



PreSchool Partners Parent Handbook

2023-2024

Hours of Operation: Monday - Friday 8:15 – 2:30

Early Care: Tuesday – Friday 7:30 - 8:15

After School Care: Monday – Friday 2:30 – 4:30

4447 Montevallo Road
Birmingham, Alabama 35213
205.951.5151
preschool-partners.org

Mission of PreSchool Partners

Our mission at PreSchool Partners is to provide an inclusive and diverse learning environment that prepares preschool children and their families for success through high quality curriculum, nurturing educators, parental engagement, and community collaboration.

Non-discrimination Policy

PreSchool Partners does not screen applicants (participants or staff) based on any creed or color requirements. PreSchool Partners admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Children's Program

It is our belief at PreSchool Partners that children learn best through play. Our curriculum is based on research and best practices. We use the Creative Curriculum for Preschool, Frog Street PreK Curriculum, PATHS (Promoting Alternative THinking Strategies) Social Emotional Curriculum, and the Zaner-Bloser Handwriting Curriculum. Teachers meet regularly to write, plan, and evaluate the curriculum. Our teachers and our curriculum encourage a life-long love of learning.

PreSchool Partners is a very structured program that teaches the academic, behavior, and social skills needed for a successful start in kindergarten. The academic skills include letter, number, shape, and color recognition, rhyming words, and beginning sounds. The children are also taught to write their first names - with the first letter of the name capitalized and the remaining letters in lowercase. We study letters and a theme each week and numbers each month. Daily activities include morning meeting, following directions activities, circle time (calendar, weather, stories, and singing), playing in learning centers (home living, blocks, puzzles, dress up, sensory, etc.), outside play, lunch time, nap time, and story time. Following directions activities help the children learn to listen to the teacher and follow simple 2-3 step directions. The children will play in small groups in the learning centers. This reinforces cooperating, taking turns, and sharing with others.

We recognize that social emotional skills are just as important as academic skills for success in school. The PATHS curriculum helps children understand and name their feelings. They need to know that all feelings are okay and that it's okay to be angry or sad. When children don't have the right words to describe what's bothering them, they often make an

inappropriate choice like throwing a tantrum or hitting. Our social emotional curriculum teaches children how to handle everyday situations in a healthy and positive way. When children understand their emotions, they are able to control them better. Learning and practicing these skills promotes mental health and success in school.

Class Ratios

We believe in keeping our classes small so that each child gets individualized attention. Our student/teacher ratio is 7 to 1 in the four-year-old classrooms, 6 to 1 in the three-year-old classes, and 6 to 1 in the two-year old classes. All classes have 2 highly qualified teachers who receive over 22 hours of professional development every year.

Continuity of Care

PreSchool Partners recognizes that the relationships young children form is integral to their healthy growth and development. These relationships not only include family, but the childcare environment as well. For this reason, we strive to retain our staff so that our students see the same familiar faces throughout their time at PreSchool Partners, whether it is one, two or three years. The entire staff gets to know the children, which helps ensure that the children feel safe.

Your child will be assigned to a classroom with two highly qualified teachers. They will remain in this classroom for the entire school year. We have 2 floaters that help throughout the school year in many ways, including substituting when a teacher is absent. Your child will also get to know the Executive Director, Program Director, and Enrichment Coordinator. These may substitute in the classroom on occasion if needed. Your child will also get to know the rest of the staff which includes the Office Manager and the Security Guard. If your child attends Early Care or After School Care, they will have the same teachers throughout the school year. PreSchool Partners is a family, and you are now a part of that family!

Developmental Screenings

PreSchool Partners uses multiple assessments to evaluate the five developmental domains (physical, social-emotional, academic, language, and self-help) of the children. We use a social-emotional assessment based on PATHS, our social-emotional curriculum. We also use the CDC's developmental checklist, as well as the ASQ-3.

Our Program Director will evaluate the children within the first 3 weeks of enrollment to get a baseline of where they are in their physical, academic, and social and emotional development. The Program Director will also evaluate the children mid-year and at the end

of the year to measure the children's progress. We will send home the ASQ-3 for the parents to complete and send back to school for the teachers to review.

In addition, we will provide speech and language screening with our speech therapist, as well as vision and dental screenings.

The results of all the screenings will help the teachers identify the individual strengths and needs so that they can plan appropriate lessons and activities.

Classroom Management and Discipline

Our goal at PreSchool Partners is to prepare the entire family for a successful start in kindergarten. Since our mission is school readiness, we expect our students to enter our school ready to learn. Our behavior approach is to use positive intervention through positive guidance and relationships with children, setting clear consistent routines that foster the development of a child's own self-control and self-discipline, and encouraging the child to change their own behavior. This behavioral approach will provide choices and respect for individual rights. PreSchool Partners recognizes that behavior is an important form of communication. Our expectations for the children will be age appropriate – we know they have short attention spans and are still developing social-emotional skills.

The teachers of PreSchool Partners will handle discipline problems in a loving, positive manner. The objective is for the child to develop self-control and obey the rules, not because they are afraid, but because of the caring and trusting relationship they have with their teachers. We follow the practice of Conscious Discipline, which integrates social-emotional learning, discipline, and self-regulation so the children learn to problem solve for themselves and allows the teachers to spend less time policing behavior and more time turning everyday situations into learning opportunities.

If a child is having challenging behavior issues, we will redirect the child as needed as well as give the child access to the calm down corner in his/her classroom as well as our sensory inclusive room. We will work diligently to help children with challenging behaviors to adapt to their classroom and learn to self-regulate. We may use picture schedules to help the child know what to expect next, which will help with transitions. We will implement different techniques like positive reinforcement and behavior charts to help the child acclimate to our expectations. Also, we may meet with the parents to work on implementing the same strategies in the home that we use in the classroom. We will keep the parents informed of the progress their child makes with weekly or daily reports. It is our goal for all children to have a positive experience at school. We believe that parents and teachers working together will provide the best experience for all the children.

However, if after implementing all these techniques we are unable to get the child's behavior

under control, that child may be suspended or expelled from the program. We must consider the safety of the teachers and other children when making these decisions. It is not fair for one child to disrupt the rest of the class and prevent them from learning or feeling safe. We must do what is best for the entire school rather than one individual child. Please know that it is only as a last resort that we will suspend or expel a child. If we do expel a child, we will also provide a referral to any agency that we believe can help the child achieve success.

Referral Process

We recognize that PreSchool Partners may not always be the best fit for every child, and we never want to set a child up for failure. We will work diligently to do what is best for the child, even if it includes referring the family to another program.

PreSchool Partners accepts children with special needs as long as the teachers are able to provide the appropriate modifications in the classroom for that child to be successful. Our Speech Therapist will provide speech therapy on-site to students who qualify for it. Additionally, we will work with any outside service providers to meet the needs of the child.

If it is determined that a child needs more services than our program can provide, we will refer the family to their local school system and any other appropriate agencies. We recognize that getting supports in place as early as possible can help set the child up for success sooner. Our goal is to help our families take advantage of any help available that will assist their child in reaching his/her full potential.

Suspension/Expulsion Policy

Our goal at PreSchool Partners is to prepare the entire family for a successful start in kindergarten. It costs over \$10,000 a year for a family to participate in our program and the majority of that amount is covered by PreSchool Partners through grants, donations, and fundraisers. We invest heavily in our families, so we do have certain expectations for our participants. Since our mission is school readiness, we expect our students to enter our school ready to learn. However, our expectations and structured curriculum may not be the best fit for every child. We will make every effort to ensure all our students are successful in our program, but in the rare instances when we are not able to do this, a family may be required to withdraw from the program.

Disruptive Behaviors (i.e., concerns for the safety of the other students and teachers, disruptive behavior that prevents the rest of the class from learning, hitting, throwing items, biting, etc.)

1. If a child is having challenging behavior issues, we will redirect the child as needed as well as give the child access to the calm down corner in his/her classroom as well as our sensory inclusive room.
2. Teachers will implement different techniques like positive reinforcement and behavior charts to help the child acclimate to our expectations.
3. The children involved will be separated to ensure safety.
4. The teachers will meet with Executive and Program Directors about the child's behavior
5. As a team, PreSchool Partners will set up a meeting with parents/guardians to discuss behaviors
6. Daily or weekly behavior notes will be sent home
7. After 2 weeks, we will meet again to evaluate the behavior

Discontinuation of Services

Our goal is to limit the use of suspension and expulsion. However, if PreSchool Partners determines that a child fails to make a positive change in the classroom and/or during activities, PreSchool Partners reserves the right to suspend or discontinue services for that child. Reasonable attempts and techniques will be made to successfully address the behavior(s) prior to permanent discharge.

A child may be expelled from the program for the following:

- for the safety of the other students and teachers
- disruptive behavior that prevents the rest of the class from learning
- excessive unexcused absences (see attendance policy)

It is important to note that a child may be expelled from the program due to the parent's actions. These expulsions include:

- failure of the parent to meet the attendance requirements of the Parent Program
- consistently being late to drop off child at school or pick up child after school
- extreme negative attitude towards the program and its requirements
- threatening staff members or other parents

Again, we will do everything we can to help a family have a successful experience in our program because we are PARTNERS!

Attendance Policy

The children in the program must have good attendance Monday through Friday. We cannot prepare your child for kindergarten if he/she does not have consistent attendance. Children who are chronically absent in early education programs are less likely to read on grade level

by third grade. We understand that young children often get sick, and we certainly do not want them to come to school when they are sick (see health section below), but consistent attendance is critical to kindergarten readiness. We may require doctor's excuses if a child has excessive absences. If your child is having attendance problems, your family may be asked to leave the program. **You must finish the school year in good standing to return for another year with this child or any other children.**

Health

Please do not send children to school when they are sick. A child who shows signs of a fresh cold, fever, diarrhea, or any other contagious condition must not be brought to school. Please help us keep our children healthy and prevent spreading infections by using good judgment before sending a sick child to school. **Children must be free of fever, vomiting, and diarrhea for a minimum of 24 hours (without medication) before returning to school.** Conditions that are highly contagious may require a note from a physician indicating when the child may return to school.

It is the policy of PreSchool Partners that any medication, whether prescription or non-prescription, be given before or after school hours by the child's parent/guardian. It is against our policy for staff members to administer any medication to a child while in our care. However, if a child needs asthma medication and it is essential that the student receive the medication during school hours, we will need you to complete the medical authorization form.

Biting Policy

PreSchool Partners recognizes that biting may occur as an unacceptable behavior when young children are in a group setting. Teachers will give immediate attention to the injured child and in these incidences, both parents will be notified. An incident form will be completed by the teachers and will require the parent's signature to acknowledge the incident. Information regarding the incident will be considered confidential. Teachers will work with children and parents on techniques to address the biting behavior, but PreSchool Partners reserves the right to deny, suspend, or cancel a child's enrollment if it is deemed in the best interest of the child or the school.

Naptime

Our curriculum includes naptime from 12:30-2:00. This is an important component of our program since growing children need lots of rest to be at their best for learning. We recognize that not all children require a nap, but we do expect the children to lie quietly on their cots and not disturb their classmates. If the non-napping child is unable to lie quietly

and consistently disturbs the other children who are trying to nap, we may ask you to pick your child up after lunch.

Enrichment

We offer enrichment activities to all our students at no additional cost. These activities include music, library, tennis and golf, soccer, and junior jazzercise. Since PreSchool Partners is an outreach program of Saint Luke's Episcopal Church, we also offer Chapel once a week for children who wish to participate. Chapel is optional and parents can choose to opt out of this if so desired.

Field Trips

We take field trips to the McWane Science Center and the Birmingham Zoo every year. These field trips are for the parents and children to enjoy together. Children's Theater performs 2 plays during the year at PreSchool Partners for the children. We also have several guest visitors who come to the school during the year, including police officers, fire fighters, a petting farm, and more.

Clothing and Personal Items

Because children learn best through hands-on activities, the children will tend to get "messy." Children should wear play clothes that are comfortable and washable so they can participate fully in their childhood experiences at PreSchool Partners. Clothes should be easy to put on and take off so that the children will not get frustrated while learning self-help skills. **No belts** please since they are difficult and sometimes lead to "accidents." **The children will go outside daily as the weather permits, so please consider the weather when dressing your child.** Also, **no backless shoes** are allowed at school. The children constantly take them off, trip over them, and can't run and play in them. Each child in the program must have a complete change of clothes in their classroom in case of an "accident." This includes underwear, pants, shirt, and socks. **All items sent to school must be labeled with the child's name. This includes lunch boxes, backpacks, clothing, and coats.**

School Property

It is the parents' responsibility to take care of school property, which includes the PreSchool Partners book bag (\$10), take home folder (\$2), and library book buddy bag (\$5). If your child loses or destroys one of these, you will be charged to replace them.

Nutrition Policy

PreSchool Partners provides a snack daily consisting of items such as cereal, cereal bars,

yogurt, string cheese, applesauce, and milk. The parents are required to pack a lunch for their children. **We cannot heat up food**, so please pack lunches that do not require heating. Please pack healthy lunches (See Meal Patterns for Children handout for ideas) that include a growing food such as a sandwich, fruit, and a drink such as water or 100% fruit juice. Our staff is required to refrigerate meat or dairy products. **Please send a reusable water bottle filled with water every day with your child. The teachers will refill as needed.**

If a child forgets his/her lunch, PreSchool Partners will provide a pre-packaged lunch with water. If a child doesn't bring lunch on a regular basis, the Director will contact the parents to discuss remedying the problem. A charge of \$5.00 per lunch may be assessed to the parents who continually do not send a lunch with their child. **If your child attends our after-school care program, you will need to send a snack for them in addition to their lunch.**

Screen Time Policy

Screen time is defined as the use of television, videos, video games, and computers. Screen time will be offered as a free choice and limited to no more than a total of 2.5 hours per week. Screen time is prohibited during meal or snack time. Screen time will be limited to no more than 30-minute increments. All screen time will be educational and will be used to enrich the theme or letter of the week. On occasions, screen time will be used in the rainy-day activity room for physical activities when the weather does not permit outdoor play.

Physical Activity Policy

Every child shall have an opportunity for the appropriate amount (1 hour) of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and or environment do not permit outdoor activity, active play shall take place indoors. Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier class behavior. Our security guard checks the playground every day to ensure it is safe for play.

Birthdays

Birthdays are a special time in a child's life, so if your child has a birthday during the year and you would like to celebrate it, please notify the teacher about the arrangements. You may bring cupcakes, cookies, ice cream or some other type of treat to school for the children to have at lunchtime. These treats need to be at school by 11:45. We do not allow balloons or gifts to be brought in.

Teaching Staff

Our staff has many years of experience working with young children and **all** of the lead teachers have college degrees in education. All staff members are involved in continuing education (a minimum of 22 hours annually, 34 hours annually for the Executive Director) through attendance at trainings, staff meetings, and early childhood reading materials. Please visit our staff page on our website, www.preschool-partners.org to learn more.

Teacher Communication

It is the policy of PreSchool Partners that staff members are not allowed to give parents their cell phone numbers or personal email addresses. However, you were given your child's teachers' PSP email address at "Meet the Teacher", and you may communicate via that email or in the following ways:

-call the front desk at 951.5151 and ask that a message be sent to your child's teacher
-email Lella lella@preschool-partners.org or Bry bry@preschool-partners.org and ask them to relay the message

If a message is **urgent**, please call the front desk – that is the quickest form of communication. If your message requires a reply, the teacher will get back to you as her schedule allows, usually during naptime. Our teachers don't have a free period embedded in their day, so replying to emails or texts is not part of their daily classroom routine. We are a licensed childcare center and DHR guidelines require a certain teacher/pupil ratio that must be maintained throughout the school day. Your child's safety is our top priority and if a teacher is continually looking at her phone, she is not giving your child her full attention. **Please know that you are always welcome to walk your child to class in the morning and communicate with the teachers directly or speak with them when you pick up in the afternoon.**

Parent-Teacher Conferences

Parents may request a conference with their child's teachers at any time during the school year. These conferences may be in person at the school, via phone, Facetime, or zoom. We schedule two Parent-Teacher Conferences each year, one at the end of each semester.

Drop Off and Pick Up Procedures

It is **mandatory** that every person who drops off or picks up a PreSchool Partners child checks the child in and out **every day with their signature**. We must have this for our records – this is for your child’s safety.

For the first 2 weeks of school, (except the first day of school) parents will need to go through the carpool line instead of walking their children to their classrooms. This makes for a much easier transition to a new classroom.

We offer a drive through drop off Tuesday-Friday for morning arrival. Parents may drop off in the carpool area in front of the school. The teachers will be in the carpool lane to help unload in the mornings from 8:15-8:45. **If you arrive after 8:45, you must get out of your car and walk your child into the school building.** This is for your child’s safety. We cannot be responsible for children who are not placed with a teacher, so do not drop off your child and hope they make it safely to class.

In the afternoon, you must park your car and walk in the building and pick your child up from their classroom. If you send someone to pick up your child, please make sure that person is on the authorization form you gave us. Any pickup person, other than yourself, will be asked to identify themselves if they are unfamiliar to us. We want to protect your child as if he or she were our own. For their safety, we ask that you update your list of authorized pick-up persons as needed. **We are not able to update this information over the phone – it must be done in person.**

Parking

Please park across the street from the school. We have limited parking spaces along the school building, and these are reserved for the teachers. Please do not park in the townhomes parking spaces. Also, please do not park in the carpool lane as this is also the fire lane.

Late Policy

There will be a \$20 late fee (per child) if you have not picked up by 2:30. You must pay this fee at the time of pick up or by the next day at the latest. Your child will face expulsion if you are continually late to pick up or if you do not pay the late fee in a timely manner. **Please call us if you are going to be late for pick up.** It is YOUR responsibility to pick your child up from school everyday.

Tardy Policy

If a child is tardy to school more than 3 times in a month, then on the fourth time they are late, the parent will be asked to take their child back home. A child is considered tardy after 9:00 a.m. We realize that sometimes circumstances arise that may cause a child to be late to school, but consistent tardiness affects the entire class and is not fair to the teacher or other students. The main goal of PreSchool Partners is to prepare both the students and their families for kindergarten and part of that preparation includes the importance of getting to school on time.

Tuition

Tuition is due on the first of each month and will be considered late if not paid by the fifth of the month. **There is a late fee of \$20.00 for late tuition payments.** These fees, along with the registration fee, are non-refundable. **Please make sure you are given a receipt for your tuition payments.** There is a \$25 fee for returned checks. If we receive 2 returned checks, check payments will no longer be accepted. If at any times you have concerns about your ability to pay, please contact the Director (951-5151) for a confidential discussion.

Early School and After School Care

Early School Care begins at 7:30. Parents must walk their child into the school and check them in. You may register for this program any time during the year. There is a \$25 non-refundable registration fee and a monthly fee of \$40. Parents can also pay a daily drop-in fee of \$5 or \$10 for one week of early school care. There are no discounts for early care.

After School Care: There is a \$25 non-refundable registration fee and a weekly rate of \$50. Parents can also pay a daily drop-in fee of \$20 for after school care. There are no discounts for after school care and you must pay the \$50 weekly fee even if your child only attends 3 days of the week. We have tried to keep the costs to our families as low as possible and the weekly fee of \$50 is already a reduced rate. You can always choose to pay the daily rate of \$20 if you will not be using after school care on a regular basis. After School Care begins at 2:30 and ends at 4:30 pm. You may register for this program any time during the year. There is a \$20 late fee if your child is not picked up by 4:30. If you are consistently late, your child will not be allowed to stay in the after-school care program. **You will need to send a snack for your child for after care.**

School Closings

The scheduled dates for closing are listed in our school calendar on our website (preschool-

partners.org) as well as in the back of this handbook. In the event of inclement weather, we will send out a text and email about closings or early dismissals. You may also check our Facebook Page for closing and/or early dismissal information.

Fire and Tornado Drills and Evacuation Plan

Fire and tornado drills will be conducted monthly. We encourage our families to practice these at home as well. In case of the need for evacuation, we will be across the street at Hope Community Church.

Child Abuse Policy

PreSchool Partners believes that all children, regardless of age, culture, disability, gender, language, racial origin, or religious beliefs have the right to protection from abuse. The staff and volunteers of PreSchool Partners are required to report any suspicion of child abuse, including but not limited to, physical, sexual, emotional, verbal, or mental.

The staff and volunteers of PreSchool Partners are not trained to deal with situations of abuse or to decide if abuse has occurred. However, the staff and volunteers will report any suspicion or allegations of child abuse to the Executive Director and all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The staff and/or volunteers will always be aware of the safety, dignity and well being of the child and will not act in an accusatory manner toward any persons who may be involved. Should a child be in immediate danger, it will be reported to the local police department and the Department of Human Services.

Smoking Policy

PreSchool Partners is a smoke free facility. Smoking is always prohibited anywhere on the campus. Please do not smoke **anything** in the car with your child – this is not healthy and will be addressed if it becomes a recurring problem.

Parental Involvement

We love that we have such wonderful parents involved in our school. This program truly is a partnership between the parents and teachers. We have an open-door policy regarding parental participation if it is not disruptive to the classroom. Also, we welcome any suggestions or ideas you may have for the program. We have many opportunities for parents to be involved including room parents, family engagement committees, and garden volunteers.

Policy Regarding Contacting Parents

There will be times throughout the school year when the Executive Director or your child's teacher will need to be able to contact you by phone. This may include severe weather events, sickness, discipline problems, etc. It is imperative that your contact information is kept up to date. We have contact update sheets available at the Reception Desk for your convenience. **If your phone number changes, you must contact the school to give us the correct number to call in case of an emergency. If we attempt to contact you and are unable to do so, you will be given one warning to update your contact information. If we are unable to contact you again after the first warning, you and your child will no longer be eligible to participate in the program. This is for the safety of your child!**

Parent Program

Our school is a partnership of parents and teachers working together to give the children the most successful start in school possible. We believe that parental involvement is crucial to a child's success in school, which is why it is one of the main components of our program. Parental involvement is required for all families enrolled in PreSchool Partners. We want our parents as our partners so that we can work together to help your child reach his/her full potential and have a successful start in kindergarten. The Parent Program is from 8:30-10:30, so please do not schedule appointments until after these times. **You must attend the entire 2 hours to receive credit for attendance.**

Reduced Tuition Requirements:

We offer greatly reduced tuition to our families for their participation in our Parent Program every Monday morning during the entire school year. We recognize that everyone's time is valuable, therefore the parents' time on Monday mornings is considered a large portion of their child's tuition. Reduced tuition is based on the total household income, so current tax returns are required to determine the tuition amount. The requirements to receive reduced tuition are as follows:

First Year: A parent/primary caregiver must attend Orientation on the first day of school as well as the Parent Program meetings every Monday morning (8:30-10:30) for the entire school year. There are 3 absences allowed per semester. If a family misses 4 meetings, their child will have to sit out of school for one week. If they miss another meeting after that, they will be required to withdraw from the program. Families must finish the year in good standing to return the next year. **Good standing is defined as not having missed more than three Mondays per semester, no excessive tardies or absences, and no outstanding tuition balances.**

The reduced tuition rate will follow your child through every year he/she is enrolled in our program as long as you remain in good standing. If you do not finish the year in good standing you may have to attend the Monday Parent Program again every Monday the next year, or you may not be eligible to return the next year.

Second Year: A parent/primary caregiver must attend Orientation on the first day of school as well as one Parent Program meeting a month (8:30-10:30) for the entire school year. There are 2 mandatory Parent Roundtable meetings (one each semester) that can count towards the monthly meeting credit. There is one absence allowed per semester. **If a family misses 2 meetings during a semester, their child will have to sit out of school for one week.** If they miss another meeting after that, they will be required to withdraw from the program.

Third Year: If your family has successfully completed two years in the Parent Program, then you will only need to attend 4 meetings per year in order to continue to receive reduced tuition. A parent/primary caregiver must attend Orientation on the first day of school, the 2 Parent Roundtable meetings (one each semester), and the last Parent Meeting in April for a total of 4 meetings for the entire school year. There are NO absences allowed since the requirement is only for 4 meetings for the entire year. If a family miss one of the meetings, it will have to be determined that the absence was unavoidable, and they will have to make up the meeting in order to continue in the program. If the absence is not determined to be unavoidable and is not made up, they will be required to withdraw from the program.

Attendance Policy for Parent Program Participants

Every child enrolled in the program must have a parent/primary caregiver representative for the Parent Program on Monday mornings from 8:30-10:30. This representative cannot be the parent of another child in the program except in the case of siblings.

A parent representative may miss no more than 3 Mondays per semester. Please call the school (205-951-5151) and let us know that you will not be attending that Monday and why (sick child, work conflict, etc). We take roll every Monday in addition to signing in. **The doors will be closed at 8:55, so you will be counted absent if you are not present by that time. You will also be counted absent if you are not present during roll call.** The Parent Program is from 8:30-10:30 and reduced tuition is based on your participation in the program, so you need to be present the entire time. If you miss 4 Mondays, your child will have to sit out of school for a week. If you miss another Monday after that, you will be dismissed from the program due to lack of commitment.

Please note that a parent may come on Monday without their child, and this will not count as an absence. For example, if your child is sick, the parent may still come to the

Monday classes and there will be no absence counted. If the parent cannot attend, you may get a representative to attend in your place. **However, the representative may not be another parent already enrolled in the program.**

For parents who give birth during the semester, we suggest finding a representative to attend in your place if possible. If you don't have a substitute, you will be allowed to miss 3 Mondays in addition to the 3 Mondays you are already allowed, for a total of 6 Mondays. However, if you use all 6 Mondays for maternity leave, you will not be allowed to miss any more Mondays during that semester and **you will be required to participate in the Parent Program the following year.**

Tip: Our advice is to use your 3 absences for serious emergencies such as sickness, accidents, funerals, etc. We will strictly enforce the attendance policy. Your child will be disappointed that he or she must miss a week of valuable learning and fun at school due to your absences. We believe that the information provided on Mondays and the relationships you establish with the other parents will be valuable to your family's future. We want you to attend regularly because you are an asset to our group, and we learn so much from each other.

Monday Schedule for Parent Program

8:30 - 8:45: Parent Chat
8:45 - 9:00: Announcements
9:00 - 10:00: Speaker
10:00 - 10:30: Families Reading Together

Speakers: We will have a variety of speakers visiting us and sharing their knowledge. Topics will include child development, discipline, budget planning, using television as an educational tool, responsible parenting, etc. **Please do not talk or leave the room when the speakers are giving their presentations as this disturbs the speaker and the other parents. Please turn off all cell phones during the presentations.**

Families Reading Together: Each week you will be given a book to help establish a home library for your child. This book is yours to keep. The Program Director will read it aloud and give you suggestions on how to read effectively to your child as well as offering tips to enhance your child's reading readiness skills. You will also be given a homework assignment each week to do with your child that goes along with the book. You will need to turn in the homework every Friday. By the end of the school year, you will have a great library for your child!

Parent Resource Area

Our Parent Resource Area is located outside of the Parent Classroom. We have a lending library full of books on topics related to parenting children of all ages. We also have resources for agencies in the community that offer counseling, health, and educational services. Additionally, please visit the Resources page on our website at <https://www.preschool-partners.org/resources> for information on community programs for your family.

If you need to use any of the PreSchool Partners technology resources, please see Shunnecia Thomas to sign up for a time slot.

Transition to Kindergarten

PreSchool Partners collaborates with several schools to help your family transition to kindergarten. We partner with the following:

Cornerstone School: Our graduates receive priority enrollment for registration in kindergarten. Our teachers will complete referral forms and any other needed documentation. A representative from Cornerstone will come to PreSchool Partners to complete an assessment on children who are applying for enrollment.

i3 Academy: Since i3 is a charter school, their enrollment is based on the lottery system. A representative from i3 visits the Parent Program at PreSchool Partners every year to explain what their school offers and what the registration process entails.

Advent Episcopal School: Our teachers will complete referral forms and any other needed documentation for enrollment.

Legacy Prep: Our teachers will complete referral forms and any other needed documentation for enrollment.

Birmingham City Schools: Our teachers will complete referral forms and any other needed documentation for enrollment.

Mountain Brook Schools: Our teachers will complete referral forms and any other needed documentation for enrollment.

School Calendar 2023-24

Friday, August 18, 2023:	Meet the Teacher
Monday, August 21, 2023:	First Day of School/Orientation
Monday, September 4, 2023:	No School – Labor Day
Friday, September 29, 2023:	Donuts with Dad
Friday, October 6, 2023:	No School
Monday, October 9, 2023:	No School - Columbus Day
Friday, October 20, 2023:	McWane Center Field Trip*
Friday, November 10, 2023:	No School - Veteran’s Day
Friday, November 17, 2023:	Thanksgiving Parade
Mon.-Fri., November 20-24, 2023:	No School - Thanksgiving Holidays
Friday, December 15, 2023:	Christmas Program*
Monday, December 18 – Jan. 2, 2024:	No School - Winter Break
Wednesday, January 3, 2024:	First Day of Second Semester
Monday, January 15, 2024:	No School - Martin Luther King Day
Friday, February 2, 2024:	Bagels & Best Buddies
Friday, February 16, 2024:	No School
Monday, February 19, 2024:	No School - President’s Day
Mon.-Fri., Mar. 25 - 29, 2024:	No School - Spring Break
Friday, April 19, 2024:	No School
Thursday, May 2, 2024:	Muffins with Mom
Friday, May 3, 2024:	Zoo Field Trip*
Friday, May 10, 2024:	Graduation* – 4 Year Old Classes

*Early dismissal dates – we will dismiss directly after event.

Nutrition Policy

Name of Child Care Center: PreSchool Partners

Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

- All food served in Child Care Center shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
 - No more than 6 ounces per day
 - Only served at meal or snack time
 - Only for children over 12 months
- Milk with 1% or less milk fat for children 2 years and older (unless medical documentation is provided for child)
- Food items that shall be served at least once a week
 - Orange vegetable- for vitamin A
 - Dark green vegetable- for iron, Vitamins A and C, and fiber
 - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
 - Posted in view of parents and food preparation staff
 - Prepared at least 2 weeks in advance
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's seating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Director of Child Care Center: Lella Hamiter

Date: 8/18/2021



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Physical Activity Policy

Name of Child Care Center: PreSchool Partners

Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
 - 3 yrs and older(preschool children)-At least 90 minutes per 8 hour day
 - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- **Infants to 12 months-** caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Director of Child Care Center: Lella Hamiter

Date: 8/18/2021



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Employee Health Policy

Name of Child Care Center: PreSchool Partners
Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

No employee shall be permitted to work at the CHILD CARE CENTER while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered

All employees shall report such symptoms to their CHILD CARE CENTER supervisor and shall not return to work until symptoms desist.

Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a CHILD CARE CENTER in any capacity in which there is a likelihood of such person transmitting disease to other persons.

Common Communicable Diseases (The Big "6"):

- Hepatitis A virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: Lella Hamiter
Date: 8/18/2021



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Policy for Prevention of Communicable Diseases

Name of Child Care Center: PreSchool Partners

Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

Common Communicable Diseases

No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Enterohemorrhagic or Shiga Toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Detection of Illnesses

In order to control the spread of communicable diseases in the child care center, it is important that the caregiver recognize illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:

1. Severe coughing
 - a) Child gets red or blue in the face
 - b) Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble—especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis—tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
 - a) Child is cranky or less active than usual
 - b) Child cries more than usual
 - c) Child feels general discomfort or just seems unwell
 - d) Child pulls at ears
 - e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp
(may be a sign of scabies).



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Screen Time Policy

Name of Child Care Center: PreSchool Partners

Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

Screen time is the use of television, videos, video games, and computers

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 2 ½ hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom.

Director of Child Care Center: Lella Hamiter

Date: 8/18/2021



JEFFERSON COUNTY
DEPARTMENT OF HEALTH

Smoking Policy

Name of Child Care Center: PreSchool Partners

Address of Child Care Center: 4447 Montevallo Road Birmingham, AL 35213

Smoking is prohibited:

- At all times in Child Care Centers—including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicles used by centers to transport children
- Within sight of the children

“No Smoking” signs shall be posted in facilities and vehicles used to transport children

If a staff member consumes cigarettes before the work shift begins or during a break away from the child care center premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

Director of Child Care Center: Lella Hamiter

Date: 8/18/2021



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DEPARTMENT OF HEALTH