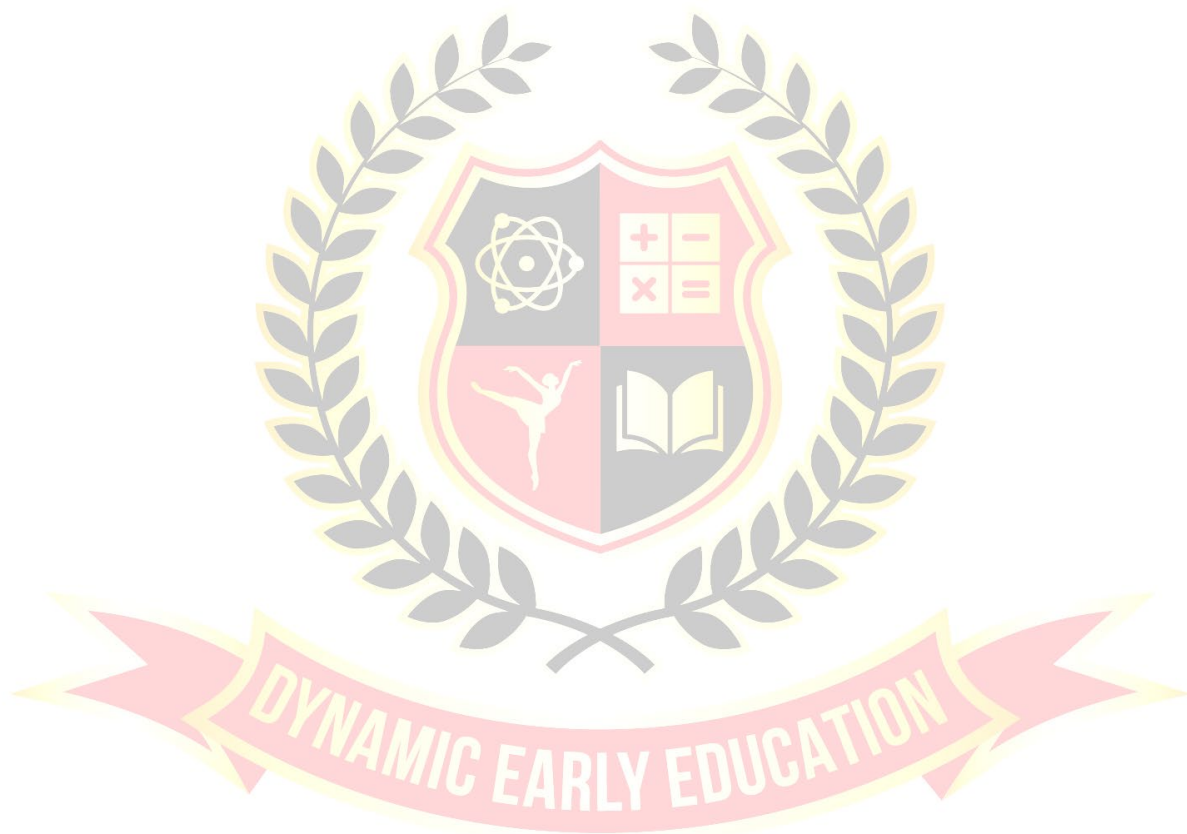


PRESCHOOL PARENT HANDBOOK



DYNAMIC SYSTEM OF SCHOOLS

DYNAMIC EARLY EDUCATION

WWW.DYNAMICSOS.ORG
EARLYED@DYNAMICSOS.ORG
11050 Longview Parkway
Kansas City, MO 64134

INTRODUCTION

Dynamic Early Education (DEE) is a faith based preschool program for children ages 3 - 5 years of age. Choosing an educational facility for your preschool is very important and we are so glad and honored you have considered us. We take this choice very seriously and promise to provide the best learning and safe environment possible. Our all-inclusive preschool program serving students ages 3-5yrs old focuses on school readiness which encompasses phonics, reading, writing, social/emotional skills, math, and motor skills. Student's still get the freedom of exploration and learning through play, but DEE is a structured program. Dynamic Early Education's primary goal is to partner with parents to produce higher learning preschoolers.

DISCRIMINATION POLICY

DEE prohibits discrimination against its families, students, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program or protected genetic information in employment or in any program or activity.

ADMISSION AND ENROLLMENT

Dynamic Early Education's (DEE) mission is to provide a comprehensive educational facility that promotes individual growth, creativity, and academic proficiency during early education. Our program offers services to children ages 3-5 years old.

To register in DEE's preschool and/or summer camp programs, parents should visit our facility with their child to meet with the director to discuss enrollment. At this time the family will receive a tour as well as an overview of our policies and procedures. DEE takes this time to get to know the family and make certain the family becomes familiar with them. All questions and/or concerns should be addressed at this time.

The following must be submitted upon enrollment:

- **Child application/application fee**
- **Child immunization records**
- **Birth Certificate**
- **Medical Examination History form**
- **Mutual Expectation form**
- **Child profile form**

Child Withdrawal

If the parent/guardian finds it necessary to withdraw a child from care, he/she must give a two-week notice prior to withdrawal. Fees will be incurred and will prevent a parent from re-enrolling in Dynamic Early Education in the future.

Child Discharge

It might be necessary for DEE to give notice to a parent/guardian to stop caring for a child. We will give the parent/guardian two weeks' notice prior to ceasing care. In rare cases of severe problems, we may be forced to release the child from care without giving a two-week notice. Care may be terminated for the following reasons:

- Child is increasingly unhappy and unable to become comfortable with the childcare setting
- Child consistently physically or verbally hurts other children and/or staff
- Parent/guardian routinely abuses drop-off and pickup times
- Parent/guardian doesn't pay childcare fees on time
- Parent/guardian does not work with the childcare provider as a team to provide consistent guidance and discipline

PROGRAM DESCRIPTION

DEE provides a safe, creative, nurturing, and educational environment for parents and their children. The standards of our services are based on years of education and experience in the childcare and education industry. DEE allows for creativity and active play in a structured environment. Creativity is inspired through the Creative Curriculum and small group interaction which is aimed at promoting self-discovery through motor skill development, inter-personal skills, self-reliance, and proficiency at every age.

ARRIVAL & DEPARTURE

Each child must be checked in and out daily by parent or persons authorized by parents. No child will be released to unauthorized persons. Parents should notify the director if someone other than a parent will be picking up their child and they should be prepared to show a picture ID.

APPROPRIATE DRESS

In order to help DEE, work to prevent accidents or injuries all children must wear close-toe shoes every day to our facility. As a regular part of our day we go outdoors, please make sure your children dress weather appropriate. For preschool programming, *a changes of clothes are needed and should include shirt, pants, underwear, socks, and should also be season appropriate. Please label everything.*

PARENT COMMUNICATION & ASSESSMENTS

Pre-School (3-5 year olds)

DEE uses the Desired Results Developmental Profile (DRDP) in order to assess students and communicate with parents about their student's day on a regular basis. Parents should also check their student's cubbies daily to get student work or other school communication. Parents will receive a meal/snack calendar (subject to change) and a monthly newsletter.

MEALS & SNACKS

DEE believes in providing nutritious meals for children. Lunch will be provided by the parents. DSS will provide milk and a morning and afternoon snack.

PHOTOGRAPHS & VIDEO TAPES

I give my child permission to be photographed and/or videotaped in the program and during program functions and field trips. I understand that the photographs and/or video tapes may be taken by facility staff or by other parents. I also understand that I will be notified if any photos/video tapes are to be used for public relation purposes, and that I have the right to refuse permission.

OPERATIONS

HOURS

- Hours of Operation - 7:30am - 5:30pm Monday- Friday.

If we have not been able to contact a parent or guardian and the child has not been picked up within an hour of our closing, we are obliged to inform the Department of Social Services, State of Missouri and the appropriate local authorities.

HOLIDAYS

DEE will be closed on the following

- days: Thanksgiving Day
- Day after Thanksgiving
- Christmas - New Year's Break
- Spring Break (March)
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day

ATTENDANCE

Attendance is very important to your child's success at DEE. Regular attendance keeps your child in routine and provides them with the structure they need. It is also essential to their success in preschool and afterschool tutoring sessions. If a student is not in attendance for 5 consecutive days without notice, they will be automatically dropped from the program. If the student leaves the program without a two-weeks' notice, they will be able to re-enter the program.

Attendance for families of state assistance: For the state to pay DEE for student attendance, students are required to show up every day. If students miss more than 5 unexcused days a month, students will be dismissed from the program.

Please notify the facility by 9:00am if your child will not be attending or will be late for the preschool and/or afterschool program.

ADJUSTMENT

Upon entering your new student into our school, please allow for a three-week adjustment period. The surrounding, routine, teachers, and classmates are all new to your child. It will take time for your child to adjust and feel comfortable, as well as the teachers. Please be patient during this time and understand that it is normal behavior especially at this age.

DISCIPLINE METHODS

DEE encourages many opportunities for the use of logical and natural consequences. These goals are met through proactive steps, including encouragement of communication development which encompasses independent dialogue and positive word usage. Discipline methods promote development of self-control and positive behaviors. No form of corporal punishment is allowed by anyone (including families) while on DEE property. Teachers and staff are mandatory reporters of child abuse.

ILLNESS POLICY

Because DEE cares so deeply about the children in their care, the illness policy is strongly enforced. The State of Missouri Bureau of Child Care requires any child who exhibits any of the following symptoms must be sent home and may not return until symptoms have disappeared for 24 hours.

- Fever over 100 degrees
- More than one abnormally loose stool
- Severe coughing
- Redness of and discharge of the eyes
- Unusual spots or rashes
- Sore throat
- Vomiting
- Contagious disease such as whooping cough (may not attend for 4 days from onset).
- Mumps (may not attend for 9 days from onset)
- Measles/chicken pox (may not attend for 7 days from onset)

DEE must be notified immediately if your child has ringworm, lice, or impetigo (child cannot return until after the disease has been treated for 48 hours).

DEE will not administer any medications to suppress these symptoms.

DEE works to protect all the children in our care and work to keep them healthy, therefore to protect all our children and parents, please do not bring your sick child to DEE. We deeply understand the inconvenience of a

sick child but know if all of our families have the same consideration these inconveniences will be rare for everyone involved.

MEDICATION POLICY

Medication will be administered to children enrolled in the full-time preschool program, in accordance with the following guidelines: All medication must be checked in and out with the director; each medication must be accompanied by a medication authorization form (filled out by parent), with specific dates and details. Medication left at DEE one week longer than specified date on medication authorization form will be thrown away; No fever reducing medications will be administered (i.e. ibuprofen, Tylenol, etc.) without a doctor's note stating reason, dosage, specific date(s) & time(s) to administer, & possible side effects; Prescriptions must have a pharmacy label.

ACCIDENTS/INJURIES

Although DEE takes precautions to keep your child safe and unharmed, accidents do happen. For every accident/injury, an Accident Report will be provided to await the parent/guardian's signature. A copy of the report may be requested for personal records. If DEE deems necessary, the parent/guardian may be called to pick-up the child in a non-emergency situation so the child may receive medical attention. In an emergency situation, DEE will call 9-1-1, followed by a call to the parent/guardian.

When a serious incident involves a child in this facility, an incident report is made. This information is provided to the parent/guardian, licensing board and insurance company. The purpose of these reports is to inform and follow-up on actions taken concerning the incident. Incident reports are made for the following serious incidents:

- Injuries involving serious accidents, falls (2 ft. or more) or motor vehicles
- Unexpected illness, contagious disease
- Poisoning or medication error
- Aggressive or unusual behavior

In addition, the child care provider is required by law to report any observed or suspected child abuse or neglect to the Child Protective Services department.

Medical emergencies

- Providers are certified in CPR for Infants and Children.
- A first-aid kit containing items such as ice packs and Band-Aids will be on the premises.
- Emergency numbers are available at all times.
- Immediate first aid will be given.
- Ambulance will be called and paramedic recommendations followed.
- Parents will be notified as soon as possible and an injury record is kept for each child.
- When parents are not available, your emergency reference will be called.
- Parents are responsible for any expenses as a result of emergency room care, ambulance, etc.
- Hospital used for emergencies is Children's Mercy Medical Center.

TRANSPORTATION AND FIELD TRIPS

During our preschool and summer enrichment program, DEE will periodically schedule field trips for the children.

- You will always be notified of a field trip and asked to sign a permission slip.
- Some field trips may require additional adult assistance. We appreciate your willingness to help us once in a while.
- Most field trips will be covered through your childcare fees; however, additional field-trip fees may be assessed on occasion.

Types of Developmental Activities

Free Play

Free play provides an opportunity for children to direct their own learning. The care giver supervises and helps children, but the play is directed by the child. There are various centers that the children use for free play during the day. While doing this, they are developing

- Cooperation - learning to play with others
- Social skills - pretending helps children express their opinions and views
- Fine motor skills - using scissors, drawing with chalk or pencils help children strengthen their fine motor skills
- Math and reading readiness - playing independently with learning toys gets children ready to learn math and reading

Planned Activities

Children also learn through planned activities. These activities are usually short, but structured in order to introduce a new concept or reinforce concepts already learned by the children. Activities include

- Stories provide time for reading-readiness skills of listening and retelling and moral reasoning.
- Exercise to strengthen overall health and muscles.
- Music with instruments and singing to develop both vocabulary and listening skills.
- Arts and craft activities, to build on a child's imagination.
- Backyard science experiments help children begin to learn about the world around them and how they fit into it.

Discipline Policy

One of the goals of is to help children learn appropriate behavior. We want children to act with:

- Self-control
- Respect for others
- Obedience
- To help children reinforce these actions, we:
 - Model the behaviors that we want to see in the children
 - Establish clear, consistent and simple limits
 - Explain the reasons for rules
 - Remain positive in our approach
- In most cases, the way we encourage these actions is to reinforce positive behavior. In some cases, discipline is necessary. Before discipline of any kind is administered, however, a review of other possible causes will be considered. Is the child sick, tired or hungry?

When discipline is necessary, we will:

- Redirect the child's attention to an acceptable action
- Explain the negative behavior and help child identify solutions
- Breathing Exercises - a time to cool off, change attitudes, manage conflict and space
- Miss-out - a lost privilege

TUITION PAYMENTS AND FEES

DEE tuition are set by age group and based on full-time schedules.

Tuition is paid on a biweekly/monthly basis. Tuition is due in advance of services rendered. Tuition will be paid by FACTS Management. Late fees and returned payment fees will be applied according to the terms set by FACTS Management.

A 10% discount is discounted off the 1st tuition when two or more children from the same immediate family attend Dynamic Early Education simultaneously.

Late pick-up is not a service; you are required to pick up your child by 5:30p.m. each day. Parents arriving after 5:30pm, will be charged an additional \$1.00 per minute/per child. Paid directly to the teacher/staff member on the next business day. All late pick-up fees must be paid within one (1) day of occurrence. In order to be consistent and fair to all parents, your arrival time is based on DEE's clock. Consistent lateness (two or more late pickups within a one-month period) after designated closing times may be cause for the child's dismissal from DEE.

