

First Presbyterian Children's Center

Parent Handbook

(revised August 2025)

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OUR PHILOSOPHY

We, the staff of First Presbyterian Children's Center, believe the best way to promote learning is to provide a nurturing community. Our families are valued for their commitment to their children. Our staff members are valued for their unique talents as well as their ability to work together to bring a quality program to our families. Most importantly, our children are valued for their individuality and their creative spirit.

Our program includes free and directed play activities, which foster all areas of child development: physical, social, emotional and intellectual.

The First Presbyterian Children's Center is a community service of the First Presbyterian Church. The Center is part of the ministry and mission of the church and as such will reflect values consistent with and appropriate to Christian Faith.

This Handbook contains policies and procedures for the current school year. It is not possible to foresee every situation that may arise during the school year. The Children's Center's administration reserves the right to amend, revoke or revise the policies and procedures in the Handbook at any time as circumstances require. If/when changes are made to the Handbook, parents will be informed in writing that will include when the change will take place.

ADMISSION

The Center admits students of any race, color and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the Center.

The Center reserves the right to deny admission when it feels that either the program offered or the child's best interests cannot be served emotionally, physically, medically or socially.

Registration is accepted on a first-come basis. Registration forms must be completed for returning families and new families and turned in along with a non-refundable registration fee.

Families that are currently enrolled are given preference for enrollment as long as it is done before open enrollment. Returning families and families of First Presbyterian Church are given preference before open enrollment to the community, as long as it is done before the open enrollment time frame.

HOURS OF OPERATION/LATE POLICY

Early drop off 8:15-9:00

Preschool and Kids Day Out: 9 am-11:45 am

Lunch Bunch: 11:45 am-1 pm

Ladybugs 11:45-2:00pm

Please arrive on time to drop off and pick up your child.

If you know you are going to be late picking up your child at dismissal, please call the Children's Center office. If a parent or guardian is frequently more than five minutes late picking up a child, the Director may issue a warning. After this initial warning the late policy will go into effect. If you have not called the Center after the 5-minute grace period an additional charge of \$1.00 for each (1) minute will be added to your bill.

TUITION

Tuition is due the 15th of each month, unless indicated otherwise. Online payments are preferred, however you may also pay by check or bank draft.

If payment is not received by the due date, a \$10 late fee will be added to your bill. If your bill is not paid by the end of the month, your child will not be allowed to attend our program until the bill is paid. If your check is returned for insufficient funds, a \$15 fee will be added to your bill to cover bank fees and administrative costs.

Please feel free to talk with the Director if you have a situation impacting your ability to pay.

ADMINISTRATION AND PARENT ADVISORY BOARD

If a parent has a concern or question about the general operation of the Center, they should discuss it with the Director. Questions or specific problems within a classroom should be addressed with the teachers in the classroom first; if an acceptable resolution is not met, a meeting with the Director can be set up.

A Parent Advisory Board consisting of 2 parents of children currently enrolled in the Center, a member of the Church Session, and the Director of Children and Family Ministries will assist with decision-making and advise the Director on new policies and procedures.

ATTENDANCE/ HEALTH /IMMUNIZATIONS/HEALTH RECORDS

Missouri state regulations govern health records and immunizations and require that health records be kept in the Children's Center office. According to state law, immunizations must be up to date; if a child is on a delayed immunization schedule, the Center must have an immunization exemption form on file. According to state law, parents may request notice of whether there are children enrolled at the Center with an immunization exemption on file. The name(s) of individual children are confidential and will not be released.

- If a child has an allergy or asthma and medication or an inhaler is required to be kept at school, there must be a written order from the doctor with the steps that need to be taken in case of a reaction or incident.
- A parent/guardian must provide written permission so that the Center can comply with the doctor's orders.
- Prescription medications (epi-pen, Benadryl, inhaler) must be in either a container with the pharmacy label on it or the original container.
- If there is a change in the administration of the medicine, the change must be submitted in writing by the doctor.
- An allergy action plan must be completed.

If your child will not be coming to school, please message, email or call the Children's Center office.

No child should attend school if:

- They have a fever. Your child should be fever free for 24 hours before returning to their class.
- They have a fresh cold.
- They have a cough.
- They have had vomiting or diarrhea in the last 24 hours.
- They have contracted a communicable disease, at which time a phone call should be made to the Center, so notices may be made to other parents.
- They have tested positive for Covid or have had direct contact with a positive case and are exhibiting any Covid symptoms.

COMMUNICATION

We feel that it's important to make connections between home and school. To achieve this goal, it is important that the line of communication between the staff and parents remains open. We make every effort to keep you informed of your child's behavioral, social, intellectual and developmental changes. Parents are asked to inform teachers of any unusual happenings or changes at home, both positive and negative. This will help parents and staff establish a stable and consistent environment for your child. The Center uses multiple sources of communication to help make school-home communication as easy as possible.

INCLEMENT WEATHER

First Presbyterian Church of Kirkwood follows the Kirkwood School District's Inclement Weather Policy. Should Kirkwood School District cancel school due to inclement weather, the church building will be closed, therefore First Presbyterian Children's Center classes will also be canceled. Closure notifications will be sent through the ProCare App with as much notice as possible.

If cancellations were to exceed 5 days, tuition will be refunded per day. Lunch Bunch and Early Drop charges will not be applied on canceled days. Classes will not be made up.

DISCIPLINE / TERMINATION

Our program is set up to have the children interact in a group situation and in an environment that is safe. Our teachers and caregivers make sure that the children are aware of what is and is not acceptable classroom behavior. The teachers and caregivers will help the child to understand why a particular behavior is not acceptable so that the child will gradually become less dependent on adult authority and more dependent on finding solutions. Our policy is to encourage children to learn the tools needed to behave appropriately for the school situation and other social situations.

We do not allow for embarrassing or ridiculing a child when he or she misbehaves. We do NOT engage in any corporal or physical punishment.

The majority of behavioral situations can be handled by redirecting the child to another activity that is appropriate. However, occasionally a behavioral situation may necessitate a brief time out. The child is removed from the situation and the other children, allowing for the child to reset. This break also allows for self-calming by the child. When they are ready they can rejoin their classmates.

Behaviors that involve intentional physical abuse or continual verbal abuse towards another child or teacher will be handled in the following manner:

- 1st offense - Written notification given to the parent.
- 2nd offense- If the second offense occurs within two weeks of the first offense, written notification will be given to the parent, a copy of the note is signed by the parent and discussion is held with the teacher and Director about the behavior. A signed plan of action by both the parent and teacher is developed.
- 3rd offense-If the third offense occurs within two weeks of the second offense, a call is made to the parents to pick up the child and only after professional help has been sought, an evaluation has been done and a plan is implemented will the child be allowed to return to the Center.
- 4th offense- If all three prior offenses have occurred within a six-week time frame, the child is dismissed from the program. Physically hurting another child or teacher so that professional medical attention is required is grounds for **immediate dismissal**.

A child/family's enrollment may be discontinued if a mutually satisfactory working relationship cannot be established with the parents.

SAFETY PROCEDURES / EMERGENCY PREPAREDNESS

It is very important that you inform us of any changes in phone numbers, address, e-mail or employment. We want to be able to reach you as soon as possible in case of an emergency.

If anyone other than a child's parent or guardian will be picking up, notice must be given through text, phone call or email to the Children's Center office.

We have well-established procedures for major disasters-fire, tornado, earthquake, and intruder. Drills are conducted on a regular basis to assure the staff and children know what to do in the event of a real emergency.

If, for any reason, it becomes necessary to evacuate for more than a short period of time, parents will be notified immediately as to the location of the children. At this time, our nearby evacuation location is the Kirkwood Public Library located at 140 E. Jefferson Ave. Should we need to relocate out of the area, we will go to the St. Louis County Library in Frontenac located at 1640 S. Lindbergh.

In the event of a lockdown or lockout at a school in the Kirkwood School District or nearby school, we will use the information provided to determine whether it would be prudent to take further action, and parents will be notified immediately if any action is necessary.

Staff members are trained in basic first aid procedures and infant/child CPR.

TOILET TRAINING POLICY

Children in the Bunny, Duck and Bear classes are expected to be fully independent in the bathroom. This means the child:

- wears underwear and does not wear pull ups or diapers at school
- is aware of the need to use the bathroom without reminders, although we give reminders throughout the morning and at transitions
- can communicate the need to use the bathroom
- is alert to stop an activity to use the bathroom
- can wipe themselves with minimal assistance
- can pull pants down and up
- can wash and dry hands
- will utilize the classroom bathroom
- has a maximum of 1 accident per week

If your child is **NOT** fully Toilet-Learned when they start school or experiences regression from their progress at home, we will utilize the following policy:

1. The child will be permitted to wear a pull up, if absolutely necessary, for their first 4 weeks of attendance.
2. After the first 4 weeks, the child must come to school in underwear.
3. If the child has 2 or more accidents per week for 2 consecutive weeks, we will ask them to remain home for one week or until potty trained.

We are happy to provide tips and resources for helping your child with potty training. Please feel free to ask.

NOTE: Children who are not fully Toilet-Learned may not stay for lunch until this milestone is reached.

CLOTHING

Please send your child to school in comfortable play clothes that are appropriate for the playground, painting, bike riding, climbing, etc. We ask that your child come in **tennis shoes or closed toed shoes** that have a flexible or rubber sole. Sandals or shoes with slick soles are discouraged and your child may be asked to wear something else. Since we go outside as often as possible, please send appropriate outerwear. All coats, boots, sweaters, etc., should be labeled with your child's name. **School t-shirts are to be worn on field trip days by children in the preschool classes.**

TOYS AT SCHOOL

Children should leave personal toys at home, except when brought specifically for show-and-tell or sharing time. Pacifiers and other "lovies" are the exception.

SNACKS

Parents will take turns providing a peanut-free snack for the classroom each week. Some suggestions are: graham crackers, cheese crackers, pretzels, cereal, individually packaged snacks, cheese sticks, yogurt, applesauce or fresh fruit. **HOMEMADE TREATS ARE NOT ALLOWED.** Whenever possible, choose healthier options. Please coordinate ahead of time with your child's teacher if you want to send a special, store bought and individually packaged treat to celebrate your child's birthday with the class.

If your child has an allergy, please talk with the teacher about the best solution for the child's safety.

LUNCHES

Children attending an afternoon session or Lunch Bunch will need to bring a lunch, including a drink and any utensils they will need. **Please label** all lunch boxes and containers with your child's name. **DO NOT BRING ANY PEANUT PRODUCTS TO THE CENTER.** (It is helpful to label products such as soy or almond butter.)

Please note: Lunch bunch and Ladybugs are only offered Monday through Thursday.

Lunch Bunch sign ups and cancellations must be requested at least 24 hours in advance.

EARLY DROP OFF

Early drop off is available every morning beginning at 8:15, and is held in the Bunny Room (room 130). Please do not drop off your child before then, as the classroom must be sanitized each morning before students arrive.

Early drop off sign ups and cancellations must be requested at least 24 hours in advance.

FIELD TRIPS

Preschool classes have the opportunity to go on walking field trips during the school year. Your permission was given in your child's enrollment form. When these trips are taken we will inform and invite parents to attend and help supervise. We ask that you do not bring siblings on field trips. Teachers will try to ensure that each interested parent has a chance to attend.

LEGAL PROCEEDINGS

In the event of any legal proceeding, i.e. a custody case or divorce, any and all costs incurred by the school in terms of teacher/administrative salaries, copies, notary fees, delivery fees, postage, canceled vacation travel, etc., are to be paid by the party making the request. First Presbyterian Children's Center is in no way responsible for any loss due to legal requests or proceedings.