

# 2008-2009



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## *Children Learn What They Live*

*If a child lives with criticism,  
he learns to condemn.*

*If a child lives with hostility,  
he learns to fight.*

*If a child lives with ridicule,  
he learns to be shy.*

*If a child lives with shame,  
he learns to feel guilty.*

*If a child lives with encouragement,  
he learns to be confident.*

*If a child lives with tolerance,  
he learns to be patient.*

*If a child lives with praise,  
he learns to appreciate.*

*If a child lives with acceptance,  
he learns to love.*

*If a child lives with approval,  
he learns to like himself.*

*If a child lives with honesty,  
he learns to be truthful.*

*If a child lives with security,  
he learns to have faith  
in himself and others.*

*If a child lives with friendliness,  
he learns the world is a nice  
place in which to live.*

*---Dorothy Law Nolte, Ph.D.---*

## TABLE OF CONTENTS

Children Learn What They Live Poem	1
Chairperson's Duties	3
School Calendar	4
Officers and Chairpeople	5
Registration Procedure	6
Policy Statements	7-12
Health Policy	13-15
Emergency Procedures	16-17
Constitution and Bylaws	17
What to Do For Choking	18-19
Guidelines for Working Parents	20-22
Working Parent Checklist	23
Working With Children	24-25
Skilled Ways To Talk To Children	26
Things To Say To Positively Reinforce Children	26

# CHRISTIAN COOPERATIVE PRESCHOOL

## CHAIRPERSON'S DUTIES

**SCRAPBOOK PARENT:** Create an interesting scrapbook containing pictures of the students, parents, teacher, executive board, and events of the school year.

**CLASS REPRESENTATIVE:** Post list of children's doctors, persons to be contacted in an emergency, and names of persons authorized to call for children. Notify all parents in the event of a contagious disease as it pertains to your group.

**\*Parents notify the class representative when their child is to be absent and the class representative informs the teacher.**

**SCHEDULER:** Arrange working parent schedule, distribute schedule to parents, and post schedule on the bulletin board.

**CALLING PARENT:** (Two calling parents per class) Notify parents of any last minute changes in the classroom. If the class will be going outdoors, the calling parents will notify parents so that children may be dressed appropriately for the weather.

**EMERGENCY PARENT:** Fills in for working parent in emergency situations. The parent must "pay back" the emergency parent on a later date. You may exchange your work day with another parent from the class list if you know in advance that you will be unable to work as assigned. **YOU** must change the master schedule on the bulletin board in the classroom.

**SPECIAL PROJECTS PARENT:** Adds an extra set of hands on special days; (e.g., Christmas Projects, Christmas Program, etc.).

**PLAY DOUGH PARENT:** Makes homemade play dough for the classroom each month.

**CAMPBELL SOUP LABELS:** Collect, count, and bundle labels from Campbell soups and related products. Mail labels to the Campbell Soup Company.

**CLASS PHOTOGRAPER/CD COMPILER:** Take digital pictures of the students throughout the school year and compile the pictures into individual CDs for each student.

**CHRISTIAN COOPERATIVE PRESCHOOL  
2008-2009 CALENDAR**

<b>AUGUST</b>	28	Parent Meeting – Fellowship Hall 7:00 p.m.
<b>SEPTEMBER</b>	3	Parent Training Session – Classroom 6:30-8:30 p.m.
	4	Parent Training Session – Classroom 6:30-8:30 p.m.
	4	Open House – Meet the Teacher 9:00 a.m.-12:00 p.m.
	5	Open House – Meet the Teacher 9:00 a.m.-12:00 p.m.
	8	<b>TUITION &amp; ALL FORMS DUE THIS WEEK</b>
	8	Classes Begin – One Hour Sessions for A.M. & P.M. Classes
	9	Classes Begin – One Hour Session for Tues.-Thurs. Class
	11	One Hour Session for Tues.-Thurs. Class
	17-18	Picture Days (Professional Photographer)
<b>OCTOBER</b>	23	Cleaning Night 7:00 p.m.
	29-31	<b>NO SCHOOL</b> – WEAC Convention
<b>NOVEMBER</b>	6	Dad’s Night 6:30-8:00 p.m.
	11	Dad’s Night 6:30-8:00 p.m.
	20	Cleaning Night 7:00 p.m.
	26-28	<b>NO SCHOOL</b> – Thanksgiving
<b>DECEMBER</b>	17	Christmas Program during class time for AM & PM classes
	18	Christmas Program during class time for Tues-Thurs. class
	18	<b>NO AFTERNOON SESSION FOR MWTH PM CLASS</b>
	19	<b>WINTER BREAK – December 19-January 4</b>
<b>JANUARY</b>	5	School Resumes
	12-13	Registration - Current Students for the 2009-2010 School Year
	14-16	Registration - Alumni for the 2009-2010 School Year
	19-23	Open Registration for the public for the 2009-2010 School Year
	22	Cleaning Night 7:00 p.m.
	27	Evening Parent/Teacher Conferences
	28	<b>NO SCHOOL</b> – Conferences during School Hours & Evening
	29	<b>NO SCHOOL</b> – Evening Conferences
	30	<b>NO SCHOOL</b> – Compensation for Conferences
<b>FEBRUARY</b>	16	<b>NO SCHOOL</b> – Presidents’ Day
<b>MARCH</b>	26	<b>NO SCHOOL</b> - Cleaning/Set Up for Open House 9:00 a.m.-12:00 p.m.
	26	Open House 6:00-7:30 p.m.
<b>APRIL</b>	3-13	<b>NO SCHOOL</b> – Spring Break
	14	School Resumes
	30	Parent Meeting & Slide Show – Fellowship Hall 7:00 p.m.
<b>MAY</b>	19	Final Cleaning 12:00-2:45 p.m.
	20-21	<b>LAST DAY</b> – End of the Year Family Celebration

**CHRISTIAN COOPERATIVE PRESCHOOL  
2008-2009 OFFICERS AND CHAIRPEOPLE**

**President  
Vice-President  
Secretary  
Treasurer  
Governing Board**

**Teacher**

**Calling Parents**

**Campbell Soup Labels**

**Class Photographer/CD Compiler**

**Class Representatives**

**Emergency Parents**

**Play Dough**

**Scheduler**

**Scrapbook**

**Special Projects**

## REGISTRATION PROCEDURE

1. Registration for the following school year shall be held in January or February at Christian Cooperative Preschool. Forms will be available the week prior to registration, however, no pre-registration will be allowed. Registration for returning students will be held the Monday and Tuesday of registration week during school hours. Registration will open for all alumni students on Wednesday, Thursday, and Friday of that week. Registration will be open to the general public the following week. Registration dates will be published in the parent handbook given out at the beginning of the school year.
2. To be officially enrolled in a class time you must fulfill the following requirements at the time of registration:
  - a. A check made out to Christian Cooperative Preschool for the non-refundable registration fee.
  - b. Student enrollment form completely filled out with parent signature.
  - c. Background information disclosure form filled out with the social security numbers of parents who will be working in the classroom.
3. Registration must be done in person. Any person may register up to one other person who is unable to attend registration times providing the above requirements are met. No one may register another person during the first week unless the student is a returning student or from an alumni family.
4. All health forms (Child Health Report, Health History, and Day Care Immunization Record) and other forms (Pick-Up Authorization, Insurance Form, Child Information Form, Parent-CCP Agreement, and Photo Release) are due the first week of school in September.

## **POLICY STATEMENTS**

### **EDUCATIONAL POLICY**

The environment of the school offers each child, at his own level of development, a wide variety of experiences that will encourage him to explore and learn in his own way. Play is a child's way of trying out new ideas; testing unfamiliar concepts; internalizing feelings and attitudes. The basic goal of the school is to aid each child to develop as a competent, creative person who will be able to function effectively as a human being. Tasks and experiences are offered to aid development of the "whole" child.

Play is the chief avenue of learning for children in the preschool. It is through self-selected play that children can develop physically, socially, emotionally, and intellectually in ways consistent with their individual needs. Play provides opportunities for a child to do selective observation, comparison of similarities and differences, and classification through learning the attributes of materials. As the child develops ways of perceiving and organizing his impressions, he is able to acquire the necessary association of object and language needed to develop meaning and help in communicating what he knows and learns.

The preschool program is planned to provide opportunity for active and quiet activities. Interest centers are located in different areas of the room. Some are continuing, others are rotated and changed according to need. Children have opportunity for outdoor activity at the park across the street which is a grassy, wooded area with playground equipment. Children walk and hike around the neighborhood. The session includes individual, small group, and large group activity. Individuals may work at games, creative art media, or at various interest centers. Small groups work cooperatively at games, blocks, large muscle equipment, housekeeping, puppets, and other interest centers. Large group activity may include tasting experiences, movement, music, story, and game times. Each child has experiences in which he can progress at his own rate. The classroom materials are planned to provide intellectual stimulation through play materials, songs, finger plays, games, books, other visual and audio aids, plants and animals, and other firsthand experiences. The program provides exposure to, and teaches awareness and sensitivity to other cultures.

The child chooses activities in a structured environment. He learns to solve problems and make decisions. He is offered tasks and experiences to develop his self-confidence and positive self-image. Intellectual development is fostered through experiences to increase abilities in problem solving, language development, concept formation, and sense and perceptual acuity. Underlying the entire program is the concept of Christianity and God's great love for each individual child.

## **HOURS OF OPERATION**

The hours of operation for class times are:

Monday-Wednesday-Friday A.M.	9:00 a.m. - 11:15 a.m.
Monday-Wednesday-Thursday P.M.	12:40 p.m. - 2:55 p.m.
Tuesday - Thursday A.M.	9:00 a.m. - 11:15 a.m.

The school term will run from September through May of each year.

## **AGE POLICY**

1. The minimum age for the 3-year-old class will be 3 on or before September 1<sup>st</sup> (or consistent with state law).
2. The minimum age for the 4-year-old class will be 4 on or before September 1<sup>st</sup> (or consistent with state law). A 4-year-old student may attend the 3-year-old class.
3. Maximum size of the 3-year-old class will be 18; maximum size of the 4-5 year-old class will be 21.
4. All children must be completely potty trained in order for them to enter the preschool.

## **RECORDS POLICY**

The following records are required by the Department of Health and Family Services of the State of Wisconsin and/or by Christian Cooperative Preschool. All records must be filled out, signed, and given to the teacher according to the following schedule:

Enrollment Form	Due at time of registration
Medical Treatment Consent Card	Due first day of attendance
Health History	Due first day of attendance
Child Emergency Information	Due first day of attendance
Pick-up Authorization Form	Due first day of attendance
Background Information Disclosure Form	Due first day of attendance
Child Health Report CFS-60	Due first week of attendance
Day Care Immunization Form DOH 4192	Due first week of attendance
Child Information Form	Due first week of attendance
Financial Agreement Form	Due first week of attendance
Photo Release Form	Due first week of attendance
Insurance Form	Due first week of attendance
Parent-CCP Agreement Form	Due first week of attendance

## **ATTENDANCE POLICY**

Attendance will be taken at the beginning of each class period by the teacher and recorded in an attendance book.

If a child will be absent from school, the parents should call the class representative. The class representative will then inform the teacher that the child will be absent.

## **STUDENT SUPPLIES POLICY**

At the beginning of the school year, a supply list will be distributed to each child. Items on a supply list might include: crayons, markers, tissues, paper towels, paper cups, stamp pads.

## **SNACK POLICY**

One working parent is scheduled to provide a nutritious snack and 100% fruit juice, water or milk for the students, teacher, and working parents. This is to be a snack with **no sugar** or **very low in sugar** (No Rice Krispies Treats). No carrots, celery, peanuts, raisins, or popcorn may be served for a snack. Children could choke on these food items. Grapes should be cut in half to prevent choking. The purpose of the snack is to encourage the children to taste different items that are nutritious. The adults are important role models as they eat the various snacks. They are therefore asked to taste the snacks along with the children. Food is never used as a punishment or a reward.

**\*\*If your child has a food allergy, please be sure to notify the teacher and document it on the Child Information Form and the Health History Form. Special provisions are made on an individual basis for children with food allergies.**

## **BIRTHDAY POLICY**

All children will be recognized on their birthday or "unbirthday" with a special birthday crown and a song. Parents may send a non-sweet treat or a toy to give to each student in the classroom to help celebrate their child's birthday. If preferred, the birthday child may donate a book, puzzle, or toy to the school instead of treats or individual toys for each student.

## **FIELD TRIP POLICY**

Each parent is required to drive for at least **two** field trips during the year. This is in addition to any field trips which may occur on your regularly scheduled work days.

## **CLEANING POLICY**

Our school is a cooperative, which means that parents work together to help keep the cost of tuition down. Cleaning and maintaining a healthy environment for our children is an important task. Parents will be scheduled to clean. Officers of the preschool are exempt from cleaning responsibilities. It is your responsibility to clean on your scheduled date. If you cannot clean on the date for which you have been scheduled, **YOU** must arrange to switch the cleaning night with another parent. If you forget and miss your cleaning night, you will be assigned to another scheduled cleaning date. Each parent will be scheduled to clean once during the school year.

## **SNOW DAY POLICY**

In case of inclement weather, school closings at Christian Cooperative Preschool will coincide with the Appleton Public School System or at the discretion of the CCP board. If the public schools delay 2 hours, our A.M. session will be canceled. If the public schools dismiss early due to the weather or their P.M. classes are closed, our P.M. session will be canceled. Listen to local radio station WHBY 1150 AM or network TV for school closings.

## **FINANCIAL POLICY**

**Tuition:** Tuition for the school year will be paid in full the first week of school in September. Payment will be made by check or money order made payable to Christian Cooperative Preschool. Arrangements can be made with the treasurer to pay the yearly tuition in two payments. The first payment will be due the first week of school in September and the second payment will be due the first week in November. If tuition is not received by the end of November, the student will be dropped.

**Registration Fee:** The registration fee is due upon registration and is nonrefundable.

**Reduced Tuition for Children of Officers:** Due to the work load involved for officers, as a token of appreciation, tuition will be reduced as follows: the president and treasurer will have full tuition covered for the year; the vice-president and the secretary will have one-half of the tuition covered for the year.

**Early Withdrawal:** If a member decides to withdraw within the trial period (two weeks at the start of the term) all tuition -- except the portion allotted for the trial period -- shall be refunded. **After the trial period, no tuition will be refunded unless the vacancy is satisfactorily filled from the waiting list, in order of application.**

If a member is requested to withdraw by the executive board, the tuition for the remainder of the school year shall be prorated on a weekly basis and refunded to the member.

If a child is leaving before the end of the school year, the parent is required to give two weeks notice in writing to the president of the preschool.

## **CHILD GUIDANCE POLICY**

Discipline in the classroom will be positive and nonphysical. Limits shall be clearly defined and consistently maintained. The basic considerations for intervention with children include:

- a. when group rights are being violated;
- b. when individual rights are being violated;
- c. when a child is doing something dangerous to himself, to equipment, or to others.

One of the following intervention techniques might be used to provide guidance for a child and avoid inappropriate or unacceptable behavior:

- a. Allowing child to experience the natural or logical consequence of his/her inappropriate behavior. For example, if a child repeatedly misuses classroom materials, he/she might not be able to use that material for a period of time.
- b. Redirecting a child to another toy or activity.
- c. Encouraging children to resolve their own conflicts with peers by "using their words" to state their feelings and needs to each other.
- d. Giving a "time-out" or "time-away" in which the child is removed from the situation in a non-humiliating manner and placed in a designated location in

order to interrupt the child's unacceptable behavior. The time-out period will be from 3-5 minutes depending on the age of the child.

### **WORKING PARENT POLICY**

**Late Parent Penalty:** A parent who is late on a designated work day shall be responsible for all after-class cleaning. In order to be on time, working parents should arrive at school by 8:45 a.m. for the morning session (8:30 a.m. for Monday mornings) or 12:25 p.m. for the afternoon session. The president will contact repeat offenders.

**Forgotten Work Dates:** A parent who forgets a work date must arrange to work the next scheduled day of the parent who filled in on the forgotten work day. If a second work date is forgotten, the president will contact the parent. If a third work date is forgotten, the child will be dismissed from the school.

### **PARENT/STAFF COMMUNICATION POLICY**

**Open Door Policy:** Parents are encouraged to observe and participate in the classroom at any time unaccompanied by other children. Visitors are also welcome to observe at any time. Visitors should make an appointment with the president or the teacher.

**Bulletin Board:** Information pertaining to preschool functions (i.e., parent meetings, field trips, special events, etc.) is posted on the bulletin board located in the hallway. Please check this bulletin board each time you bring your child to school.

**Parent Newsletter:** A newsletter is sent home at the beginning of each month to keep parents and students informed as to the month's activities and upcoming events. Please post this newsletter on a bulletin board, refrigerator, or another place that is easily accessible to you as you will need to refer to it each time your child comes to school.

**Meeting Policy:** Parent meetings will be held in August and April of each year. Parents are required to attend these meetings both in order to fulfill the state requirements for training of parents and for biannual parent/staff communications.

**Conferences:** Parent-teacher conferences will be held each year. The dates are listed on the calendar of activities in the handbook. Parents will also be notified through the monthly newsletter prior to the conferences. Parents may request a conference with the teacher any time they feel it is necessary.

### **Inservice and Orientation:**

**Fall:** In addition to attending the August meeting, all parents new to the school and all returning alumni who have not been at the school for three or more years must attend a training session before the start of school in the fall. This will fulfill the state requirement of two hours of training before parents can work in the classroom. The teacher and an officer from the Executive Board will conduct the training session. The dates and times are listed in the handbook.

## **PARENT/STAFF COMMUNICATION POLICY (cont.)**

The teacher shall train the working parents in the following areas:

1. Classroom routines
2. Classroom duties and safety
3. Child management techniques
4. Procedure for sharing information related to a child's special health care needs
5. Explanation of school handbook and policies
6. First Aid procedures
7. Recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.
8. Child abuse and neglect laws
9. Building safety and fire and tornado evacuation plans
10. Location and operation of fire extinguishers
11. Orientation to the building
12. Review of appropriate state rules. The complete book of *Licensing Rules For Group Child Care Centers HFS 46* is available upon request for parent inspection. Contact the teacher to obtain a copy.

The Executive Officer shall train the working parents in the following areas:

1. Use of telephone
2. Filling out emergency treatment cards and alternate phone numbers
3. Field trip insurance information
4. Dispersing any literature or information of interest to parents

**Spring:** Regarding training for newly elected officers, old officers will meet with new officers at an executive board meeting. Each old officer shall pass on books and information necessary to their particular job, to the new officer. This meeting shall be held in May.

**Mid-Session Enrollment:** Parents must attend a classroom training session which will be given by the teacher.

## HEALTH POLICY

### Staff's Health Policy:

1. All staff shall have a health examination by a licensed physician within one year prior to employment and periodically thereafter according to state guidelines. The health report shall be on file in the classroom.
2. All persons shall be excluded from the center when ill. Persons with contagious illnesses shall have a physician's release before returning to the classroom.
3. An individual with a history of typhoid, paratyphoid, dysentery or other contagious diseases shall have proof from appropriate tests that the individual is not a carrier of the disease.
4. Staff's responsibilities for the children's health care:
  - a. All staff shall be alert to symptoms of illness throughout the day.
  - b. Superficial wounds shall be cleaned with soap and water only and protected with a band aid or bandage.
  - c. A child's personal hygiene shall be provided for with paper towels. Wet and soiled clothing shall be changed promptly and placed in a plastic bag to be sent home with the parent that day.
  - d. Staff shall wash their hands with soap and water before handling food and after toileting.

### Children's Health Policy:

1. **Physical Examination:** Each child shall have a physical examination by a licensed physician not more than one year prior to nor later than 3 months after being admitted to the school, and a follow-up health examination at least once every 2 years after admission.
2. A child who shows signs of illness should not be brought to school. Each child upon arrival at school shall be observed by the teacher for symptoms of illness and injury. If a child has a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, or other illness or condition having the potential to affect the health of the other children and staff, the child shall be sent home with the parent.
3. If a child becomes ill while at school, the child's parent or a designated responsible person shall be contacted as soon as possible, and arrangements shall be made for removal of the child from school. The child shall be kept away from the other children (doing quiet activities or resting on a mat and covered with a blanket) until the child can be removed from the school.

## CHILDREN'S HEALTH POLICY (cont.)

4. **Communicable Diseases:** Any child with a known communicable disease shall be kept out of school until the child's doctor has determined the child is no longer contagious or until a period of time equal to the longest usual incubation period for the disease as specified by the Department of Public Health. If the school is notified that a child attended class while contagious and had contact with other children, the parents of exposed children and the local public health officer shall be notified.
5. **Medication:** No prescription or nonprescription medication shall be given to any child without written authorization from the parent. Written authorization shall include the child's name, birthdate, name of medication, administration instructions, medication intervals, and length of the authorization dated and signed by the parent. The medication shall be in the original container and labeled with the child's name, dosage, and directions for administration. A written record including name of medication, dosage, time, date, and name of person administering the medication shall be made in the school medical log. Medication shall be stored so that it is not accessible to the children.
6. **Allergies:** Food allergies and other allergies of specific children shall be known to all staff members, volunteers, and substitutes having direct contact with the children. Special provisions shall be made on an individual basis for children with food allergies. Parents of children with food allergies are requested to fill out a Food Allergy Action Plan which shall be filed with the child's health forms.
7. **Child Abuse and Neglect:** Any suspicion of child abuse or neglect shall be reported to the teacher who will contact the proper authorities, although anyone may make their own report.
8. **Accident or Injury:** For emergencies, a working parent or the teacher will dial 911 for emergency assistance. A working parent will accompany the child taken for emergency care via ambulance to **St. Elizabeth Hospital** or **Appleton Medical Center**. Emergency Medical Treatment cards are on file at the school and will be taken along for the injured child. Parents will be contacted as soon as possible after an emergency has occurred. If the parent is not available, the emergency contact person shall be called.

## CHILDREN'S HEALTH POLICY (cont.)

**Serious Accident Policy:** In the case of a serious accident, a chart supplied by the State of Wisconsin Department of Health and Family Services will be followed in giving first aid to the child in addition to the steps detailed above. Under the group day care licensing rules, the licensing office will be notified within 48 hours when a child is injured at preschool in an accident that results in professional medical treatment.

**Minor Injury:** Minor injuries shall be cleaned with soap and water only and protected with a band aid or bandage. The parent will be informed of the minor injury when the parent picks up the child at the end of the class session. A record of the minor injury shall be kept in the school medical log.

**Off-Site Injury:** Emergency Medical Treatment cards and a first aid kit are taken on all outings. In the event of an off-site injury, the same procedures as listed above shall be followed.

9. **Universal Precautions:** All persons exposed to blood or blood-containing body fluids or tissue discharges shall wash their hands immediately with soap and warm running water. Disposable gloves (which are stored in Cabinet #2 in the classroom) shall be worn if there will be contact with blood or body fluids. Gloves will be discarded in plastic bags and hands shall be immediately washed in warm, soapy water after removal of gloves.
10. **Personal Cleanliness:** All children and persons working with children shall wash their hands with soap and water before handling food and after using the toilet.
11. **Medical Log:** Any injury to a child will be documented in a medical log book, initialed by the teacher, and reviewed on a regular basis with the president in order to determine that all possible preventive measures are being taken. The medical log is located in a file cabinet in the classroom.
12. **Sanitation of Toys and Equipment:** The toys and equipment in the classroom will be cleaned with a bleach and water mixture (1/4 cup of bleach to a gallon of water) when they become soiled.
13. **Pet Visits:** Any pet visiting the classroom shall be approved by the teacher prior to the visit and shall be handled in a manner that protects the children.

## **EMERGENCY PROCEDURES**

### **Fire:**

Fire drills are practiced once a month as required by State Law. They are recorded by the teacher on a chart in the classroom. The following procedure will be followed:

1. In the event of a fire, there will be an announcement over the public address system by the church staff and/or the smoke alarm will sound.
2. The children will line up quietly with a parent or teacher at the beginning and at the end of the line.
3. The teacher will count the children and take the attendance record and emergency information cards with her.
4. The fire route and the alternative route are posted on the classroom wall near an exit doorway. Routes are also explained at the parent training sessions.
5. The last adult out of the classroom will turn off the lights; close all classroom doors, and check to see that all students are out of the classroom and bathrooms.
6. After all children are assembled in a safe place; the teacher will check the attendance record to insure that all children are accounted for.
7. If a child is missing, the teacher will inform the proper authorities to take steps to locate the missing child.

### **Tornado:**

During tornado season (April through September), tornado drills will be practiced once a month in place of fire drills. The following procedure will be followed:

1. In the event of a tornado, there will be an announcement over the public address system by the church staff.
2. The children will line up quietly with a parent or teacher at the beginning and at the end of the line.
3. The teacher will count the children and take the attendance record and emergency information cards with her.
4. The tornado route is posted on the classroom wall near an exit doorway. The route is also explained at the parent training sessions.
5. The last adult out of the classroom will turn off the lights, and leave the door open.
6. After all the children are assembled in the specified hallway, the children will crouch face down in the fetal position, hands over heads, as near to the wall as possible.
7. The teacher will check the attendance record to insure that all children are accounted for.

## **EMERGENCY PROCEDURES (cont.)**

### **Snow, Flooding, and Catastrophic Emergency:**

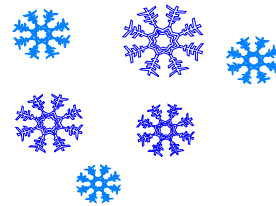
In the case of a pending snowstorm, flash flood alert, or other catastrophic emergency, parents will be contacted and the children will be sent home. In the case when the parent cannot be reached, the emergency person authorized by the parent will be contacted.

### **Missing Child:**

In the event a child is missing, the teacher and working parents will first try to locate the child. If the child is not located in 10 minutes, local police will be requested to assist and the parents will be notified. All adults available will be asked to assist in finding the child.

## **CONSTITUTION AND BYLAWS**

A copy of the Christian Cooperative Preschool, Inc. Constitution and Bylaws are available upon request. Contact the teacher or the president to obtain a copy.



## WHAT TO DO FOR CHOKING

### Prevention of choking:

The first treatment for choking is prevention! Choking incidents in children can be greatly reduced by following some common sense rules:

1. Introduce solid foods only upon medical recommendation or when the baby has teeth for proper chewing.
2. Children under the age of 4 should not be allowed to have peanuts, popcorn, or whole kernel corn.
3. Do not let a child eat while lying down or while overly active—both increase the chances of choking.
4. Cut food into small pieces and teach children to chew well. Large, poorly chewed pieces of food are a common cause of choking.
5. Remove small enticing objects from the reach of the small child who will taste everything, edible or not.
6. Teaching is by example. Don't hold foreign objects in lips or mouth (e.g., nails, straight pins, tacks, toothpicks, etc.).

### Recognizing True Food Choking:

Not every child who coughs while eating a piece of toast or splutters noisily in a cup of milk needs help! The signs of true food choking are:

1. The victim cannot speak, cough forcefully, or cry.
2. The child's color turns blue (becomes cyanotic).
4. High-pitched sounds or no sounds while breathing in.
5. The child may clutch his/her neck--the **distress signal of choking**.
6. The child collapses (becomes unconscious).

**DO NOT** interfere with the victim's attempts to expel a foreign object if color remains normal and he/she is still able to speak or cough effectively. **DO NOT** slap a coughing child on the back, give a drink, or hold upside down. If you think a child has aspirated something into the lungs, do obtain medical advice (this is not a choking emergency).

When a child is truly choking (when air is not passing down the throat and trachea to the lungs) the first step is to open the mouth and carefully try to remove the obstruction if it is visible. **DO NOT waste time!** If that fails to restore breathing, proceed immediately to the Heimlich Maneuver.

Remember to persist. If one procedure doesn't work, try the other one.

## WHAT TO DO FOR CHOKING (cont.)

### Instructions for the Heimlich Maneuver:

1. Tell the child you are going to help him or her. Stand or kneel behind the child (the child can be standing or sitting) and wrap your arms around the child so that your fists are in front of the child.
2. Make a fist with one hand.
3. Place the thumb side of the fist on the child's abdomen slightly above the navel and below the breastbone.
4. Grasp the fist with the other hand and provide quick upward thrusts into the child's abdomen.
5. Give sets of 5 abdominal thrusts and watch to see if the object is expelled.
6. Repeat sets of abdominal thrusts until the object is expelled or the child becomes unresponsive.
7. If the child becomes unresponsive, begin CPR.

**CAUTIONS:** The Heimlich Maneuver is **NOT** a punch, bear hug, or squeeze. It is a quick inward and upward pressing of the abdomen. **DO NOT** compress or squeeze your arm, or injury may result. Should vomiting occur, turn the child on the side with face down, and wipe out the mouth to prevent aspiration. Once breathing has been restored, the child should receive medical attention to rule out complications. The parent may also need support for the reaction which often occurs after an emergency has been successfully treated.

### Why the Heimlich Maneuver?

The Maneuver is named after the man who originated and perfected it Henry J. Heimlich, M.D. of the Jewish Hospital, Cincinnati, Ohio. The Heimlich Maneuver works because it uses the air which gets trapped in the lungs below where the piece of food or other object becomes stuck. The quick inward, upward thrust compresses the lungs. The increased air pressure which results literally blows the object back out through the mouth.

### Conclusion:

The first treatment for food choking is still prevention. But occasionally the chance to be a real lifesaver will occur and each individual should be prepared to act correctly and also quickly. Hearing the "**Help! My child is choking!**" would undoubtedly cause the heart rate to accelerate, but it should not cause panic. The emergency can be handled by following the steps which were described above.

## GUIDELINES FOR WORKING PARENTS

Each parent is responsible for taking his/her turn on the scheduled days. If you cannot work on your assigned days, it is your responsibility to exchange days with another parent. Emergency parents are for **EMERGENCIES ONLY**--last minute situations--and then you must "repay" them for working. **DO NOT** call the teacher in this situation. **You must make the arrangements.** It is also your responsibility to arrange for the care of your other children, both on scheduled work days and field trips. They **CANNOT** come to school during class sessions.

Good nutrition is part of our teaching responsibility. In accordance with our nutrition policy stated in this handbook, parents are responsible for providing a nutritious tasting experience on their scheduled days. On the work schedule, one parent is designated to bring enough snacks and two to three quarts of juice or milk for the children, teacher, and working parents. Adults are important role models and are asked to try the different snacks and to encourage the children to "taste" them. No child will be required to eat a snack, drink juice, or milk they do not want.

Our school has a flexible schedule which freely adapts to the given needs or interests on any particular day. It is important for the working parents to confer with the teacher 15 minutes before class starts and to help "set the stage" for the activities of the day. This is best accomplished if you **DO NOT** car pool on your scheduled days.

Working parents should arrive at school by 8:45 a.m. or 12:25 p.m. **(Monday morning parents are asked to arrive at 8:30 a.m. to assist the teacher in setting up the classroom from Sunday School.)** This enables the teacher to explain the theme and activities for the day. The working parents may be asked by the teacher to set up the work station or to set out toys and games on the tables. When setting up is finished and the children begin to arrive, working parents begin to "float" around the room, ready to offer guidance or direction when needed. When it is time for school to start, the working parents will join the children on the rug for attendance. Name tags will be pinned on the back of the child's shirt by each child's parent when the child arrives at school.

Working parents shall:

1. See that all children engage in some activity during centers and free play. The shy or quiet child is encouraged to join others, but not pushed. Often others with a game can take it to the quiet child and invite him to join them. Children are free to choose their own activity as long as they are not hurting others, destroying property, or hurting themselves. The working parent shall join in games if children are having trouble.
2. Help children put on paint shirts when painting and wash paint jars and paint brushes when finished.

## GUIDELINES FOR WORKING PARENTS (cont.)

3. Help children write their names in the upper left-hand corner or on the back of their papers. Names shall be written with a capital letter and lower case letters (e.g., John). Say each letter as you write it. If children are able to write their own names, they should be encouraged to do so.
4. At the end of center time, the children whose parents are working will ring the cleanup bell and all children and adults will work together to pick up the toys.
5. After cleanup the parent who did not bring the snack shall join the teacher and the children, while the parent and child providing the snack shall do the following:
  - a. Wash the tables with soapy water and then spray with a sanitizer. Wipe dry with cleaning cloth.
  - b. Put name cards on tables. Divide children evenly among the 3 tables and place one adult at each table.
  - c. Wash hands with warm, soapy water.
  - d. Set a napkin, cup filled 3/4 full with juice, milk or water, and a snack at each place.
  - e. Fill 3 small pitchers with water and place one pitcher in the center of each table.
  - f. The snack parent and child shall join the teacher and the other children as soon as they finish setting the snack tables.
6. Before eating snacks, the children shall use the restrooms and wash their hands with soapy water. The working parents will assist the children with hand washing. One parent will supervise each bathroom. As each child finishes washing his hands, he will return to the classroom to "read" a book on the rug.
7. Enjoy the tasting experience with the children. Encourage conversation about the food, where it came from, taste, smell, texture, touch - but don't dominate the conversation.
8. After the tasting experience, the parent who brought the snack will join the teacher and the children for music or a story. The other parent will clean up after snacks by collecting name cards and storing them in the closet, rinsing out the water pitchers, and washing and sanitizing the tables.
9. When it is time to go home, the children will sit at the tables and put their heads down on the table to get ready for their "love pats" from their parents. Parents will come into the room and sign their child out. Then the parents will give a "love pat" to their child.

## **GUIDELINES FOR WORKING PARENTS (cont.)**

10. After school, working parents will clean bathrooms, straighten shelves, clean paint brushes and paint jars, straighten housekeeping corner, and vacuum under tables.
11. When walking outdoors, the children will walk in a line while holding onto a rope. The teacher will be at the front of the rope, one parent will be in the middle, and one parent will be at the end of the rope.
12. When the children go to the park, working parents shall see that the rules set down by the teacher are followed. Be alert to possible dangers-anticipate problems. See that no child wanders off.
13. If a field trip is planned, the teacher will explain the trip and special rules.
14. On Monday, working parents are asked to arrive at 8:30 a.m. to assist the teacher in setting up the classroom from Sunday School.
15. **On Friday, working parents are asked to stay 15 minutes longer** to help set up the classroom for Sunday School.

## WORKING PARENT CHECKLIST

Before leaving each day, please see that these jobs are completed:

1. Wash paint brushes. Stand brushes end up in can. Cap paint and wipe off excess. Wash out paint container.
2. Wash tables with warm, soapy water and spray with sanitizer before and after snack.
3. Return all special equipment (art, snacks, games, etc.) to proper cabinet.
4. Vacuum the floor and under tables.
5. Wash classroom sinks with a cleanser such as Comet.
6. Bathroom area:
  - a. Wipe up spills with a rag or mop.
  - b. Wipe off sinks, water fountain, and toilets with a rag and cleaning solution. Put soiled rag in the pail by the sink in the classroom.
7. Straighten art cart and game shelves.
8. General pickup.
9. Empty garbage can. Secure plastic bag and place in the storeroom across from the girl's restroom. Place new garbage bag in the garbage can.



## WORKING WITH CHILDREN

1. Introduce an activity to a child if necessary. Otherwise allow children to choose their own toys or learning games.
  - a. "Here's a picture which needs pasting."
  - b. "Sarah needs a nurse in the house corner."
2. By helping, encourage children to keep the room picked up and to put play articles away when they are finished with them. Be sure children have enough space to pursue an interest.
3. Remain in the background but keep alert to every child and every play situation.
4. When necessary, clarify room rules and divert to another activity.
  - a. "The ball is for rolling inside, but you may throw these yarn balls into the pail."
  - b. If children are running, say, "We walk in this room. Come and see the new lotto game." or "We walk inside and run outside."
5. When limits are necessary, they should be clearly defined and consistently maintained. Children feel more comfortable when they know they can depend on you to stop them before they go too far.
6. Learn to predict a bad situation and prevent it before it happens. By good coverage in the classroom and on the playground, adults can move in on trouble spots in time to help with solutions. Sometimes it is better to intercede or divert play before an argument develops. Give a child an opportunity to join a group: "I think you need a repairman and John is coming over here with his tool kit."
7. Basic considerations for intervention with children include:
  - a. When group rights are being violated.
  - b. When individual rights are being violated.
  - c. When a child is doing something dangerous to himself, equipment, or others.
  - d. When relations need to be clarified.
  - e. When a child cannot manage a difficulty.
8. Pay helpful attention to the feelings of the child who causes injuries as well as to the injured child; injuries are both physical and psychological.

## **WORKING WITH CHILDREN (cont.)**

9. Children work in a leisurely fashion. They should be given plenty of time to respond to a request. Requests should be made in an unhurried fashion.
10. Let the child grow in independence. Help when he really needs it but avoid doing things for him that he can learn to do for himself. He needs self-confidence and a feeling that he can do it!
11. Keep art media well supplied.
12. In art, the PROCESS is important, not the end product.
13. It is not necessary to be busy each minute. Learn to listen and to observe as well as to be active. You will learn many things about children and their growth and development by observing and listening.
14. Children should be warned a few minutes ahead of time when we wish to encourage them to move from one activity to another.
  - a. "It is almost time for cleanup. Finish up your game, please."
  - b. "It is almost time for snacks. You may wash your hands and face as soon as you finish your picture."

Some of these suggestions are from *The Nursery School* by K.H. Read.

## **SKILLED WAYS TO TALK TO CHILDREN**

Examples which carry the positive ideas teachers want to get across to children are as follows:

"I know how you feel. It's hard for you now, but I think you will be all right. You're strong, you know."

"It's all right for Bart to be over there by himself; don't worry about it. Sometimes people need to be alone for a few minutes to think, to watch or to listen."

"Alice is not a bad girl. She is just having trouble with what's happening."

"It's hard for him to wait so long for a turn. Try to let him have the truck soon."

"No, Lisa, Sammy's drawing is not scribbling. It's his way of drawing. He has his own ideas and you have your own ideas. Each person's ideas are important."

"I know how you feel and it's all right to feel angry, but you may not hurt other people. Tell him with words how angry you feel."

"Ask him for the toy first; don't grab it. People don't like grabbing. Ask and then listen for his answer. Did he say no to you? Then let's go find something else for you. I'll go with you."

"Jon, your ideas are interesting and I like to talk with you, but the children want to hear the rest of the story. Tell me at the end of the book what you want to say. I promise to listen to you then."

"I like you but I don't like what you did. Let's go over and clean it up."

"Please don't yell across the room to your friends. Walk over to them and speak right next to them. Use inside voices in the classroom."

"Sand is not for throwing; it stings people's eyes. If you feel like throwing something, we'll find a ball or a beanbag. In the sandbox, you dig and build and you work with the sand down inside the sandbox."

Some examples are from *A Guide to Discipline* by Jeannette Colomber.

## **THINGS TO SAY TO POSITIVELY REINFORCE CHILDREN**

"I love it! I like that! Good for you! Fantastic! Wow! Great! Right! You really did that well! Tremendous! Much better. Excellent!"

"I like the way you're \_\_\_\_\_." (sitting, walking, reading, listening, etc.)

"You make me feel so good when you \_\_\_\_\_." (sing, listen, smile, etc.)