

# Trueblood Preschool

## Parent / Guardian

### Handbook



Richmond Friends School  
**TRUEBLOOD  
PRESCHOOL**

# RFS Mission

Richmond Friends School Trueblood PreSchool is committed to providing a quality educational experience for each child, creating an environment that nurtures individual intellectual, emotional, creative, spiritual, and physical gifts within a community that is explicitly framed by principles of the Religious Society of Friends.

## RFS Philosophy

The Richmond Friends School Trueblood PreSchool curriculum is guided by the underlying beliefs and principles stated in our mission statement, and our Quaker values. Richmond Friends School Trueblood PreSchool is proudly aware of its Quaker roots. The school cares for and educates all members of its community in regards to Quaker testimonies - conflict resolution, pacifism, simplicity, global awareness, respect for all life, diversity, and community service. These testimonies are clearly stated in our mission and come alive for our students throughout our curriculum. Making connections between these values and Quaker faith is not as important as it is to simply understand, embrace, and live these values. If given a 'teachable moment' to link the two, teachers may address Quaker faith as educationally appropriate. RFSTPS observes moments of silence, in the manner of Friends, each morning. We hope that this is an open time of reflection and sharing that attends to the spirit inside each and every one of us. We strive to welcome all, no matter their faith, race, or background – making special strides to be inclusive in our language and practice.

Academically, starting with the very youngest, students are encouraged to explore topics of individual interest and are directed toward development in the core content areas of language arts, math, science, and social studies. The Indiana academic standards are used as a guide in reinforcing curriculum development. Teachers act as guides in the learning process and facilitate student exploration and the development of student knowledge and self-confidence. The small class size and multi-age classrooms encourage individualization of curriculum and enables a deeper connection between teacher and student. The educational aim of the school is to encourage every student to learn at their own rate, guide each student in their personal development, and allow every student to achieve to their highest potential.

## Emergency Numbers to Post

Health Consultant Dr. Gwen Halsted at Health Department	(765) 973-9294
Fire dept	(765) 983-7266
Police dept	(765) 983-7247
Ambulance	(765) 983-4801; (765) 983-4800.
Reid Hospital	(765) 983-3000
Poison control	(1-800-222-1222)
County Child Protective Services	(1-800-800-5556)
Child Care Information line	(1-877-511-1144)
Institutional Abuse Hotline	(1-800-562-2407)
Richmond Friends School	(765) 966-5767

## Curriculum Plans and Learning Opportunities

The Lead Teacher is responsible for coordinating curriculum planning with teachers. Our focus is meeting the needs of individual children and cultivating a passion for learning. Opportunities for small and large group activities as well as an accommodation for individual choice, indoor and outdoor experiences, and a balance of child and adult initiated activities are included each day. A general schedule of daily activities (including meal time, rest time, outdoor time, small and large group times) will be posted. A monthly overview of specific themes, circle time activities, large and small group special activities, and fieldtrips will be highlighted in the monthly RFS newsletter, distributed electronically.

Since literacy and language development are so important during the early childhood years, special attention will be given in lesson plans to activities that include reading (reading and being read to), writing (with invented spelling), speaking (conversation during meals, dramatic play activities, group planning), and listening (activities leading to hearing other perspectives, turn taking).

TPS operates with the assumption that all students learn differently. Teachers seek to understand each student's learning style and, within curriculum limits, tailor classroom activities accordingly (The staff of the school consciously avoids using diagnostic labels out of the belief that labels of any sort can limit the ways an individual views herself/himself and is viewed by others).

While the terms "learning differences" and "learning disabilities" are sometimes interchanged, TPS reserves the latter term for more severe differences which have been diagnosed by qualified clinicians as a result of formal assessment.

The experience of our teachers and flexible, integrative curriculum enable us to successfully work with students with a range of learning styles. Experience has taught us that limits do exist in the range of needs that we can meet. Modifications can only be made when the remedies fall within the existing resources, policies, and facilities, and when they do not cause an undue hardship on the school, faculty, or students. If after a two-week trial period, the Lead Teacher determines that TPS cannot serve a student's needs effectively, the family will be asked to find other preschool arrangements.

In order to make necessary judgments concerning special needs, staff and students alike are best served when parents share whatever assessment information they possess. Failure to disclose information could result in a forced withdrawal.

## Daily Schedule

### Daily Schedule:

7:45	Center Opens / Free Choice Activities
8:30	Outside free play, please dress for the weather
9:00	Restroom Break/Handwashing/Snack
9:30	Group Time
10:00	Preschool Activities
10:45	Clean-Up
11:00	Physical Activities/ outside time
11:30	Story time /Restroom Break/Handwashing/Prepare for lunch
11:45-12:15	Lunch
12:15	Movement Time
12:30-1:00	AM Session Pick Up/PM Session Drop Off
12:50	Group time/ story time
1:00-3:00	Naptime/Quiet Time
3:00	Rest Room/Handwashing/Snack
3:15	Center time
4:00	Preschool Activities
4:30	Clean-Up/Outside Play
5:00-5:15pm	Clean-Up/Restroom/ table activity until pick up
5:15	PM Session Pick-up – Center Closes

# Policies

## Abuse and Neglect Policy

Children who attend our program are cared for, nurtured, and kept safe at all times. Because child abuse is a very serious allegation, policies are intended to protect both the children in our care as well as colleagues at the preschool. It is the goal of TPS to employ child care professionals who are committed to the highest standards of ethical behavior. To ensure the health and safety of young children in care, a policy of "Zero Tolerance for Child Abuse" is strictly enforced. Teachers are annually required to study the forms of child abuse and the possible physical and behavioral signs. By law, any suspected or actual child abuse or neglect will be reported to the appropriate public officials immediately (within one [1] hour) by calling 1-800-800-5556. If child abuse is suspected, the employee should contact the RFS Head of School. The Head of School and Employee will make the report together. In reporting, the employee will state as much information as possible: who, what, where, when and use the child's words if he/she said something leading the employee to believe they were abused or neglected. The employee will document the incident and report in writing in a locked file which will be kept at RFS. All School employees must follow the regulations regarding reporting.

Any person who has information about behavior that may reasonably be characterized as known or suspected child abuse or neglect shall make a report to the Lead Teacher **who will report to appropriate** authorities, as delineated above. Allegations of abuse shall be reported to parents and investigated.

Any employee accused of abuse or neglect shall have an opportunity to respond to the allegations. Until the issue is resolved, an employee suspected of abuse or neglect may be reassigned, suspended, or placed on administrative leave, at the discretion of the Lead Teacher and the Head of School.

A criminal background check will be done on all staff before they have unsupervised contact with children at TPS. All volunteers, student workers or staff, who have yet to complete the background check, will be supervised at all times. Under no circumstances will these workers be left alone with a child other than their own.

## Transportation Policy

### **Principle:**

Any time that a child is to be transported in a motor vehicle by RFS teachers, staff, agents or other employees, or by volunteer drivers, such transportation shall be accomplished in compliance with the following:

**Guidelines:**

1. All motor vehicles used to transport RFS students on trips must be currently insured as required under Indiana law, without exclusion of coverage for children being transported in specific circumstances of the trip, have a current proof of liability insurance card and be equipped with all safety devices or equipment required by federal or State law or regulation, and comply with all other applicable requirements of federal or State law or regulations.
2. All drivers must sign a field trip driver form prior to driving on any fieldtrip.
3. All drivers must have an Indiana State Police background check completed prior to driving on any fieldtrip.
4. All drivers must turn in a BMV Driver Report at the start of the school year prior to driving on any fieldtrip.
5. A child less than eight (8) years of age must be properly fastened and restrained in a child restraint system that meets applicable Federal Motor Vehicle Safety Standards, in accordance with the child restraint system manufacturer's instructions.
6. Parents/guardians must supply each child with a child restraint system that complies with Paragraph 3 for use on any trip away from the school where transportation will be by means of motor vehicle.
7. All children 8 years of age or older must be belted in a seatbelt meeting applicable Federal Motor Vehicle Safety Standards at all times when they are being transported on a school trip.
8. A child shall not be permitted to ride in the front seat of a car unless said child is over the age of seven (7), weighs more than 80 pounds, and the child's parent or guardian has given express written permission for the child to be seated in the front seat of the car.

## Confidentiality Policy

All sensitive information regarding students and employees, e.g., their behavior, relationships, health or medical issues, assessments, should be treated with the strictest confidence and only released to authorized persons.

External release of such information for each child other than to custodial parents or guardians will require written approval of the custodial parent or guardian. In the case of divorced or separated parents, release of information may only be appropriate to the custodial parent.

Confidential employee information (with the exception of medical and social information) may be released to the following:

- Persons authorized by Division of Family Services
- Child protective services personnel and other agencies authorized by law

# Discipline Policy

One of the main goals of TPS is to help children develop self-discipline. All staff will work with parents/guardians to ensure that all children have a valuable, positive learning experience. Our guidance techniques offer children clear expectations and options to create a positive environment. To encourage this, we attempt to practice discipline which:

- Shows each child understanding and patience.
- Redirects the child when necessary to another activity.
- Sets reasonable limits.
- Is consistent, loving and firm.
- Is individualized for each child and is appropriate to his/her level of understanding
- Helps the child talk about misunderstandings rather than hurting another child.
- Is directed toward teaching the child acceptable behavior and self-control.

There is no harsh, cruel, or unusual treatment of any child. A teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction; these methods include the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavioral expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If a child's behavior becomes a chronic problem and is unresponsive to the teacher's attempts to alter the behavior, the TPS may follow any of these steps appropriate to the situation:

- Document in writing recurring discipline problems.
- Hold a conference with the parents and Lead Teacher to discuss the situation and to develop a written plan of action for correcting the behavior problem.
- Ask the parent to have the child examined by a pediatrician.
- Ask the parent to have the child evaluated by child guidance professional.
- When all else fails, the TPS reserves the right to request the immediate withdrawal of a child.

Forms of punishment that are strictly forbidden include corporal punishment, emotional abuse, humiliation, abusive language, and withdrawal of food or other basic needs. Use of any of these forms of punishment constitutes grounds for immediate disciplinary action for the staff member involved.

## Drop Off-Pick Up Policies

AM Session Drop-off                      7:45 – 9:00 (Please call if your child will not attend on a regularly scheduled day before 9am)

AM Session Pick-up                      12:45 – 1:00

PM Session drop off            11am to 11:30 am

PM or Full day Session        3:00 – 5:15  
Pick-up

Parents are expected to accompany their child/children in and out of the classroom. Children must be signed-in and signed-out by name and time in the log book by the center door every day. All children must be picked up by an approved guardian by their scheduled time, no later than 5:15 pm. Please see the Tuition and Fees section for charges for late pick-up.

When bringing your child, make sure your child is secure in the knowledge that you have kissed him/her good-bye, that he/she is loved, and that someone will pick him/her up. Your child may display separation anxiety upon your departure. The teachers will be ready to comfort and talk with your child if this happens. Children normally settle into the day quickly, but if they do not, your child's teacher will contact you.

If a child has difficulty separating from a parent, teachers will work with parents to develop a plan to make this time of separation easier for the child. They may encourage families to provide a family photo for the cubby or a special comforting toy; they may show the child a clock indicating where the hands will be when the parent will return; they may help the child draw a picture or write a letter to the parent; they may redirect the child to an special activity in the classroom.

At the time of admission, the parent will complete an emergency contact form identifying those adults who have permission to pick up their child. Whenever a staff member does not recognize the person picking up the child, he/she MUST ask for identification and compare it with the emergency contact form. If the person picking up the child is not listed on the permission form, staff will not release the child.

If the person picking up your child is not recognized by the staff, they will be required to provide identification which will be matched to the Child Release Form on file. If a court order prevents a person from contact with your child, a copy of the court order must be on file, and the center will comply with that order.

**Parents are expected to contact the center ahead of time to report absences or tardiness.**

## Field Trip Policies

At TPS, field trips and learning excursions are a vital part of the curriculum. Children are able to learn with much greater depth and breadth when subjects are physically presented for the children to fully experience. Whether it is being in a particular place, going somewhere to see and touch what they've studied, or listening to new people, these excursions provide opportunity for multifaceted learning. As a benefit of TPS being located at Earlham College, all of our children go on enriching short trips throughout the campus: the Joseph Moore Museum, Leeds Gallery, and the Wellness Center. For those field trips that require vehicular transportation, parents will be

given a separate permission slip to be signed and returned prior to each trip. All children must have appropriate car seats with them for these field trips.

Families are encouraged throughout the year to chaperone and drive for field trips. We can take vehicular field trips if we have adequate adult supervision (4 children to 1 adult; 2 adults per vehicle).

Teachers will take emergency contact information on all field trips. Children are given instruction on boundaries and are always within close range of employees.

## Health and Safety Policies

The primary concern at TPS is the wellbeing of the students. TPS personnel should be attentive to all measures necessary to achieve wellbeing at all times, including modeling safe, healthy behavior. Any possible problems or concerns not explicitly delineated in this or other relevant documents should be reported to the Lead Teacher immediately.

TPS is concerned for and is aware of its responsibility for the safety of the employees and our students. Every effort has been made to safeguard our children and employees. It is important that employees comply with all safety and security measures, perform duties in a safe manner and follow all established safety rules. Employees and families should report any concerns regarding personal safety, or the safety of other employees, children, or families immediately.

Dr. Gwen Halsted has agreed to act as the health consultant for TPS and has reviewed and approved the Health Policy. Her name, address and phone numbers are posted near the telephone in the classroom.

### Child Health Policy

#### **Physical Exam**

Within 30 days of enrollment, each child must submit written verification of a physical exam and required immunizations performed by a physician or nurse practitioner. An exam performed within the past twelve (12 months) may be submitted. If record of a physical exam and immunizations is not on file within 30 day of enrollment, the child will be excluded from the program.\* The documentation should include the child's medical history, a record of required immunizations, as well as a statement indicating there is no health condition that would be hazardous to the child or other children in the child care program.

\*Two exceptions to the requirement for immunizations are possible:

- 1) a parent may request an exemption based on religious beliefs
  - 2) a physician or nurse practitioner may indicate medical reasons
- However, children who are not immunized may not attend the center when contagious diseases are present.

Follow up exams may be requested if

- 1) the child has a condition that is potentially hazardous to other children or
- 2) the child requires frequent separation from the rest of the group or
- 3) staff observe frequent fatigue, illness, or emotional upset.

If dietary or physical modifications are required because of medical conditions or allergies, these must be documented by a medical professional.

### **Illness**

Parents are asked to keep a child home when the following symptoms occur within 24 hours of the start of the day:

- Red, discharging eyes
- Has a rash (until diagnosed by a doctor)
- Upset stomach, diarrhea, or vomiting
- Fever of 99.5 or more
- Unusual complaints of pain
- Also, if a child or anyone in the family has been exposed to a communicable disease (chicken pox, pink eye, flu, etc....) and may become contagious within a 24- hour period, please keep your child at home. Check with your physician before returning after a contagious disease. If your child does get a communicable disease, please call the preschool and notify the Lead Teacher immediately.

### **Lice**

All children must be lice and nit free to attend school. Families should follow standard treatments if anyone in the home contracts lice. Any child found to have evidence of lice or nits will be sent home and will not be allowed to return to school until completely free of infection.

### **Open Wounds**

If a child has an open skin wound, parents are asked to cover the wound with a bandage before bringing the child to school.

## **Classroom Health Expectations**

### **Communicable Diseases**

A "Communicable Disease Guideline Chart for Child Care Centers" will be posted for reference by teachers and families. If a child or anyone in the family has been exposed to a communicable disease (chicken pox, pink eye, flu, etc...) and may become contagious within a 24 hour period, families are asked to keep the child home and check with their physician before returning the child to school after contact with a contagious disease. All staff members should be particularly vigilant in checking to be sure a readmitted child does not have any conditions which would prevent his/her participation in center activities.

Any employee of TPS who has knowledge of or suspects that a student has or may be carrying a dangerous or highly infectious disease (other than the flu or common cold) must report such information to the Lead Teacher who will follow the protocol appropriate for the presenting symptoms as indicated in *the Indiana Communicable Disease Reporting Rule for Physicians*,

*Hospitals and Laboratories* This includes head lice, ringworm, conjunctivitis (pinkeye), chicken pox, H1N1 and other common childhood diseases that may adversely affect the students, faculty and families if allowed to spread unabated. All toilets, toys, cots, and furnishing will need to be disinfected. If bodily discharges are present, they may be safely disposed of in Runyon Center.

When more than one child has been diagnosed with a communicable disease, the center will immediately (same day) notify all parents and staff by posting a note on the classroom door and call the center's health consultant or the local health department.

### **Illness During the School Day**

Teachers have the responsibility to refuse admission or send home a child who is observed having any of the following when they arrive at school.

- Red, discharging eyes
- Has a rash (until diagnosed by a doctor)
- Upset stomach, diarrhea, or vomiting
- Fever of 99.5°F or more
- Unusual complaints of pain

If a child becomes sick while he/she is at school, the child will be removed from contact with other students until the parents or the emergency contact is able to come and pick them up. Because this procedure may require calling in extra staff, it is critical that families pick up their children immediately (within ½ hour of being contacted).

Depending upon the number of staff available at the time, the child will either be placed in the quiet area or in the staff office. A teacher or aide will need to stay with the child during this time. All children with a fever of 99.5 or above should be sent home. A thermometer will be kept in the school medical supplies to be used to determine if a student has a temperature. A cot will be provided for the ill child and will be sanitized immediately after the child is picked up.

### **Sanitation**

When a child becomes ill at school, the teachers will make every effort to control the spread of disease by sanitizing the bathroom, work tables, cot, and any toys the child may have handled.

For the protection of all parties, employees are expected to observe "universal precautions" for handling blood and body fluid spills, including using rubber/latex gloves, using disposable towels and disinfecting soiled surfaces with 1 part bleach-9 part water solution.

### **Prescription and Non-Prescription Medications**

TPS will keep chewable or liquid children's acetaminophen in a locked cabinet. If a parent can not be reached and the parent has signed the appropriate permission form, staff may give this pain reliever/fever reducer according to the directions on the box once every four (4) hours if fever is above 101. But child must be picked up as soon as possible.

TPS will also keep bacitracin ointment for minor cuts and scrapes which may be applied 1-3 times daily and may be covered with a sterile bandage.

Other first aid supplies stored in the locked cabinet will include the following:

A first aid guide  
Mild soap  
2"-3" sterile gauze pads and bandage tape  
Disposable gloves  
1% bleach  
Alcohol and Hydrogen Peroxide  
Hand sanitizer  
Thermometer  
Scissors  
Tweezers  
Flashlight  
Sunscreen

Dr. Gwen Halsted, the health consultant for TPS, will review these specific medications every other year and renew written instructions for dispensing. Parents may sign permission forms annually for their child to receive these non-prescription medications as needed.

If a child must take prescription medicine during the school day, the parent will need to send the medication in its original container along with orders from a physician or nurse practitioner and detailed instructions for use (dosage, frequency, etc.).

Medications will be stored in the classroom (locked closet or refrigerator as needed) and will be administered as indicated by instructions. Medications requiring refrigeration will be stored in the refrigerator in the classroom in a lidded plastic container labeled "MEDICATION." Unused portions of any child's prescription will be disposed of or returned to the child's family.

A record of medications administered will be kept in a notebook in the classroom indicating child's name, name of medication, dosage given, date & time, teacher's name, and prescribing physician's name. If the prescribed medication is not given, a note will be made explaining the reason.

### **First Aid Supplies**

Directions for response to poisoning, seizures, hemorrhaging, and choking will be posted in each classroom. A first aid manual and first aid kit will be stored in a closet near the phone in the classroom.

### **Injury Reporting and Medical Emergencies**

- In the event of an injury, the incident should be reported to the Lead Teacher, a Student Injury Report form should be filled out and first aid administered. A copy of this report will be shared with the parents.
- If the injury requires medical attention beyond basic first aid, parents or emergency contacts should be called immediately, and the injured party should be transported to the appropriate facility by a parent/guardian or emergency contact identified by parent/guardian.
- If an injury or medical emergency occurs that requires a 911 call, a teacher trained in CPR and first aid will remain with and tend to the injured student while another teacher calls 911 and follows operator's instructions. Parent should be called immediately following the call to 911.

- If a parent is not readily available and the injury needs immediate medical attention, the student may be transported to a medical facility by preschool staff or by ambulance and will be accompanied by that staff member until parent/guardian or emergency contact arrives.

## Naptime Policy

We provide an opportunity each day for all children to have quiet time and for those children whose families request their child to nap. All children who are present more than 4 hours a day and are 4-years-old and younger will rest on cots for at least 30 minutes each day. If a child has not fallen asleep after 30 minutes, staff may provide supervised quiet activities until the end of the rest period. Children who are sleeping will be allowed to waken naturally.

Families should provide a **clean sheet and blanket** at the beginning of each week. Linens should be carried home for laundering at the end of each week. A charge of \$5.00 per use will be charged to families for using spare bedding from the school because staff has to take it home and wash it.

## Nutrition and Food Service Policy

Children bring lunches from home. Parents will take turns bringing snacks. Parents will sign up for 2 weeks each semester.

Foods that are considered to be choking hazards (whole grapes, hot dog rounds, hard candy and nuts, seeds, raw peas, dried fruit, pretzel nuggets, chips, popcorn, marshmallows, peanut butter on a spoon, large chunks of meat) will not be served to the children at any time.

### Examples of good snacks include:

- Fresh fruits such as bananas, apples, oranges, clementine's, or melon (cut up)
- Fresh vegetables such as carrots, celery, cherry or grape tomatoes (cut as needed)
- Dried fruits and nuts (with no added sugar and low salt) such as apples, raisins, apricots, pineapple, peanuts, sunflower seeds, or popcorn
- Crackers etc. (with no partially hydrogenated or hydrogenated oils, no corn syrup or high fructose corn syrup, low added salt and sugar) such as corn tortilla chips, wheat crackers, pretzels, rice cakes, pita bread, wheat bread, or bagels
- Other suggestions include unprocessed cheese, peanut butter, and 100% fruit jam

\*\*We encourage parents to be considerate of over packaging as well when they provide snack.

Children's individual food needs and allergies will be posted in the kitchen and inside a cabinet door in the classroom. If children with allergies are enrolled, teachers will be trained to recognize and treat allergic reactions.

Teachers will join the children at table when they are eating to assist as needed and to encourage meaningful conversation among the children.

# Parental Involvement/Communication Policies

In addition to a family handbook, all of the following resources are avenues to facilitate open correspondence between families and TPS. Communication is an essential element for optimizing each child's early education experience.

Unscheduled visits to the classroom by parents and guardians should be encouraged by all staff members unless such a visit would upset the child. Research demonstrates that when parents are involved, the child has greater probability for success. Parents should feel free to observe and participate with their child whenever possible.

If a child has difficulty separating from a parent, teachers will work with parents to develop a plan to make this time of separation easier for the child. They may encourage families to provide a family photo for the cubby or a special comforting toy; they may show the child a clock indicating where the hands will be when the parent will return; they may help the child draw a picture or write a letter to the parent; they may redirect the child to an special activity in the classroom.

Parents and their children will be especially invited to attend parent meetings and family work days each semester.

## **1. Personal Communication between Teachers and Families**

Teachers are available to chat with parents during drop off and pick up. Parents are encouraged to keep teachers informed and to ask questions about child progress and interests. Teachers will document developmental progress for all children and will facilitate parent-teacher conferences at least twice a year. Because all teachers are responsible for all children, teachers will often help one another note and document growth and development.

## **2. Email**

Communications from the RFS School Coordinator will occur primarily via email. For this reason it is crucial for families to ensure that TPS has an email address which is checked frequently throughout the week. If you do not have an email address, primary communication will occur via your family mailbox (see below). Please let the RFS School Coordinator know if you need paper correspondence.

## **3. Family Mailboxes**

Communications to the families will occur with the use of the basket in your child's cubbie space. Any artwork, letters, or notes to the family will be placed in the basket to be taken home. Parents are asked to empty that basket daily.

## **4. Teacher Mailboxes**

These are located on the wall near the water fountains. They are labeled with each teacher's name. We will provide paper and pencils/pens in a container on the table underneath the mailboxes for you to leave written messages, concerns, or questions for the teachers.

## **5. Board Mailbox**

For any question or concern that cannot be addressed by the Teachers or RFS School Coordinator please contact the RFS Head of School at 965-5767.

## **6. Family Meetings and Workdays**

TPS was founded as a parent cooperative and families continue to be of great value to our common goal of children growing to love learning. As a result, we expect families to participate in family work days devoted to making improvements at the preschool. Work days provide a way of off-setting costs and keeping tuition down and give families opportunities to work together to get to know one another. Without family work days TPS would be forced to contract out for assistance with basic upkeep of the facility. Work days are listed on the school calendar.

Family meetings and/or workdays are scheduled twice during the year. Meetings are held to update families, discuss business, and provide opportunities for involvement. Additional meetings may be held as needed. Attendance is strongly encouraged so that each family can choose the best way to be involved in the center and to participate in decision-making and the exchange of ideas to improve the preschool.

## **Classroom Participation**

Families are welcome and encouraged to visit the classroom whenever they wish. Unscheduled visits to the classroom by parents and guardians are encouraged unless such a visit would upset the child. Periodically teachers will have a sign-up sheet for families to assist with various activities. This is an excellent way to get to know the center. Families are a valuable resource for the center for special activities or when staff members are ill or need to be out of the classroom. If you have a particular skill you would like to share or a specific project in mind for your contribution to the TPS community, please contact the Teachers or School Coordinator.

## **7. Family/Teacher Conferences**

Family-teacher conferences will be scheduled twice during the year. Should you like an additional conference, the Teachers will be glad to arrange additional conferences any time during the year. The fall conferences will be held during October/November. The spring conferences will be held during March/April. The conferences are opportunities for teachers and families to share any concerns, achievements, observations, preferences, and suggestions regarding each individual child as well as his/her assessment report.

## **8. Newsletter**

The school will provide a monthly newsletter to keep families informed about school events, curricular themes, dates to remember, and other useful information.

## **9. Bulletin Boards**

Announcements for families are frequently posted on the bulletin board outside the classroom. Please look for this information and check the board each time your child attends so you will be informed of important events, including upcoming meetings, field trips, and requests for family involvement.

## **10. Questions, Comments and Concerns**

It is important for children to see that their families and teachers have a positive relationship and that their families are interested in their center experience. Families are encouraged to share any classroom or program suggestions or concerns they might have with the Teachers via appointment, email, or "Commendations, Suggestions, and/or Concerns" forms, which are located below the mailboxes.

If you have an immediate concern, contact the School Coordinator or any Teacher. If s/he cannot personally address the question, someone will follow up and contact you when he/she is next available.

## **11. Grievance Procedure**

From time to time there will be issues and/or concerns that the RFS Board will need to address. These issues/concerns are brought to the board's attention when the parties concerned cannot resolve the issue(s) themselves. In such cases, the grievance is sent to the Head of School. The Head of School will meet with the TPS parent committee of the RFS Board. This committee will use the following procedure in an attempt to resolve the concern(s):

- The TPS Parent Committee" meets with all parties concerned to hear the issue(s). Each party is met with separately for 30 minutes, one after the other.
- The committee meets to discuss and try to resolve the concern(s). If a resolution cannot be met the committee then chooses a time and date to discuss next steps. The committee can decide to either resolve the issue themselves or refer the concern to an outside conflict resolution mediation group.
- The committee then reports to the full Board for approval.
- The parties concerned are informed on the committee's recommendation(s).

## **12.TPS Committee**

A committee comprised of the Lead Teacher, the School Coordinator, parents, outside early childhood educators and board members will assist the Lead Teacher in day to day operations and report to the RFS Board monthly.

## **Playground Policy**

Play is an integral part of personal expression, interpersonal growth, and community building. Children will have opportunities for outdoor play and indoor play to foster creative and fun free-time. Everyone at TPS wants playtime to be safe, fun, and a positive learning experience for our children.

Children will be encouraged to partake in physical play outside in all kinds of weather, as long as safety is not compromised by doing so. Please be certain your child has appropriate outdoor clothing and shoes. We prefer closed-toe, closed-heel shoes as they are best for climbing, playing and going on field trips

Children must understand and respect the physical boundaries of TPS and those of the Wellness Center and other locations where free play occurs. Children will always be within close range of a staff member.

While free expression is encouraged, children will not be permitted to behave violently - physically or verbally. Children will be redirected to cooperative or constructive play.

## **Ratio Correction Policy**

Teachers will maintain a ratio of at least one (1) adult to ten (10) children at all times. If a teacher is unable to be at Trueblood when scheduled, he/she will inform the director who will call a substitute. Work-study students and Bonner Scholars from Earlham College who have documentation on file and who have completed orientation training may be counted in ratio requirements.

## Swimming Policy

Swimming at Earlham Pool may take place under the following conditions:

- Pool equipment and chemicals are in locked storage rooms
- Pool has a minimum of two (2) flotation devices
- Each child has written permission in their file to participate in swimming
- Child Staff ratio is double classroom requirements (i.e. 5 children/1 adult) and can include lifeguards
- A lifeguard must be on duty at all times while the children are swimming.
- A minimum of one(1) staff person will be in the pool; one (1) will be poolside

## Outside Program Sources

Please note that the Preschool program does utilize outside programming sources such as the Birth to Five Program, Cope Environmental Program, and Earlham college staff and students. While our teachers will always be with the children, we expect our students will follow the same rules and display appropriate behavior at all times while working with these various staff and programs.

## Tobacco /Alcohol/Firearms/Illegal Substance Policy

Use of tobacco, alcohol consumption, carrying any kind of firearm, and illegal or unauthorized drug usage are all forbidden for school personnel, parents, and volunteers while on preschool grounds, at preschool events where children are present, or other preschool-related activities. Any knowledge or suspicion regarding the possible use of any such should be reported immediately.

## Weather/Snow Day Policy

During winter storms and other types of severe weather, the following procedures will apply. If the Richmond Community Schools are closed, then we will take that under advisement and either close or remain open after wide consultation, posting our own announcements on area television and radio stations, as well as our website, phone voicemail, and emergency texting system. Notifications will happen by 7am.

If the Richmond Community Schools are operating on a delay, or are closing early, **THAT DOES NOT APPLY TO THE FRIENDS SCHOOL**. Because their morning delays and early dismissals are mostly related to concerns about busses, they do not apply to us. If, for any reason, the school does need to close early, we will contact you. Of course, if at anytime you feel uncomfortable leaving your child at school, you are welcome to pick them up early or keep them at home due to inclement weather.

Please register (via the instructions we provide annually) to receive our emergency texts in the case of cancelations, etc.

## **NONPAYMENT OF TUITION POLICY**

Principle: Richmond Friends School is a community that desires to embrace members without regard to their financial background. Towards these ends Richmond Friends School is constantly striving to increase all means of financial aid for families that wish to become a part of our community yet do not have the financial means to do so. Additionally, RFS Board fundraising is almost totally directed towards funding scholarships, and there are dramatic discounts for families with multiple students attending the school.

The RFS Board must balance this desire with the obligation to maintain a fiscally sound learning institution. This policy has been established to provide an appropriate response to families that will not make an honest attempt to fulfill their financial commitment to the school.

### Guidelines:

1. Tuition is divided into 10 equal monthly installments. The first payment is due upon confirmation of your child's enrollment for the academic year. The second invoice will be sent September 1st or the Monday closest to that date.
2. The bookkeeper will email invoices on the first business day of each month.
3. Payments are due by the 10th of the month. A late fee of 5% of the monthly balance will be assessed if not paid by 10th of the month.
4. If an account becomes two months past due Extended Care services will be suspended and a conference with an RFS Board Member will be held.
5. All tuition payments are non-refundable.
6. Families may pre-pay tuition, that is, they may pay 100% of the tuition in June, 50% in June and 50% in January, quarterly or monthly. Monthly invoices will reflect these payments.
7. RFS reserves the right to suspend any and all services at any time for a student with an excessive past due amount on their account.
8. Any student with a balance remaining on their account at the end of the current school year will not be able to enroll for the next school year until the account is settled. Any balance remaining as of August 1st corresponding to the end of the previous academic year, will be forwarded to our attorney, who will work with all parties to see that the tuition balances are paid in full.