

Preschool Parent Handbook

This handbook is designed to acquaint all parents with current policies and procedures. Bethel Lutheran School reserves the right, in its sole discretion, to revise these policies and procedures as needed. Parents receive a handbook at the beginning of the school year.

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Philosophy of Ministry of Bethel Lutheran School

Preamble

It is the will of our Lord Jesus Christ that his disciples should carry out His Great Commission to make disciples of all people (Matthew 28:18-20). That Christ's Great Commission for His Church might be carried out according to His will, He has commanded that Christians baptize and teach (Mark 16:16), unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (1 Corinthians 14-40) in the church.

Our Mission

To glorify God, nurture the redeemed, and reach the lost through Christ.

Our Vision

To make a God-pleasing difference in people's lives by boldly preaching, teaching and sharing the Good News and by establishing loving, caring and serving relationships through our maturing faith.

Philosophy

Bethel Lutheran Preschool was established in the 1950's to serve the community in guiding young children to live, to learn, and play in a loving Christian environment. We feel that an essential part of good education is the joy of learning. We want each child to feel good about himself and come to know Jesus as Friend, Helper, and Savior.

Because we believe in the "Hands On" philosophy, our program provides rich, exciting, and interesting learning experiences. Our two-year rotating curriculum is based on topical monthly units and provides reading, science, math, language, fine motor, gross motor, art, social, and listening skills presented in a Christian environment.

Goals

Our goals for the three-year-old classes include teaching the children about Jesus and how He loves them. In addition, we will help them become comfortable in a school setting, adjust to being away from home, develop self-confidence, and learn to care about others. Alphabet concepts, numbers, colors, and shapes will be **introduced** through songs and games. Small and large motor skills will also be developed in a variety of ways.

For our four-year-old classes, our goals are to improve upon those established for the three-year-old classes. Additionally, children will recognize and write their names, use scissors efficiently, follow directions, and recognize shapes, colors, and numbers. They will develop a greater appreciation of how the arrangement of the alphabet letters can form words.

Our Pre-K class is designed for children who are five years of age by November 1st of the current school year and desire a four-day instructional program. This program refines the basic four-year-old program and offers more in-depth and challenging activities.

Upon completion of our program, all four and five-year-olds should be able to speak in front of a group, work independently, follow directions, and attentively sit still for a lesson. We believe that the achievement of these goals will instill in the children a love for learning and a joy in the sense of accomplishment.

1.0 Admission

Forms and information necessary for each child's file are required to be completed by the parents prior to the first day of school. All children must have current immunization records at the time of enrollment and these must be kept up-to-date. The following is a list of required immunizations:

Polio	3 doses
DTP/DP	4 doses
Measles	1 dose – on or after 1 st birthday
Mumps	1 dose – on or after 1 st birthday
Rubella	1 dose – on or after 1 st birthday
Hib	1 dose
Hepatitis B	3 doses
TB Test	Within one year of preschool entry – negative results
Chicken Pox	1 dose

Special Needs children are evaluated individually prior to enrollment. We are happy to welcome them if it is mutually determined that we can meet their needs.

2.0 Arrival and Departure

When you arrive, please take your child into the classroom and speak to the person in charge. When you pick up your child, let the teacher know that you are leaving. If someone we do not know is to pick up your child, please inform the teacher. This person must be listed as authorized to pick-up this child on the summer packet paperwork. Remind the authorized person that we may ask for identification to insure your child's safety. Also, if your emergency contacts or authorized pick-up persons should change, please fill out a new authorization form.

During departure it is also important to follow a set routine. We recommend that when you arrive, greet your child and the teacher. Be sure and say good-bye to your child's teacher so that they know you are leaving.

Once you have reunited with your child and begun departure, Bethel Lutheran Preschool is no longer responsible. Please do not let your child run off ahead of you inside or outside of the building.

Doors open at 8:35 a.m. and 12:20 p.m. Students and parents/guardians are welcome to wait in the entryway until doors open.

Morning classes8:45 a.m. – 11:15 a.m.

Afternoon classes12:30 p.m. – 3:00 p.m.

3.0 Birthday Parties

If you would like your child's birthday to be celebrated at school, you are welcome to bring a special birthday snack. During Parent Orientation in the Fall, you will be given the opportunity to sign up to bring snacks. Parents will put an asterik on the day they bring a snack to celebrate their child's birthday. (See 11.0 Food)

4.0 Calendar

The preschool calendar is published annually for Bethel Lutheran Preschool and sent to parents/guardians in their summer packets. Copies may be obtained from the elementary school office.

5.0 Clothing

Comfortable play clothes are recommended -- ones that can be easily pulled up and down for "quick trips to the bathroom", and ones that can easily be washed since, no matter how careful we try to be, paints, markers and snacks sometimes get on them!

Well-fitting rubber-soled shoes are needed for jumping, walking, skipping, and running.

6.0 Discipline

We use a positive approach to discipline. We remind the child of the rules several times as necessary and if the child is still not complying, he or she will have a short time-out away from the other children.

When adults interact with children, they play and converse with them as partners. When adults manage children, they retain the upper hand by passing out instructions and warnings. While prevention of a problem is an efficient short-term approach to discipline, encouraging children to solve problems for themselves accomplishes more in the long run because of the opportunities it provides.

When dealing with conflict, we always try to keep the child's developmental characteristics in mind. Preschoolers are still quite self-centered. They are also struggling for independence and control. We acknowledge and talk about what each child is feeling and engage the children as active participants in the problem-solving process. The limits we set and expectations we have for our children respect the ages and abilities of the children.

However, there are occasions where our best efforts are not successful in resolving an issue. When this occurs, we will contact parents and ask for help. Usually, parents will understand a situation and offer alternatives which may help in the successful resolution of the issue. Sometimes, a formal parent-teacher conference will be necessary. Any discussions with staff will be strictly confidential. If it is determined that our program cannot accommodate the special needs of a child, he/she will be asked to withdraw from the school.

7.0 Emergency Information

For your child's safety, it is *critical* that you keep emergency names and numbers up-to-date with at least three different names and phone numbers. If your child needs you, we want to be able to contact you or your designated emergency contact *as soon as possible*. Any day that your child will not be in school, please call us. We worry when we don't see your child's smiling face.

8.0 Enrollment

Parents wishing to enroll their child(ren) in Bethel Lutheran Preschool must register and pay all fees prior to the child beginning classes. There is a \$50 registration fee for preschool. Admission to Bethel Lutheran Preschool will be based on the following criteria:

1. Registration papers have been filled out completely.
2. Registration fee has been paid in full.

Registration

All parents who have children enrolled at Bethel Lutheran School are assessed an annual registration fee. These fees are due at the time of registration and are non-refundable and non-transferable.

1. The annual registration period will be based on the following priorities:
 - A. Children or siblings of children currently enrolled in Bethel Lutheran School will register the first two weeks of registration. Families with students in the elementary school will be given priority over families with only preschool students.
 - B. Children whose families are members of Bethel Lutheran Church may begin to register the third week of the registration period.
 - C. Others on a first come, first served basis will be allowed to register after the third week of registration. This is our Open Enrollment.
2. Children who enroll in kindergarten must be five (5) years of age on or before September 1st.
3. Children who enroll in 3 year old preschool must be three (3) years of age on or before September 1st.
4. Children who enroll in 4 year old preschool must be four (4) years of age on or before September 1st.
5. Children who enroll in PreKindergarten must be five (5) years of age on or before November 1st.

Probationary Period

Bethel Lutheran Preschool reserves the right to reconsider the application of any student during his/her first twelve days (12) attendance. If it becomes clear during this probationary period that we at Bethel Lutheran Preschool are not able to meet the needs of the new student for whatever reason, a meeting will be scheduled with the parents, the preschool director, the teacher, the principal, and a school board representative.

Class Size Policy

The Bethel Lutheran School Board will determine class sizes.

Once class sizes reach ten, the Bethel Lutheran School Board will make an aide available upon the request of the teacher.

Statement of Non-Discrimination

Bethel Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship or loan programs, and athletic and other school administered programs.

9.0 Fees and Collection

Preschool fees may be paid annually or monthly, in nine (9) equal installments. Preschool families begin making payments September 1 and continue through May 1. Preschool families are encouraged to use Simply Giving to make electronic payments. Preschool fees are to be paid in full by the first of each month. If not paid by the tenth, a statement will be sent out with a late fee of \$10.00 charged in addition to the monthly tuition. Any account over thirty days in arrears will place the child’s enrollment in jeopardy. Preschool payments may be put in the box in the entryway of the preschool or dropped into the box marked “Tuition” outside the elementary school office.

All registration fees are non-refundable.

Preschool Tuition:

Families with one child in Bethel Lutheran Preschool and no siblings in Bethel Lutheran School pay full price for chosen sessions.

Families with more than one child at Bethel Lutheran School or Preschool are given a discount of \$10.00 monthly off the cost of children attending Bethel Lutheran Preschool.

Tuition rates for the 2006-2007 school year are:

2 days per week.....	\$82 per month
3 days per week.....	\$112 per month
4 days per week.....	\$143 per month

10.0 Field trips

Preschool parents are informed of each trip. We use parents to help drive their own vehicle and parents will be informed of the transportation arrangements. Parents need to find childcare for younger siblings if they are driving for a field trip. All four-year old classes and Pre-kindergarten classes will go on all field trips. Three-year old classes attend field trips second semester.

If you do not wish for your child to attend an outing, please make alternative child care arrangements. Parents are always welcome to join the class on field trips.

Parents will be informed in advance of all long-distance (highway) field trips. Teachers will use their professional judgment whether or not to continue a planned field trip when bad weather surfaces. Additional booster/car seats are provided by the preschool for the vehicles of parent drivers.

11.0 Food

Parents provide daily snacks and napkins, trying to coordinate the snack with the color and letter of the week. Directions and a schedule for bringing snacks will be provided to parents when school begins. Please do not bring cupcakes.

12.0 Grievance procedure

The faculty at Bethel Lutheran Preschool are committed to maintaining a safe and productive atmosphere for children to grow and learn. Parents are encouraged to speak with classroom teachers regarding minor issues and routine concerns. In the event the parent(s) feels the issue is not being adequately addressed or has become a source of conflict, the following grievance procedure should be consulted in order to achieve an appropriate resolution.

Level 1

When the problem arises, parents should speak directly with their child's teacher. If you wish to have a private conversation, please ask to schedule a parent-teacher conference. Bethel Lutheran Preschool teachers will make efforts to respond to the complaint and resolve the conflict.

Level 2

If a parent feels the matter is not resolved, he or she may bring the concerns to the Preschool Director. Parents should be prepared to provide a full account of the situation and communication with their child's teacher. The Director will take reasonable steps to review parent and instructor accounts of the issue and resolve the conflict. When necessary, the Director may call a conference where the parents and teacher can meet with the Director to discuss a resolution. In any event, the Director will respond to the parent within ten (10) working days from the date the grievance was submitted to administration.

Level 3

In the event the matter is not resolved at the preschool administration level, the parent may submit a written account of all events to the Principal. This statement must be submitted within ten (10) working days from the final decision of the preschool director. The principal will make a reasonable effort to respond to the parent and resolve the matter.

13.0 Health policy

Each child must have a current health form with immunization history signed by a physician on file at Bethel Lutheran Preschool.

Please notify the teacher if your child has any allergies (especially food allergies).

Teachers will notify parents when certain communicable diseases are present and we ask that you notify the teachers when your child is out with a communicable disease.

Children with the following may NOT be brought to preschool:

- Chicken Pox
- Conjunctivitis
- Whooping Cough
- Lice
- Measles
- Scabies
- Mumps
- Rubella
- Scarlet Fever
- Pink eye

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

- Cranky or less active behavior than usual
- Crying more than usual
- Feeling general discomfort or seeming unwell
- Loss of appetite

Children developing any symptoms that require dismissal or if injured during the day shall be picked up by a parent since the school does not have adequate isolation facilities. If we cannot contact a parent, we will call the emergency contact. Your emergency contact must be someone who can be available in case of mild illness, who would be available to provide temporary care for a sick child, and has transportation to the preschool.

If the child is well enough to come to school, he/she is well enough to participate in the regular program, including indoor and outdoor activities.

Children may remain at preschool in the following situations:

- 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.
- 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.

Please know that the decision for the child to remain is based upon the teacher's discretion.

Children with (1) ONE OR MORE of the following symptoms may NOT be brought to the preschool or will be sent home:

- Diarrhea: More than one (1) abnormally loose stool.
- Headache or stiff neck.
- Severe coughing.
- Unusually dark, tea colored urine.
- Difficult or rapid breathing.
- Gray or white stool.
- Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.
- Fever over one hundred degrees Fahrenheit (100 F) by mouth or ninety-nine degrees Fahrenheit (99 F) under the arm.
- Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus.
- An infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin.
- Unusual spots or rashes.
- Vomiting.
- Sore throat or trouble swallowing.
- Yellowish skin or eyes.

Children Sent Home For Illness

Children may return to school 24 hours after the disappearance of all symptoms including the disappearance of fever, Tylenol-free. Children returning with any of the previous symptoms or illness will be sent home. The decision is at the discretion of the staff.

Children Returning After Illness

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file so that the teacher can administer the medication.

Medication Authorization

All medication will be given to the child only with the dated, written permission of the parent(s) stating the length of time the medication may be given.

Prescription medication shall be in the original container and labeled with the child's name, instruction for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by the physician.

All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). If the preschool will be administering medication daily or over a long period of time, a physician's signature is recommended. Parents must also update the form monthly by initialing and dating the form. Extra forms are available in the school office.

Accident and Illness Procedures

If a child is injured or becomes ill after arriving at school, the parent will be called. The Parent Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned.

If a child needs immediate medical attention, the teacher will call 911. Then the parent or the child's physician will be called. If we cannot reach the parent, the emergency contact will be phoned. A teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms.

Parents will be notified of all known minor injuries or possible illnesses.

14.0 Inclement weather

Please check local television or radio for school announcements.

District 709 is Closed, Bethel will be Closed

When District 709 is closed due to inclement weather, Bethel will be closed. Since all students are transported by private means at Bethel, there may be times when Bethel is closed and District 709 does not close.

15.0 Indoor/outdoor play

Indoor/Outdoor Play

We believe that children learn best through play and hands-on experiences. We also believe that the outdoors is an extension of the indoor classroom.

Toys, materials and activities are also available outdoors to enhance the children's play experience. If your child is not well enough to play outdoors, he or she is not well enough to attend preschool.

Outdoor Temperature Policy

Outdoor play is an important part of our daily curriculum, as weather permits. It is important for parents to provide the appropriate clothing and outerwear for the weather conditions.

The staff members use the following general guidelines when determining whether to go outside:

- Winter
 - If temperatures fall below freezing, staff will keep children indoors.

Fall/Spring

Staff will provide drinks to replenish body fluids.

16.0 Pick-up

Preschool sessions end promptly at 11:15 and 3:00. Preschool students become very anxious if they see all of the other children leaving and they are kept waiting. We realize that finding a parking spot can take time and we will reassure students that their ride will be arriving shortly.

17.0 Observation guidelines

Bethel Lutheran Preschool has an open-door policy and the classrooms are always open for students, parents, faculty and staff to observe. However, if you are interested in scheduling an observation time for your class, please contact your child's teacher.

Parent Involvement

A close family-school relationship is essential if the school is to be fully responsive to the child and if the child is to reap maximal benefits from the school experience. You are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a social environment. If you have questions about what you observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please ask the teacher about it at a time convenient for the teacher.

Parent Participation

Your participation is eagerly welcomed in the program. Your participation can take many forms and we hope that all parents will find meaningful ways to participate in their child's preschool experience. Some ways in which you may choose to participate include:

- Field trip transportation and supervision.
- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.).
- Participation in Playground Improvement Days to maintain and improve the outdoor environments.
- Construction or collection of materials for use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.

Home/School Communications

Monthly copies of the newsletter will be posted for parents. It is often helpful for you to review activities planned for the day with your child. Since the curriculum is planned in advance some changes based on spontaneous learning opportunities and child needs can be expected.

Parent/Teacher Conferences

Individual parent-teacher conferences will be offered at least once during each year. However, all parents should feel free to request a conference any time during the year.

In addition, informal communication of parent concerns, teacher concerns, and the sharing of special joys, sorrows and accomplishments in the child's life is important.

Preschool Newsletter

Each month during the school year the preschool publishes the monthly newsletter. This newsletter provides you with the latest general information and specific room information. The newsletter is not typically published in the summer months.

18.0 Parking

We realize that many parents are sharing a few parking spaces. Please pull into the parking spaces marked outside the preschool doors to unload/load children. Please do not "park" in the driveway

to load or unload your child. You may park in the parking lot when you bring and pick up your child, during observations, and while attending parent-teacher conferences.

Use of the loading zones is **very dangerous** for children. Walking in the driveway behind cars is dangerous. Help your child learn "parking lot safety" and avoid accidents. If you are transporting several children and need help, ask us for assistance.

Please do not leave children unattended in cars while dropping off or picking up preschool children.

19.0 Safety policy

Bethel Lutheran Preschool is accredited through the LCMS Accreditation.

We also receive annual inspections by the State Fire Marshall's Office.

These inspections ensure that all health and safety regulations are met and that Bethel adheres to high quality standards regarding teacher requirements, adult/child ratios, curriculum, nutrition and other administrative practices.

General Safety Practices

- Teachers have a health form on file and yearly TB tests.
- All staff members are mandated to report any suspicion of child abuse/neglect.
- Children are supervised at all times and ratios maintained.
- Parent emergency information on file in children's files and on emergency directory.
- Authorized pick-up information on file and on emergency directory.
- If we are not familiar with the authorized pick-up person we will ask to see identification and will match the person's ID with the emergency directory information provided by the parent(s).
- Each room equipped with first-aid kit.
- Emergency numbers are posted by each classroom phone.
- Emergency evacuation plans are posted in each room, the hallway, and outside the preschool office.
- Emergency drills (e.g., fire, tornado) practiced monthly with the children.
- Because we do not have an official "sign in/sign out" system, we ask that parents inform the teachers when children arrive and depart.
- Teachers keep roll and take head counts.
- Teachers spread out on playground to ensure adequate and appropriate supervision.
- Playground monitored closely for safety and improvements made during playground improvement days.
- Staff are trained in CPR, First Aid, and Choke Saving/Rescue Breathing.
- Medicine box is out of children's reach.
- Medications administered only with written permission of parents.
- Cleaning supplies out of children's reach.
- Teachers fill out documentation for accidents, incidents, and health-related incidents. Parents are given copies of accident forms.
- Teachers follow universal precautions for blood-related accidents and incidents.
- Safety mats are used under climbing equipment indoors.
- Toys are checked frequently and broken toys are discarded.

- Emergency numbers and first aid kits included in fanny pack for walking field trips.
- Children are not allowed to ride in front seats of vehicles.
- Health and safety information incorporated into the curriculum and taught to the children on a regular basis.

Parents' Responsibilities for Safety

- Keep current on children's immunizations and well baby/child check-ups.
- Keep sick children at home until 24 hours after the disappearance of all symptoms including the disappearance of fever, Tylenol-free.
- Tell your child's teacher if he or she has a communicable disease.
- Fill out the necessary forms to allow your child's teachers to administer medications.
- Take home medications that we no longer administer.
- If your child will not be coming to preschool for sickness or other reasons, please call your child's teacher to let him or her know.
- Teach your children good health practices at home (wiping nose with tissues, brushing teeth after meals, flushing the toilet, washing hands before meals and after toileting, cleaning up after self, etc.). It helps if we are consistent with health practices at home and school.
- Keep your locating information current with the school office. This includes phone numbers for home, work, and cell; home address; and e-mail address.
- Keep your authorized pick-up people current with the school office. You may have up to three (3) different people who are authorized to pick up your child on the emergency directory.
- Introduce the people authorized to pick up your child to the preschool teachers. If we do not know the people authorized to pick-up your child we will ask to see their identification.
- Always tell the teachers if someone other than the parent(s) will be picking up your child. Make sure that person is authorized to pick-up your child (by having the teacher check the emergency directory).
- Bring your child to the preschool in the appropriate car safety restraints. Keep children eleven years or younger in the back seat where it is safer. If we notice that your child is not properly restrained, don't be offended if we say something to you about it.
- Never leave a child in the car unattended.
- Do not let your child run ahead of you in the parking lot. Teach them to stay close for safety purposes.
- In the parking lot, walk on the sidewalk in front of the cars.
- Always walk to the preschool on the sidewalk.
- Please do not "race" with your children in the hall. Do not let them run ahead of you in the hallways.
- When we see you arrive in the classroom, we transfer responsibility for keeping your child supervised back to you.
- When you drop off or pick up your child, make time to make contact with the child's teachers so that they know you are dropping off/picking up. Never take your child without letting a teacher know.
- Keep teachers informed about your child's health, mood, eating habits, family situation or anything that might affect your child's behavior at school.

- Teach your child about safety practices (good strangers/bad strangers, practice fire and tornado drills at home, stop drop and roll, etc). It helps if we are consistent with safety practices at home and school.
- If possible, volunteer on your child's field trips so that we have a better ratio of children to adults.
- If possible, volunteer on Playground Improvement Days to help us keep the playground as safe as possible.
- If walking to preschool, please utilize the sidewalk to avoid the driveway and parking lot.

20.0 Teacher training

Teachers have completed successfully a minimum of 60 college semester hours including 6 hours in Child Development or a Bachelors degree in Elementary Education. Teachers have completed any course work required in the State Education Code or are pursuing any deficiencies.

21.0 Toilet training

Students are to be successfully toilet trained before attending preschool.

22.0 Toys

Bethel Lutheran Preschool teachers cannot be responsible for toys brought from home. We encourage children to keep their toys at home. Sharing is not an easy task for young children. Toys can also become mixed up with ours or may be damaged. If a child brings a toy from home, he/she may be asked to keep it in his/her bookbag for the day.

23.0 Transitioning children – students coming midyear

We prefer to have you and your child new to the school, ease into the room and routine by visiting the school prior to their first day. This helps your child become familiar with the environment and also helps us get acquainted.

Each child is unique in his/her pattern and ease of adjustment to new situations. Be sure to talk with the staff daily during the transition phase. A consistent daily schedule (arrival and departure routines) helps children adjust to a new routine and environment.

Separation

Children sometimes have difficulty letting go of their parent at arrival. This is typical behavior which, over time, should decrease as they become more secure in their new environment. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning for arrival adjustment before needing to leave for work.
- While traveling, talk to your child about going to preschool and who will be there. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.

- When you arrive, help your child get "settled in" by becoming involved in play.
- Once your child is playing comfortably, tell your child it's time for you to go. (You might also try a two-minute warning ahead of time.) Please, do not "sneak out". Children are establishing their sense of trust and need to see you go and see you return at the end of the day.
- Give hugs and kisses and reassure your child you will be back.

If there is still protest and difficulty, the staff are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave. Remember, even those children who are comfortable in play and in their environment need your attention, affection, and reassurance. All parents should follow these separation guidelines.

24.0 Withdrawal

Parents are asked to give the preschool director a minimum of a three-week notice in writing prior to withdrawing their child from the program.