

CENTRAL CHRISTIAN CHURCH PRESCHOOL
GUIDANCE AND DISCIPLINE POLICY

The Preschool strongly believes in positive guidance for children. We are dedicated to behavioral management that is positive and guided by the attitude that disliking an action does not challenge the love or acceptance of a child. Methods of discipline used will center on communication, setting clear limits, positive guidance techniques such as modeling and encouraging positive behavior, praising good behavior and ignoring inappropriate behavior, substituting one activity for another (redirection), keeping the children engaged in a wide variety of stimulating activities or removal from a negative situation.

1. In accordance with the philosophy of the school and the laws of the state of Illinois, the staff uses no form of physical punishment or verbal abuse. No child will be shamed, humiliated, or left unsupervised for inappropriate behavior. No child will be punished for lapses in toilet training. It is our staff's goal, whenever possible, to explain to a child why a particular behavior is not allowed, suggest an alternative, and assist the child in choosing an acceptable activity.
2. At times when a child's behavior is threatening to himself, others, or the activity in progress, that child will be removed from the situation to a different area of the room (Be By Myself Area). The process of removing a child from his/her current location interrupts the child's unacceptable behavior and actions. The removal place will be in a "Be by Myself Area" located within the play area, where they can still be supervised, but far enough from the activity. This area gives the child a chance to "get it together" and eventually return to the group. The child will be allowed to determine when he or she can return to the activity. Appropriate and acceptable behavior of the child following the "get it together" time will receive praise.
3. If behavior problems persist or are severe, the Director will schedule a meeting with the parents and the Teacher to discuss helpful ways of working with the child. Parents are expected to cooperate with the preschool Director and teacher to reinforce appropriate behavior by the child while at school. The child's progress will be monitored and reported to parents frequently. In very extreme cases, a child may be removed from the Preschool program.
4. Severe behavior such as physical violence to other children or the teacher, which cannot be corrected using methods in accordance with Section 407.250 of the Illinois DCFS Licensing Standards, will be reason discharge from preschool. These standards state:
 - Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility.
 - In all instances, when a facility decides that it is in the best interest of the child to terminate enrollment, the child's needs and parents needs shall be considered by planning with the parents to meet the child's needs when he or she leaves the facility, including referrals to other agencies or facilities.
5. The Director may request the parent obtain counseling for the child in order for the child to continue or return to the Preschool

This information can also be found in our Philosophy Book which was included in the enrollment packet.

I HAVE READ AND UNDERSTAND THE CONTENTS OF THE GUIDANCE AND DISCIPLINE POLICY.

Parent /Guardian Signature _____ Date _____

Child Safety Procedures

DCFS Licensing standards are structured to secure the physical and emotional welfare of the children.

In section 407.13 of the guidelines are the "Admissions and Discharge Procedures." Section 4 E states.....

"Children shall be admitted and discharged under circumstances which ensure protection of their own and other children's physical and emotional well being."

We are required to follow these guidelines. Therefore, if a parent, guardian, or other person permitted to pick your child has any evidence of drug or alcohol use, we will be placed in a position to call someone from your child's emergency list to come and pick the child up.

Driving under the influence is also a federal offense. For the protection of the children we will follow these guidelines.

By law children under the age of 8 must be secured in an appropriate child restraint system, more commonly called a child safety seat. Child safety seats include infant seats, convertible seats (rear-facing for infants and forward-facing for toddlers) and booster seats that are used with the vehicle lat and shoulder belt system.

The parent or legal guardian of a child under the age of eight years is responsible for providing a child safety seat to anyone who transports his or her child.

Therefore, we will not be able to release a child if we know there is not a proper safety seat being used including riding on a motorcycle. We will then start calling parents to find a safety seat. Please make sure you leave a safety seat if someone else will be picking up the child.

If the above guidelines are not followed then we, as mandated reporters, will be required to inform DCFS or law enforcement.

I have read and understand the procedures explained above. I agree and will cooperate with Central Christian Church Preschool pertaining to this matter.

Parent's Signature

Date

Child's Name

Notification Letter for Parents or Guardians

Central Christian Church Preschool uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the preschool building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the preschool building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office staff, teaching staff, and our students. Pest sightings are reported to the Office and the sighting is recorded in a pest sighting notebook. The office calls "Holey Moley Mole Control" and he evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when there is no other choice. Pesticides will never be routinely applied. When a pesticide is necessary, the preschool will request that only the least toxic product be used. Applications will be made only when children do not have access to the area(s) being treated.

A Notice of Pesticide Application will be posted 72 hours prior to application and for two days following the application. This notice will be posted on the center's parent bulletin board located above the safe in the main hallway. Parents should check this board regularly.

Where pests pose an immediate threat to the health and safety of the occupants, the preschool may authorize an emergency pesticide application and shall isolate the affected area for seven (7) hours after treatment has been performed.

Staff and parents or guardians of students enrolled in the preschool may request prior notification of an application made at the preschool. To receive notification, you must be placed on the preschool's notification registry. If you would like to be placed on this registry, please notify the Preschool office in writing. Please include your email address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

If you have any questions, please contact Linda or Tina @ 446-2797.

I WOULD LIKE TO BE PUT ON THE CENTRAL CHRISTIAN CHURCH PRESCHOOL'S NOTIFICATION REGISTRY TO BE NOTIFIED OF PESTICIDE APPLICATION.

Parent Signature: _____

Student Name: _____ Classroom: _____

E-mail Address: _____

Phone Number: _____ Date: _____



I'm the only one like me

Central Christian Church Pre-school
1101 N. Vermilion Street
Danville, IL 61832
(217) 446-2797

Dear Parent/Guardian:

It is important to have your child's hearing and vision tested.

Please ask that your physician check your child's hearing and vision during your child's next physical exam.

If your physician will not/cannot do these screenings please call the following number for the screening program through C.A.R.E. and Danville District #118: 444-1092

This program is available for ages birth through five years.

Sincerely,

CCC Preschool

Please sign and return bottom portion.

I have received the information on vision and hearing screenings for my
child, _____.

Parent signature

Date



I'm the only one like me

Central Christian Church Preschool STATEMENT OF FINANCIAL UNDERSTANDING

In order to insure efficient operation of the Preschool, parents and staff must agree to the following guidelines:

- Payments must be made one week prior to the child's attendance and in a consistent manner. Parents who pay monthly must pay one month in advance.
- If your payments are not made on time you will be assessed a late fee.
- When the center is closed for certain holidays and unforeseen bad weather days, parents will still pay the same weekly tuition fee.
- The Center requires a yearly fee which is paid at the beginning of the fall semester for returning students or on the day that your child is enrolled. That fee is \$ _____ for the year
(This fee is not covered by state funding.)
- Failure to pay the full amount agreed upon will result in your child being dropped from enrollment.

For Parents who receive subsidy payment through the State of Illinois must also understand that:

- You are responsible for paying a share of your child care costs which may include a co-payment, a partial day payment, or a full day payment which is not covered by state funding.
- If you let your state funding lapse then you are responsible for the full fees.
- If you have not been approved by state funding prior to enrolling your child, you must pay one half of the weekly fee until your funding is authorized.
- If you do not submit your state paperwork on time and submitted by the deadlines you will be charged full fees or your child could be excluded from the center.

I HAVE READ THE ABOVE GUIDELINES AND I AGREE TO THE TERMS.

PARENT SIGNATURE

DATE

PARENT SOCIAL SECURITY NUMBER

WEEKLY FEE _____

ENROLLMENT FEE _____

PAYMENT REQUIRED UNTIL STATE FUNDING BEGINS _____

DIRECTOR'S SIGNATURE

DATE