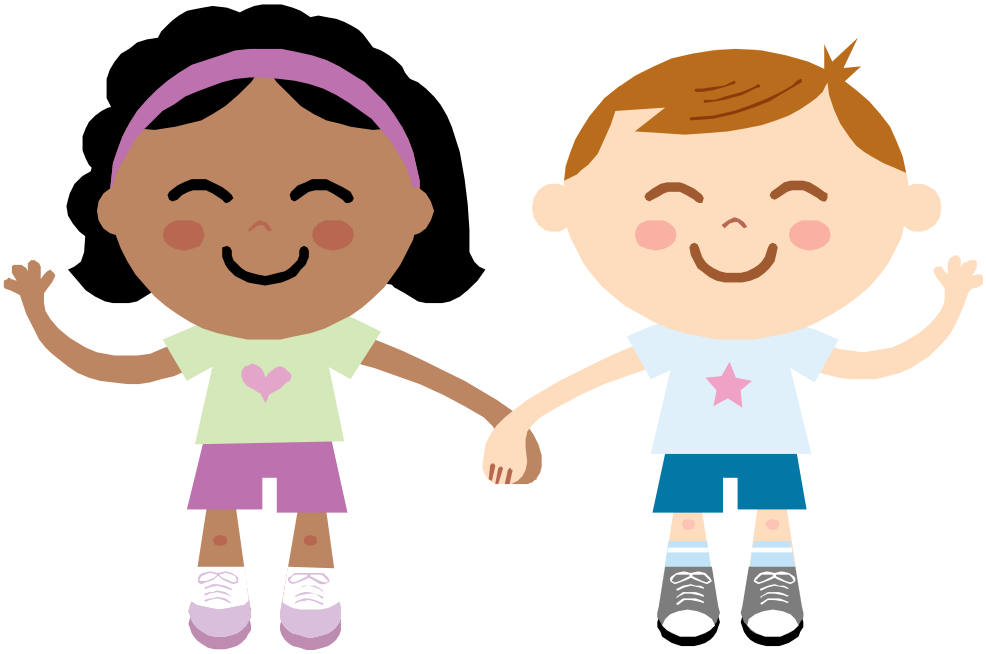
SC | LEARNING CENTER

Building Bright Futures Step By Step



Little Builders Parent Handbook

120 W. 12th St. Winfield, KS 67156
620.402.6470

LITTLE BUILDERS PRESCHOOL

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Mission Statement

Little Builders Preschool is dedicated to serving the needs of young children by providing a high-quality early childhood program within a safe, nurturing environment. Through the use of developmentally appropriate practice, the staff encourages the physical, social, emotional, creative and cognitive development of each child.

Philosophy

We believe that children's individual interests and abilities are fostered through careful developmental planning and evaluation. We provide a learning environment, which encourages and provides for the nurturing and growth of the whole child in: cognition, language, physical, social as well as emotional development. Creative curriculum is utilized for this aspect in the environment.

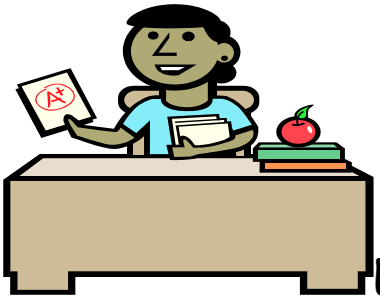
We believe a child-centered curriculum, which actively involves children in developmentally appropriate activities, promotes a positive self-concept, curiosity and enthusiasm for learning. We foster each child's development of self-control and plan for increasing independence as s/he matures through the acquisition of increasingly complex knowledge and skills. Handwriting Without Tears is provided to all students which enables the child to learn independently yet have assistance by teachers when needed.

We believe the development of the child requires time and patience. In this endeavor, we encourage on-going parental support in providing a quality early childhood experience.

History and Purpose

The purpose of Little Builders Preschool is to serve the Winfield community by providing a nurturing environment that supports the growth and development of children and families.

Little Builders Preschool, formally Grace Little Builders Preschool, was started as a collaborative partnership between Southwestern College and Grace United Methodist Church. It came into being through the efforts of many people and through the support of the United Methodist Ministry Fund, the Center for Teaching Excellence, the former Pastor of Grace United Methodist Church, Jerre Nolte, and the former President of Southwestern College, Dr. Carl Martin. Little Builders moved to the college street location in November 2002. Little Builders moved to 120 W 12th St in November 2010 after a generous donation was made to Southwestern College by the Richardson brothers.



Educational Philosophy

The learning experiences we offer children, the environment we have created, and the spirit of the classroom all evolve from the beliefs we hold about child development, children's needs and rights, and the role of the teaching staff.

The activities at the preschool are based upon the developmentally appropriate practices described by the National Association for the Education of Young Children (NAEYC). Developmentally Appropriate Practice (DAP) is not a specific curriculum such as is often seen in elementary and secondary schools. DAP is a philosophy or an approach to working with young

children that requires early childhood educators to understand and use the types of knowledge to make decisions in the classroom:

- Information about child development and learning.
- Information about the abilities, interests, and needs of each individual child in the group.
- Knowledge about the social and cultural backgrounds of the children, families, and community.

This understanding is used to develop activities that encourage the growth and development for each child within the classroom. Therefore, you will not see children sitting at tables and only completing worksheets every day. Worksheets will be used to reinforce what we are learning through active involvement and through play.

The classroom is set up so that the children can select and be guided toward activities that meet their needs according to their age and developmental level. Clearly, a child who is three is typically able to complete activities differently than a child who is five. We will provide learning experiences for the children that enhance or promote the development of their personal intelligences, so that children will feel and be successful. Children who are allowed to manipulate and play with many different materials and who are provided with varied experiences will be successful and productive members of the community and will become life-long learners.

We develop our curriculum based upon our knowledge of child development and upon our observations concerning individual interests, abilities, and needs. Using this information, we will develop an individually appropriate curriculum that allows the children to develop initiative, creativity, problem-solving, social skills, and their personal sense of worth in a caring Christian preschool.

The program utilizes the Handwriting Without Tears curriculum to help with concepts such as letters, numbers, shapes and colors. Each child is given a book that is kept at the center year-round. This book assists teachers when assessing and look for comprehension.

The program utilizes the Creative Curriculum Goals and Objectives to help plan engaging lessons and accurately assess each child through the year. The four developmental focus areas included are Social/Emotional, Physical, Cognitive, and Language. This curriculum is designed for children ages 2½-5. Each day's activities are designed to involve each child in the learning process both mentally and physically. This curriculum will be in addition to other activities we will plan for the children.

Behavior Management

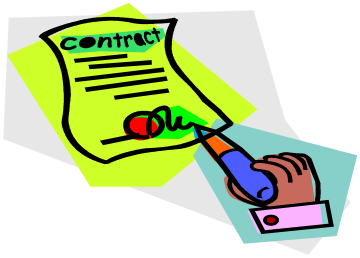
The general goals of guidance and discipline at Little Builders Preschool are to help the individual child to become increasingly responsible for his or her own behavior.

We believe that children learn best within a safe and nurturing environment. The staff will provide positive support and reinforcement for appropriate behaviors, as well as any necessary guidance toward inappropriate behaviors. We encourage children to develop and use potentialities as fully as possible and to manage his or her own affairs with due consideration for others. We want children to solve problems intelligently and think for herself or himself. We will help children manage feelings and emotions in an appropriate, constructive manner and will provide developmentally appropriate consequences when inappropriate, hurtful, or harmful behaviors occur.

Discipline

The classroom rules at Little Builders Preschool are generated from student input along with teacher guidance. When children choose inappropriate behavior the following actions will be taken by the staff members: (All situations will be documented in the child's notebook and will be sent home to inform parents of the behavior.)

- The problem will be discussed in a quiet voice.
- The child will be given an opportunity to come up with a solution to resolve the problem thus preventing a recurrence of behavior.
- Parents will be called to discuss further disciplinary actions if needed.
- Parents receive a copy of the discipline policy to read & sign when the child is enrolled.
- Termination of class membership -- if problem behavior continues -- as determined by Director (see below).

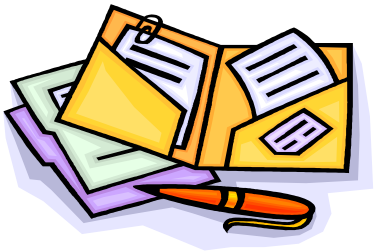


Termination Policy

It is part of our job to teach your children to participate, cooperate, and be a responsible member of the group. On occasion, a child's behavior may place the child and or other children in danger, or interfere with the focus of the Preschool. In the event of inappropriate behaviors, our policy is as follows:

1. Preschool staff will document/keep a record of behaviors.
2. Staff will notify parents/guardians by notes sent home on the days as needed and/or by phone call if needed.
3. If the inappropriate/dangerous behavior continues, the Preschool reserves the right to place that child on a probationary period. This period will be no longer than two weeks.
4. Termination will be at the discretion of the Director of the Preschool in collaboration with the Early Childhood Faculty of Southwestern College.
5. Written notice two weeks prior to termination of a child's enrollment will be given UNLESS the behavior warrants immediate termination. The Preschool Director and the Southwestern College Early Childhood Faculty have the discretion to make this decision.

***It is extremely important that the Little Builders staff and the parents (guardians) work <u>together</u> to help the child learn to control his/her behavior. We all want your child to be a successful and responsible person.**



Enrollment

Little Builders Preschool has space for 20 children, 3 ½ to 5 years of age and who are toilet trained. Enrollment in the program is open to children of staff and faculty of Southwestern College, as well as all children in the Winfield Community.

Non-discrimination: In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, gender, color, national origin, religion, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., S.W., Washington, D.C., 20250-9410 or call (202)720-5974 (voice and TDD).

Enrollment Procedures

A **health assessment form, permission form, emergency authorization form and enrollment record must be returned to the Director before the child may begin attending**. Parents are asked to inform the Director of any address changes or home/work phone number changes as they occur.

Children may continue in the program each year that they are eligible by age. Parents of eligible children are given an opportunity each spring to indicate interest in continued enrollment for the following year. If a family wishes to terminate enrollment, a **two-week written notice** is required.

Tuition and Fees

FULL DAY	--	7:00 a.m. to 6:00 p.m. (Includes breakfast, lunch, and 1 snack)		**$115.00 per week**
HALF DAY AM	--	7:00 a.m. to 11:15 a.m. (includes breakfast)	--	**$65.00 per week**
HALF DAY PM	--	11:30 a.m. to 6:00 p.m. (Includes lunch and 1 snack)	--	**$75.00 per week**

Every family **MUST** fill out the payment schedule contract. This form informs the preschool what type of payment will be received for services and when the payment will be made. Tuition is due on Friday evening for the following week when paid on a weekly basis. **A late fee** of $10.00 will be charged if payment is not received by 6:00 Friday evening. Tuition that is due on a scheduled payment date must be made by 6:00 PM. If payment is not made, **a late fee** of $10.00 will be charged.

Weekly rates will be $10.00 less for a second child enrolled full-time from the same family and $5.00 less for a second child enrolled part-time from the same family.

A $15.00 nonrefundable enrollment fee is required to hold your child's place in the program.

Yearly Schedule

Little Builders Preschool will be open year round. All national holidays will be considered paid holidays and your tuition will remain the same for that week.

The following is a calendar of closed days for the 2012-2013 school year:

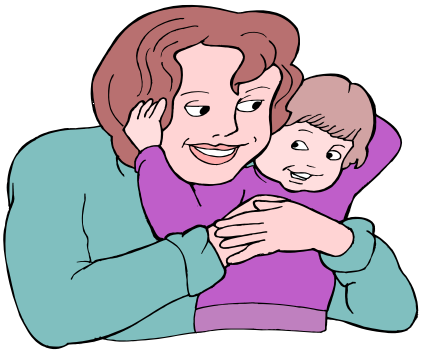
April 6th	Good Friday
May 28th	Memorial Day
July 4th	Independence Day
September 3rd	Labor Day
November 21st-23rd	Thanksgiving Recess
December 24th-31st	Winter Recess
January 1, 2013	New Year's Day

Program Description

Each day is planned to provide activities and opportunities for emotional, social, cognitive, language, as well as physical development. Curriculum plans are posted so that parents may know what the children do each day. Newsletters are developed for parents that describe the planned activities and unique opportunities for the week.

The daily schedule will remain consistent so that the children can learn to anticipate "what's next." Occasionally, changes are made in the schedule to accommodate weather changes, special trips, and visitors. The following is a typical schedule for our preschool classroom.

7:00-8:30	Arrival/Self-selected activities
8:30-8:50	Breakfast
8:50-9:00	Books/Puzzles/Tub Toys
9:00-9:30	Circle Time (calendar, weather, stories, songs, etc.)
9:30-10:00	Group Work
10:00-10:30	Centers (Free Play/Self Selected Activities)
10:30-11:20	Outside Time
11:20-11:30	Wash hands for Lunch
11:30-12:15	Lunch, Brush teeth, Prepare for Rest Time
12:15-12:30	Story Time
12:30-2:30	Rest Time
2:30-2:45	Bathroom and prepare for Snack
2:45-3:00	Snack
3:00-3:20	Circle Time (music, stories, finger plays, etc.)
3:20-3:40	Group Work
3:40-4:10	Centers (Free Play/Self Selected Activities)
4:10-5:00	Outside time
5:00-6:00	Centers (Free Play/Self Selected Activities)/ Clean Up



Arrival and Departure

An adult must accompany his/her child into the classroom to see that the child is admitted. Upon arrival, children **MUST WASH THEIR HANDS** and turn off the water faucet using a paper towel immediately before participating in any activities. Children may not be "dropped off" outside the building at arrival time, and parents must come into the center to get their child at the end of the day.

Each day, parents **MUST** sign in/out their child on the "Sign In/Out Sheet" located on the top of cubbies in the parent center. Please list your arrival/departure time and initial. This form is required by licensing and allows us to stay informed as well as monitor drop-off & pick-up.

Children will only be released to those adults who are on the Enrollment Record. If the person is not known by the staff, that individual will need to show her/his driver's license as proof of identification. If a parent wishes to have the child picked up by someone other than individuals listed on the form, permission must be given in writing including the date of pick up and a parent/guardian signature as proof of permission.

Children should depart no later than 6:00 p.m. to allow the teachers time to straighten the room, have meetings, or make preparations for the next day before going home. In the event of a late departure (past 6:05), an extra $5.00 for each 10 minute block (or any portion thereof) will be billed. We developed this policy to serve as a deterrent to lateness and we hope to avoid the necessity of charging the fee.

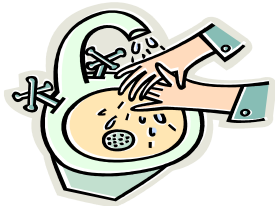
Absence Policy

If a child will be absent, please call Little Builders Preschool at 620.402.6470 before 9:00 a.m. This helps us continue on with the plan of the day without wondering when the child will arrive.

Unless your child is absent for an extended period of time due to illness, the policy of Little Builders is to not reduce the weekly tuition for missed days or half days.

Vacations

Each child is entitled to (2) weeks vacation time yearly on a no charge basis. To insure your child's position is reserved during your child's absence, we ask that you inform us of your family's upcoming vacation plans. If your child is absent for more than (5) days without notice, it will be assumed your child no longer needs our services and has withdrawn from our program. A parent currently on the waiting list will be notified of the vacated position.



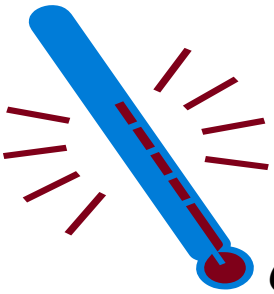
PROPER HANDWASHING PROCEDURES

Each child shall practice the following steps when they wash their hands: 1. turn on water and put soap on hands. 2. Rub hands together vigorously for 10 seconds, including back of hands, wrists, between fingers, under and around jewelry, and under fingernails. 3. Rinse well. 4. Dry hands and then use the paper towel to turn off water.

Distribution of Medication

Medication shall be administered at the facility by the Director/Lead Teacher under the following conditions:

- The parent has provided the medication.
- A medication permission form has been completed and signed by the parent.
- Prescribed medication must be prescribed for the child by a physician. It must be in original container provided by the pharmacy. The label must state the child's name, the name of the medication, dosage and dosage interval requirements, the name of the physician, and the date the prescription was filled.
- Medication given as samples must have a physician's approval slip.
- Medication must be taken home at the end of each day.



Child Illness

Parents are asked to keep their children home and to notify the preschool if the child shows signs of illness such as:

- a temperature of 100° or higher (must have a normal temperature for 24 hours before returning to school)
- diarrhea (defined as more than one abnormally loose stool per day)
- vomiting
- red, watery or draining eye(s)
- lice
- skin lesions, i.e., impetigo, ringworm and scabies

If a child develops these symptoms or other indications of illness while at the center, he or she will be kept as comfortable as possible until the parent can get to the preschool.

Communicable Diseases

When a child has been exposed to a communicable disease, parents are asked to report this to the child's teachers. It is very important that you keep your child home if he or she is contagious. Therefore, if your child develops a communicable disease or condition such as chicken pox, conjunctivitis (pink eye), or head lice, please do the following:

- Keep your child home the recommended number of days**
- Notify the preschool*

*We are required to notify the Health Department if a child in our school gets chicken pox, etc.

***Requirements*

Fever – free of fever for 24 hours

Vomiting, diarrhea – free of vomiting and diarrhea for 24 hours

Chicken pox or Shingles- May return (6) days after onset of symptoms

Pink eye – Excluded until all discharge has ceased and/or keep home for 24 hours after onset of medication

Skin lesions, i.e., Impetigo and Ringworm – May return when skin sores are healed and/or note from physician or nurse practitioner stating that the child is not communicable

Measles- May return (4) four days after onset of rash.

Head Lice- May return after hair has been treated with proper shampoo and there are no signs of lice eggs clinging to hair shafts.

Mumps- Excluded for (10) ten days after the onset of the rash.

Rubella (German Measles)- May return (7) seven days after the onset of the rash.

Streptococcal Disease, including Strep Throat- Excluded for (24) hours after appropriate antibiotic therapy has begun or for (10) ten days, if antibiotics are not administered. Antibiotics must be continued for a complete course of therapy. Inadequate therapy could cause rheumatic fever.

Scabies- Excluded until adequately treated with scabicide.

<u>Whooping Cough, Diptheria, Meningitis, Typhoid Fever, or Tuberculosis</u>- Excluded until a release is obtained from the local health department.

Written permission from a doctor may be required before a child will be allowed to return to the center following an illness.

Field Trips and Transportation

Walking field trips enable children to see and experience things outside the preschool. Field trips will be taken to places within walking distance of the preschool. Notice of walking field trips will be in the weekly newsletter to inform parents of place and approximate time of return.

When special field trips occur, parents are required to sign specific and special permission forms. Occasionally these special field trips will involve transportation of children in cars or other motor vehicles. For car trips, children must bring their car seats to the center to be used for the trip.

If a parent volunteers to drive for the field trip, they must follow all rules stated in regulation K.A.R. 28-4-130(b) Transportation in the regulation manual. The vehicle used shall be covered by accident and liability insurance required by K.S.A. 40-3104 and 40-3118 and any amendments to it. The preschool will require a copy of the owner's insurance card to keep on file. We will also have the driver fill out the yearly mechanical safety check form to keep on file for the school year. Each vehicle must meet the following requirements: The driver must be 18 years and older and hold an operator's license of a type appropriate for the vehicle being used. We will need a copy of the driver's license to keep on file. The vehicle must be maintained in safe operating condition. Emergency release forms and health assessment records will be in the vehicle. Each vehicle shall be equipped with an individual restraint for each child.

The safety of the children riding in the vehicle shall be protected as follows: all doors except the front door on the driver's side shall be locked while the vehicle is in motion. Discipline shall be maintained at all times. All parts of the child's body shall remain inside the vehicle at all times. Children shall neither enter nor exit the vehicle into a lane of traffic. Children shall not be left in a vehicle unattended by an adult. When the vehicle is vacated, the driver shall make certain no child is left in the vehicle. Smoking in the vehicle shall be prohibited while children are being transported. The driver shall transport the child to the intended location designated by the child's parent or legal guardian, or by the agency person in charge.

Meals and Snacks

Since our program receives federal funds for food expenditures under the Child and Adult Care Food Program, we are required to keep documented family income information in our files. This form is included in your enrollment packet and must be updated once a year. The form will be redistributed every July for the following calendar year. These forms will be kept strictly confidential and will in no way affect your child's ability to receive meals at the center.

Menus for breakfasts, lunches and mid-afternoon snacks are sent home in your child's notebook. The food has been planned by the Sodexho Food Services and Little Builders Staff to ensure that it is nutritionally adequate and appropriate for young children. Each snack includes food representing two different food groups, and each lunch includes foods from four different food groups. Because of this careful planning and for sanitation reasons, parents are asked not to bring food or candy to the center.

Serving sizes are small so that children are not overwhelmed with large amounts of food. Children are asked to "taste" all food that is served so that new food likes can be discovered. Within reason, children may

determine the amount of food that they wish to eat. "Clean plates" are not emphasized.

Mealtimes and snack times are used to encourage self-help and conversation. A pleasant and child-paced atmosphere is maintained. Teachers eat with the children and model good eating behaviors and table manners. Before each meal and snack the children will say a blessing.

Children will brush their teeth after lunch. The center provides the toothbrushes and keeps them stored in a sanitary manner.

If your child has food allergies or other medical stipulations, a form must be filled out to keep in their file. For example, if the parents provide milk for their child to drink, we must fill out the form.

Clothing

Children should be dressed for active play. While at Little Builders Preschool, they explore the environment both indoors and outdoors and experiment with a variety of materials. Comfortable, sturdy, washable clothing is essential, as it permits children the freedom to participate in all activities without undue concern for spills, spots, rips, and tears.

Clothing that is easy to manage encourages independence and self-help. Many toilet accidents are preventable if children can remove clothing without a struggle. **Parents must provide extra clothing, including underwear, socks, pants, and shirt, to be left at the center to be used in the event of a toileting accident or spill**. To minimize the spread of disease, the teachers will not rinse clothing soiled by toilet accidents. Instead, the soiled articles will be placed and sealed in a plastic bag and returned to the parents at the end of the day.

Outdoor play is very important for a child's growth and development. The children will play outdoors on all but rainy and very cold days. They should be dressed for comfort and activity.

For winter play, each child should have a snowsuit or coat and snow pants, boots, mittens, and a hat. Snowsuits should be lightweight and warm without complicated fastenings. Simplicity is important in our situation in which adults have many children to help at the same time. Zippers with large tabs, large buttons, and buttonholes, or Velcro fastenings are recommended. Boots should go on easily, cover the child's ankle, and be waterproof. Hats and mittens should fit properly.

Children should bring a **small, lightweight, washable blanket** to keep at the center for use at naptime. The preschool will provide each child with their own cot and cot sheet. If the child usually sleeps with a small doll, stuffed animal, or pillow, the parent may bring one to be left at the center. The cots will be placed throughout the classroom three (3) feet apart. This distance limits the children disturbing each other during the rest period. All outdoor clothing, extra set of clothes, and blankets should be clearly labeled with the child's name.

Items from Home

Children may bring a toy or other "treasure" from home to show teachers and friends each Friday for Show & Tell. All items brought from home must be labeled with the child's name and should be taken home at the end of the day. Guns and other toys that promote violence and dangerous objects should not be brought to the center. Sometimes show & tell will be a specific theme. The theme will be announced in the weekly newsletter.

Children may bring pets or other animals with prior arrangements between the parents and staff. At some point during the year, we have a pet week. All pets must be up to date on their immunizations, groomed, and in good health.

We like to celebrate birthdays with our friends. Unfortunately, cupcakes are not allowed to be brought to the preschool. Per NAEYC criteria 5.B.02, food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Parent Participation

Parents are welcome at Little Builders Preschool at any time. It is not necessary to make an appointment to visit or observe. We do ask that your arrival be as unobtrusive as possible.

Daily, informal conversations between parents and teachers are encouraged. Such exchanges help the teachers be more familiar with the children's development, needs, characteristics, and interests. It also will help the parents know more about how the children spend the day. We hope to establish informal and friendly relationships between teachers and parents.

Conferences between the teachers and each child's parent(s) are scheduled at least twice yearly and more frequently if the teachers or parents feel it is desirable. Parents should not hesitate to ask for a conference at any time. Parent meetings and informal gatherings are scheduled for the purpose of discussion and fellowship.

Weekly newsletters will be sent home to inform parents what activities their children are participating in. This is also how we will introduce any changes to our routine, regulations, or requirements. Parent participation is very important. Children will be sent home with a homework packet at the beginning of each week. Parents are encouraged to help their

children complete the packet throughout the week. Packets can be returned the following week so teachers can check the work and stamp each completed day. Completing the homework is not required, but is encouraged.

Another way for parents to participate is with the Scholastic Book orders and the Campbell's Labels for Education program. The Scholastic Book orders are handed out each month. These order forms provide parents the ability to purchase age appropriate books at a great price. The preschool will earn points for each dollar that we use to purchase items from the Scholastic catalog. The Campbell's Labels for Education Program is an easy way to contribute. Parents collect labels and bring them to the preschool for them to be turned in for credit. These labels help the preschool earn free items. For more information on the Campbell's program visit the website www.labelsforeducation.com.

ASSESSMENT

The children will be observed and assessed the entire time they are in our program on a formal and informal basis. The observations and assessments will be presented to the parents at parent teacher conferences which are held at least twice a year. SC Learning Center believes that it is important for children's developmental progress to be documented and assessed so that the teachers may find ways to meet your child's needs individually. Assessments assist staff when planning lessons, centers and activities. Informal assessments are done daily throughout the routine of the day. Teachers will make notes about these information observations to share with families at conferences. Formal assessments are done twice a year and documented on SC Learning Center's assessment paper. This assessment is broken up into the following sections: Communication Skills, Literacy Skills, Computation, Algebra, Geometry, Cutting, Gross Motor, Self-Help, Social-Emotional, Writing our Names, and Drawing a Person. The assessment will not be done in one setting but rather spread out throughout multiple days. When the assessment is complete the teacher makes comments/notes to share with families at conferences. The teachers document some of their goals for that child and will discuss it with families. The families may have more goals to include or change that will be documented as well. There will also be a portfolio kept on each child to

share with the parents that exemplifies their work throughout their time in the center.

Injuries or Emergencies

In case of serious illness or injury, emergency care will likely be warranted. The administrative director, the child's parents, and the child's physician should be notified immediately. The child and the child's emergency release and health records should be taken to the emergency center. Information you have provided will be used if emergency treatment is necessary. Parents will receive an accident report form, completed by the teacher or staff member supervising your child for all accidents at Little Builders Preschool. This will provide details on the incident and any first aid given.

Procedures for following medical emergencies are as follows:

- The Lead Teacher shall assume responsibility for care in any emergency that occurs.
- Assistant Teachers or volunteers should contact the Director in the case of emergency. If the Director is not available, contact should be made with the Director of Early Childhood.
- If, in the judgment of the Director, the injury needs medical attention, the Director will call the parent. If the parent cannot be reached, the Director will call the emergency number provided by the parent.
- If the injury requires immediate emergency treatment, CALL 911. The Lead Teacher will stay with the child and the Director will notify the parents.

Fire Drill Policies

A fire drill shall be conducted monthly. The scheduling of fire drills shall be staggered to insure that each child has an opportunity to participate. Dates and times are to be recorded. Emergency escape routes will be posted in each classroom at all times.

In case of a fire, the staff and children will exit the east door and stage the group at the entrance of the east parking lot. If it is safe, we will relocate to the play ground. At that time, the staff will contact parents to come and pick up their child. Any pertinent information will be passed to the parents when they arrive.

Tornado Drill Policies

A tornado drill shall be conducted monthly from April through October. The scheduling of tornado drills shall be staggered to insure that each child has an opportunity to participate. Dates and times are to be recorded. Emergency escape routes will be posted in each classroom at all times.

In the case of a tornado, the staff and children will exit to the main hallway and assume a protective body position with their hands over their head. Everyone will stay in this location until it is safe to come out or until

help arrives. After assessing the damage, it will be determined if it is safe for students to stay at the preschool. If the surroundings are deemed unsafe, parents will be notified to come and pick up their child. Upon pick up, all information will be passed to the parents about reopening.

INCLEMENT WEATHER PROCEDURES

In the case of inclement weather, please listen to KSOK FM 107.9 weather radio or watch KSN news for closings. Little Builders will be closed **ONLY** when Southwestern College, Winfield campus is closed. When listening to the closings make sure that they say Southwestern College main campus in Winfield. Southwestern College does have other campuses in the Wichita and Fort Riley areas.

MISCELLANEOUS INFORMATION

BABYSITTING

It is not the mission of the program to provide childcare for its clients in any location other than at the program during regular operating hours. Any arrangement for childcare which does not take place at the program is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for childcare during the work shift of the individual staff member, and no such arrangements may interfere with the operation of the Center or the individual staff member's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents.

REPUTATION

Word of mouth is the best advertisement. We would appreciate it if you would recommend our program to any family we can service. We welcome any suggestions that you might have. When your family leaves our program, we will ask you to fill out an exit survey. This survey will provide us with the

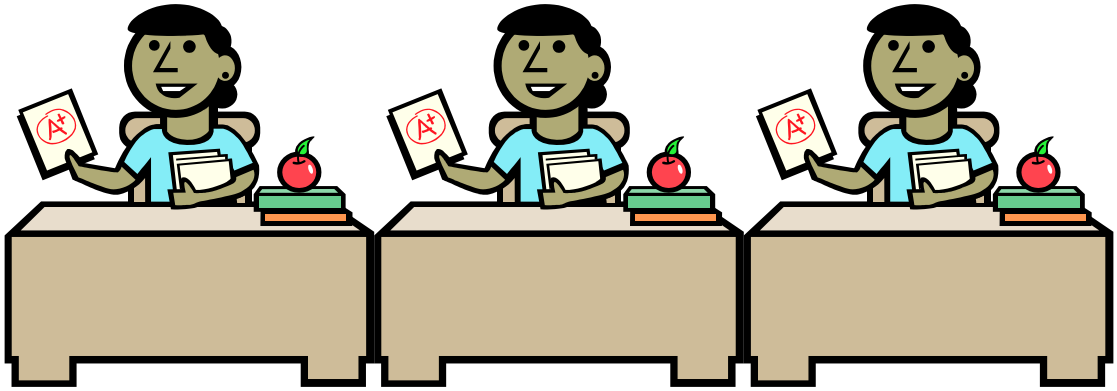
feedback we need to improve the quality of our program. One of our goals is to meet the needs of the families in the Winfield community. The only way we will be able to fulfill this goal is from the families that we service.

CONFIDENTIALITY POLICY

Records and observations of all children are confidential and only staff and referral agencies may have access. A file may not leave the Director's office without approval. A staff member may be dismissed for discussing children outside of the program, with other staff members, or with referral agencies. We ask that families do not discuss the children with staff members in front of the other children.

CLASSROOM TEACHINGS

Little Builders reserves the right to observe holidays, practice the Christian beliefs in association with Southwestern College, say a blessing before each meal or snack, and say the Pledge of Allegiance as part of the daily schedule of activities.



Administrative Staff

Mary Requena -Director/Lead Teacher of SC Learning Center

- She can be reached by calling the SC Learning Center at (620) 402-6470 or (316) 210-5931 cell.

Support Staff

The preschool is also staffed by Southwestern College student interns completing their degrees, student work-study aides and students enrolled in Education courses. Student support staff will interact with the Center from the disciplines of nursing, psychology, religion, theater, music, and the sciences (just to name a few).

SC Learning Center
120 W 12th St.
Winfield, KS 67156
620.402.6470

I have read and understand the contents of the parent handbook. I understand that if I have any questions I may ask the director to explain. I also understand that after signing this form a copy will be put in my child's file.

Signature _____ Date _____