

First Presbyterian Church of Edmond  
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Edmond, Oklahoma 73034  
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Early  
Childhood  
Program

at First Presbyterian Edmond

Early Childhood Program  
2022-2023

**Parent Handbook**

# A Note from the Director

Dear Parents,

Welcome to the First Presbyterian Church of Edmond Early Childhood Program. It is our sincere desire that your association with us will be a happy and rewarding experience.

The Early Childhood Program is an outreach ministry of the First Presbyterian Church of Edmond and is a not for profit organization. The ECP Committee governs all programs within the Early Childhood Program. An Elder from the Church chairs the Committee. This committee is directly responsible to the Session of the Church. We welcome your suggestions, questions, and comments. Our pledge to you is to become your partner.

I look forward to a year full of learning and growing. Thank you for allowing us to share this important time in your child's life. My door is always open and I encourage you to call or speak with me at any time.

Mary Singleton

## Early Childhood Program Staff & Administration

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## A Note About the Parent's Group

The purpose of the Parent's Group is to provide opportunities for you to be involved in your child's school, work with and meet other families, and have fun! There are several ways you can participate:

- Volunteer in your child's classroom by becoming a Classroom Parent. A Classroom Parent helps communicate with other parents and coordinates activities throughout the year;
- Assist the teachers, as needed;
- Help with fundraisers and other school events (see below for details); and
- Attend Parent's Group meetings to discuss issues of interest
- Fundraisers are necessary to provide scholarship money, replace worn equipment and purchase large items not covered by tuition. Rodeo Roundup is our big fundraising event for the year and takes place in early October. It is a fun-filled evening full of western games, food, pony rides, hayrides, petting zoo, and more. It's a great way to have some fun while supporting ECP at the same time!
- The Parent's Group also sponsors Fall With Fellas, Muffins With Mom, Pizza Days, school T-shirts, Teacher Appreciation Week at the end of the school year and numerous other special events.

To volunteer or if you just have questions, please contact the school office and we will put you in touch with a Parent's Group Representative.

## **Early Childhood Program Mission Statement**

The ECP staff of the First Presbyterian Church of Edmond will promote the development of each child physically, emotionally, intellectually, socially, and spiritually at his or her own pace through a developmentally appropriate curriculum.

## **Vision Statement**

We will provide a model early childhood program for the community through educational outreach based on Christian values.

## **Philosophy**

### **We believe:**

- ♥ that the ECP should provide an atmosphere rich in opportunities for growth and acceptance;
- ♥ that each child has a right to childhood in a world that sometimes forgets childhood's importance;
- ♥ in providing safety and security in the promise of God's love for each child regardless of race or religious belief;
- ♥ that children and families affirm each other as they grow together during the early childhood years.

## **Curriculum**

It may look like play, but it is a child's work to manipulate, change, try again, and discover. Our curriculum is developmental. We offer many opportunities to stretch and expand horizons while respecting the child's need and right to learn at his or her own pace. Through daily reports, weekly and monthly newsletters, notes and calendars, and conferences, your child's teachers will share the curriculum your child is exploring in class. Curriculum guidelines are available in the director's office and in each of the classrooms if you would like to view them. Pre-K and Kindergarten curriculum is aligned to all Oklahoma state standards.

## **Assessment**

Conducting ongoing assessments is an integral part of our program. Assessments help the teacher obtain information on all areas of your child's development and learning, including cognitive skills, language, social-emotional development, their approach to learning, health, and physical development including self-help skills.

Conducting ongoing assessments throughout the year allows the teachers to pick up on developmental delays and make referrals when necessary. Assessments also allow the teachers to identify the children's interests and needs so they can improve the curriculum and adapt their teaching practices to fit the needs of the children in their class. We use these assessments to support the children's learning in a variety of ways.

Several different methods of assessment are used including observations, anecdotal records, check lists, rating scales, and individually administered tests. A collection of your child's work over time is kept in a portfolio. The information from this portfolio is shared with you during parent teacher conferences and will be sent home at the end of the school year. All information collected from the different assessment methods and the information collected in your child's portfolio is kept completely confidential. You are welcome to discuss your child's progress with his/ her teacher at any time.

Kindergarten students are on a trimester evaluation. Report cards will be sent home three times per year.

Once a year, developmental screenings in speech and hearing are conducted on site for all preschool children. The results of these screenings will be given to you and a copy is kept in your child's file.

Access to any of the assessments conducted is limited to your child's teachers, the administration and yourself. Written permission must be on file if you wish for us to share this information.

## **DHS Licensing**

We are a licensed Part-Day Children's Program under the provisions of the Oklahoma Child Care Facilities Licensing Act. On site, we maintain a compliance file which contains our monitoring reports and other correspondence from the State of Oklahoma Department of Human Services. This file is located in the director's office and is available to current and potential clients and staff.

## **Bible Time**

"Bible Time" is a simple weekly chapel service with Bible stories and music. Teachers extend the Bible lessons taught during Bible Time into the classroom through a variety of activities or discussions.

## **Ages Served**

The ECP serves children one-year-old through Kindergarten. Preschool children are placed in age appropriate classes based on a September 1<sup>st</sup> birthday cut-off. This means, for example, that a child must be three as of September 1<sup>st</sup> to be accepted into the Preschool 3's class. In our Children's Day Out classes, children are placed into one of four classes according to their birthdate as of September 1<sup>st</sup>.

## **Days and Hours of Operation**

The ECP is open Monday through Thursday from 9:30am-3pm and Friday from 9:30am-12:15pm. For the 2022-2023 school year, we will notify you through your portal if school is canceled for inclement weather.

## **Classes Offered**

The following classes are offered through the ECP:

### **Children's Day Out (CDO)**

**CDO** classes are for children who are one-year-old and two-years-old by September 1<sup>st</sup> of the current school year. Children are divided into age appropriate classes. Full days (9:30am-3pm.) are offered two days per week, Monday/Wednesday or Tuesday/Thursday.

CDO children have class time from 9:30am-12:15pm. They will eat lunch at 12:15pm and then nap in the afternoon. Children who are unable to rest quietly on a cot for 45 minutes will need to be picked up at 12:15pm. Children will need to bring a nap mat with them each day.

### **Preschool**

**Preschool 3's** is offered either two or three days per week, 9:30am-12:15pm. Preschool enrichment is offered from 12:15-3pm Monday through Thursday and can be added to any day in which your child is enrolled in a morning class. There is no afternoon enrichment on Fridays. Single session drop-in for enrichment classes is offered based on availability and only to current enrollees. ***All preschool children***

***must be potty trained as our Preschool classrooms do not have changing tables.*** We recognize that, for newly potty trained children, the transition to school can cause them a bit of confusion in this process, and the teachers will work with children to establish new routines. However, ***if your child is still having regular accidents or needs to wear a pullup to school by October 1<sup>st</sup>, he/ she will not be able to return to school until the potty training process has been completed.*** Documented medical or developmental issues, which may cause your child to need more time with potty training, will be considered on a case-by-case situation.

**Pre-K** is offered three or four days per week, 9:30am-12:15pm. Preschool enrichment is offered from 12:15-3pm on any day that your child is enrolled in a morning class. Single session drop-in for enrichment classes is offered based on availability and only to current enrollees. Children who are enrolled in the pre-k classes ***must be potty trained.*** Our Preschool classrooms do not have changing tables. Documented medical or developmental issues, which may cause your child to need more time with potty training, will be considered on a case-by-case situation.

## **Kindergarten**

Kindergarten is offered four and a half days per week, 9:30am-3pm Monday thru Thursday and 9:30am-12:15pm Friday. It will follow all curriculum guidelines established by the state of Oklahoma in order to prepare children for 1st grade; it will be taught by a certified teacher; and children will continue to be taught in an environment with low student/ teacher ratios where they can continue to "...be children in a world that sometimes forgets the importance of childhood".

## **Enrollment**

Enrollment for the next school term begins in early February. Families enrolled in the current school year and church members will have first priority for enrollment. Children must be enrolled each year. Children are not automatically promoted to the next class.

Current families will be given one week to re-enroll for the following school year. All current students will be guaranteed a developmentally appropriate spot in the program if they enroll during the designated week. However, specific days of the week cannot be guaranteed. If there are more current families enrolling in a class than space allows, a lottery system will be used to determine class placement. The only exception to the above statement is kindergarten. Kindergarten will enroll on a first come / first served basis.

Enrollment for the public is offered after this process has taken place. Enrollment to the public is based on a first come, first served basis.

A non-refundable enrollment/ supply fee along with the non-refundable last month's tuition is required at the time of enrollment along with a completed form. There is a \$25 discount on the enrollment fee for multiple members of the same family. Other forms, which will be distributed at enrollment, will be due within a few weeks in order to finish the enrollment process.

## Tuition

Tuition is based on a yearly amount and may be paid annually, semi-annually or in nine equal monthly payments. Monthly tuition payments are made through automatic bank drafts. If making nine equal payments, tuition will be drafted on the 3rd of the month from September through April. If you need to make different arrangements, please speak with the director.

Beginning with the 2014-2015 school year, the school day was extended by 10 minutes per day to account for the possibility of snow days. Thus, ECP no longer makes up snow days at the end of the school year. If no snow days are taken, this will add up to additional classroom time for students at no extra charge to the parents.

Tuition is due on the 1st of the month and considered late after the 15th. If paid after the 15<sup>th</sup>, a \$20 late fee will be posted to your account. Students will not be admitted to class after the first of the following month if tuition and fees have not been paid, unless special arrangements have been made through the office.

Please do not send money to school with your child. Money for any special projects or events should be delivered directly to the teachers or the ECP office.

### Tuition Using the 9-Month Bank Draft Payment Plan:

#### Preschool 3's:

2 days per week..... \$170.00  
3 days per week..... \$190.00

#### Pre-K:

3 days per week:.....\$195.00  
4 days per week..... \$230.00

Kindergarten:.....\$530.00

#### Preschool Enrichment:

1 day per week..... \$60.00  
2 days per week..... \$120.00  
3 days per week..... \$180.00  
4 days per week. ....\$240.00  
Single Session as a drop-in.....\$25.00

#### Children's Day Out:

2 days per week .....\$225.00

## Attendance and Withdrawal

You are paying for your child's reserved place in the Program, not the child's attendance. *Illness, vacations and/or withdrawal from the Program will not be subject to tuition reimbursement.* Any extenuating circumstances may be discussed with the Director.

***If, for some reason, you need to withdraw your child from the program, a 30 day written notice is required.***

## Drop-In Policy

For Afternoon Enrichment sessions, the following policies have been established:

- Drop-ins are only accepted for currently enrolled students and should be done through the office.
- Arrangements must be made with the office at least 24 hours in advance.
- Maximum capacity for your child's room will not be exceeded. (The office will be aware of the maximum number of children we have per established legal guidelines.)
- A \$25.00 charge for afternoon enrichment will be added to the parent's monthly bill at the time of arrangement or at the time of drop-in.

We do welcome drop-ins, but encourage you to sign up on a regular basis for continuity. *Please check with the office to see if space is available before dropping off your child.*

## Scholarships

Scholarships are available yearly or on an emergency, short-term basis. Forms to apply for a scholarship are issued through the Early Childhood office. The Early Childhood Committee will evaluate each application and make awards as long as funds are available.

## Immunizations

Parents enrolling children must provide proof that appropriate immunizations have been completed based on the age of the child. As of May 15, 2018, ECP will no longer accept immunization waivers that are based upon personal objections. Children who were enrolled prior to May 15, 2018 will be grandfathered in to the program and will not be asked to leave, but no new enrollments will be accepted. Medical exemptions that are signed by a doctor will be evaluated on a case by case basis by the ECP Committee.

## Health and Illness Guidelines

Please help us maintain a healthy and safe environment for our school. State licensing regulations will not permit us to keep an ill child in the classroom. Please call us between 8:30 a.m. and 9:30 a.m. if your child will be staying home due to illness. You will need to keep your child home if he or she has the following:

- A contagious disease while still in the contagious stage;
- An upset stomach, vomiting, or diarrhea within the last 24 hours;
- A temperature above 99 degrees within the last 24 hours;
- Watery, matted or pink eyes; or
- Green/ yellow discharge from nose or ears.
- Undiagnosed body rash or pox, except diaper rash
- Draining skin wounds that cannot be covered by a bandage
- Severe and/or persistent coughing
- Any type of infestation, including head lice

If your child becomes ill while at school the following procedure will be followed:

- Your child's condition will be assessed by their teacher including taking their temperature.
- If conditions warrant (see conditions above), parents will be notified to come and pick up their child.
- If conditions warrant (see conditions above), your child will be removed from the classroom to await your arrival. They will be made comfortable and comforted by a familiar caregiver while they await your arrival.

Head Lice is a common occurrence in child care settings and schools. It can occur in any home and is not caused by inadequate hygiene or cleanliness". If head lice is found:

- The child's parents will be notified and asked to pick up the child.
- Head lice treatment is required before students may return to the program.
- Parents will be notified in writing if their child has been exposed to head lice, but confidentiality of the infested child will be respected.

If your child is too ill to play outside, please keep him or her at home. Small children do not understand why they cannot play with their friends and we do not have the staff to stay inside with one child.

If your child contracts a contagious disease, please notify the school immediately.

Parents will be notified in writing if their child has been exposed to a communicable disease. Information will also be provided concerning the signs and symptoms of the disease

## Medications

Should your child be receiving a medication prescribed by a doctor that must be administered during school hours, ***you must bring the medication to the office.*** You will be asked to sign a form giving ECP permission

to administer the medication and detailing directions for administration. All such medication must be in the original container and must have a pharmacy label issued by the doctor. The medication will be kept in the front office and may be administered by the Director, or Administrative Assistant, or teacher.

Over the counter medicines must be in the original container, must not be expired, must be labeled with the child's first and last name, and must have clear dosage instructions on the container. If the child needs a dosage other than what is indicated on the container, the container must include a pharmacy label with instructions per the doctor. DHS medication forms must be filled out for over the counter medications, and all medication must be kept in the office.

The only exceptions are for children who have life-threatening medical issues such as asthma and severe allergies. Inhalers, epi-pens, and other lifesaving medications, will be kept with the teacher **but paperwork must be filled out with the office prior to taking these medications to the classroom**. If your child has one of these life-threatening medical issues, please meet with your child's teacher before the first day of school to form an action plan for the child. If your child has asthma, please take time to show the teacher how to administer the inhaler and let the teacher know, when you bring the child to school, if the child appears to be having trouble that morning. Do not leave the inhaler in your child's bag!

Please place sunscreen and mosquito repellent (if needed) on your children before bringing them to school each day. ECP is not allowed to do this for you.

Sunscreen, lotion, chapstick, and diaper cream are considered medications by DHS and may not be brought to school. If your child must have diaper cream applied during school hours, a medication form must be filled out in the school office prior to bring the diaper cream into the classroom.

## Building Entrance

For the safety of your children and our staff, church doors are always locked. You will need to utilize the intercom system to gain access to the building. Once you have entered the building, you must check in at the reception desk, and you will be given access into the secured ECP classroom area.

## Arrival

School begins at 9:30 a.m. Your child must be signed in on an ipad or your signature must be recorded on the attendance sheet at the beginning of each session. Drop off and arrival is conducted from 9:30-9:45am each morning. It is very important that you arrive on time. Teachers will begin their day at 9:45am.

**Children's Day Out:** Parents must always walk Children's Day Out students into the building. Enter the parking lot from 10<sup>th</sup> Street on the north side of the building, park in the west lot behind the gym, enter through the gym doors, and proceed to your child's classroom.

### Preschool Morning Drop-Off:

- Morning drop-off is an option for preschool students only. You are always welcome to walk your children in to the building.
- Drop-off begins at 9:30am and ends promptly at 9:45am. **Children may not be dropped off if a teacher is not present.** This is a safety issue! If a teacher is not present to help your child out of the car, it means that drop off has ended and there is no one monitoring your child's entrance to the building and to their classroom. **Violations of this policy will result in the loss of drop-off privileges.**
- Enter the parking lot from 10<sup>th</sup> Street on the north side of the building. If you are walking your child in, please follow the parking instructions for Children's Day Out. If you are utilizing our drop off option, you will enter the property from 10<sup>th</sup> street, drive through the back parking lot around the back side of the playground, and line up in the LEFT lane. Pull into the circle drive between the playground and the school where a teacher will be on duty to help your child out of the car. Children need to exit from the driver's side (rear) to avoid traffic. Once children have exited the car, you will need to pull forward and a staff member will meet you so that you can sign your child in.

- **Parking in the circle drive is not allowed.** If you need to come into the Early Childhood reception area, please park on the west side of the building behind the gym.
- There is no preschool drop-off available until after Labor Day. All children should be walked into the building.

## Pick-up

You must check your child out on the IPad located at the door to your child's classroom

**Children's Day Out students** should be picked up between 2:45 and 3pm. Park in the west parking lot and proceed to the main ECP entrance.

**Preschool students who are attending the morning session** only should be picked-up by 12:15pm. Park in the west parking lot and proceed to your child's classroom.

**Preschool students who are staying for afternoon enrichment and Kindergarten** should be picked up between 2:45 and 3pm and will be picked up at the door to their classroom

**Late pick-up:** If you arrive after the closing of your child's day, your child will be in the Early Childhood Program reception area. However, it is extremely important that you are on time! If you are unavoidably detained, call the office. Children become anxious when their friends have left, and they think you may have forgotten them. Knowing "you are on the way" will ease fears. A late fee of \$5.00 for every 5 minutes you are late, will be imposed for late pick-up. Late pick-up is after 12:15pm or 3pm depending on your child's class (see above). ECP does not have an after-care program. Children who are chronically late being picked up can be subject to dismissal from the program.

**Individuals picking up child:** If someone other than a parent is picking up your child, their name must be listed as an authorized contact in your parent portal. This person will need to present his/her identification to the teacher. If this person is not listed as an authorized contact, your child will not be released and the Director will be notified immediately. Parents have the ability to add authorized contacts by logging in to their parent portal.

*If a child custody agreement exists that would restrict a biological parent from picking up their child, a copy of that agreement or court order must be kept on file in the school office. Should the custodial parent agree to an exception, a note to that effect, listing the days or dates of the exception must be present before we will release to a non-custodial parent.*

For the first week of school, all students need to be picked up in their classroom by 12:15pm.

## Carpool

If you choose to form carpools with other parents, please make sure all carpool drivers are listed as an authorized contact. If a person is not listed as an authorized contact, your child will not be released to that person and the Director will be notified immediately.

## Emergency Procedures

ECP has full procedures in place for emergencies, including, but not limited to, severe weather, fire, earthquakes, power failure, building evacuation, building lockdown, building intruder, and medical emergencies. All staff is trained yearly on these procedures, and all staff maintains current CPR and First Aid certification. Our first priority in any emergency will be the immediate safety of the children. Once procedures have been followed to ensure the safety of the children, notification will then be made to the parents regarding status of the children, and further instructions regarding how to pick up children will be given. Parent notification will be given through your parent portal.

All ECP emergency procedures are contained in the ECP Personnel Policies and Procedures Notebooks which all ECP staff has. These can be viewed in the Director's office at any time.

## Clothing

**Children should be dressed comfortably for messy, active play.** It is especially requested for safety that you do not allow your child to come to school in hard-soled boots or any type of shoe with a slick sole. Flip-flops and backless sandals are also not recommended. All outdoor clothing must be clearly marked with the child's name. The school is not responsible for lost or damaged clothing.

Please dress your child for the weather (in layers if in doubt). We go outside unless it is raining, under 32 degrees or there is a severe wind-chill.

All students should have available in their totes necessary clean clothes in case of accidents.

Please dress children who are not potty trained in clothing that will easily accommodate diaper changing. Non-potty trained children should be dressed in disposable diapers or pull-ups. Cloth diapers are not allowed.

If sunscreen or mosquito repellent is needed for your child, please put it on your child before bringing him or her to school.

Please send your child in **tennis shoes or other rubber-soled shoes**. Cowboy boots, sandals, jellies, crocs, and flip-flops are fun but not safe for climbing, running or riding a tricycle.

## Toys

Please do not send toys to school with your child. Toys from home can be a source of conflict between the owner and the other children wanting to play with the new toy. Toys also can be lost or misplaced. Comfort items are the exception in Children's Day Out. Items from home are a source of comfort during initial separation and for the napping child. In Preschool, your child's teachers will address Show-and-Tell.

## Labeling

Send a change of clothes in a labeled zip-lock bag to be kept in the child's tote. Children may become embarrassed by accidents and intensely dislike wearing someone else's clothes. Label jackets, lunchboxes, Show and Tell items, tote bags, bottles, blankets, and any other items. We have a lost and found box in the entryway.

## Food

If your child stays for lunch, label his/her lunch box or bag. Please place an ice pack in your child's lunch box. Send a nutritious lunch and drink your child enjoys and can eat without assistance. Do not send food that needs to be microwaved or refrigerated. Please do not send candy. It will be the first and sometimes only thing eaten. We will leave uneaten food in your child's lunch box so you can monitor his/her appetite.

## Snacks

You will be asked to provide a snack each day. Bring a simple and nutritious snack such as fruit, veggies/dip, pretzels, cheese, cereal, etc. Please do not send cookies, cupcakes or other high sugar foods.

## Parties

We have class parties at Christmas and Easter. Dismissal times for Preschool, and Children's Day Out students on these days will be 12:15pm. You may be asked to provide special snacks for those times. Each child's birthday is celebrated at school. Party invitations may not be distributed at school unless each person in the class receives one. This prevents hurt feelings.

## Field Trips

Permission slips and information will be sent home prior to any field trips. Only the Kindergarten class participates in field trips. Parents must provide or arrange for transportation of their child to and from the field trip as teachers are not allowed to transport or arrange for transportation of children. A staff member licensed in First Aid and pediatric CPR will accompany any group and a first aid kit will be carried. Emergency Medical Treatment Forms completed at the beginning of the year will be taken by the teacher along with phone numbers for reaching a parent in case of an emergency. Should the field trip require a lunch or snack, the food should be sent in a disposable paper sack with the child's name on it. Drinks should be in cardboard cartons or other disposable containers. No glass or breakable objects should be placed in the lunch sack. Children arriving after the group has departed on the field trip will need to return home with the parent or the parent may transport the child to the field trip site. **Parents will be asked to stay as chaperones as a 3:1 student: adult ratio must be maintained at all times.** Chaperones are expected to give their full attention to the children in their care. We ask that siblings do not attend field trips.

## Communicating

We think of communication with parents as continuous. We want to let you know how your child is participating in the classroom. We also appreciate any information about changes, concerns, or celebrations in your child's life that will help us get to know him/her better. We ask that all adults respect the children by not talking about their behavior in front of them, other children or other parents. Children hear everything and often misinterpret the information. Ask the teacher for a phone appointment, a conference time or communicate your question or concern by note.

Each parent will have access to a parent portal for his/her children. The majority of communication will be done through the portal where parents will be able to view a newsfeed of classroom events and school happenings and message directly with the teachers.

If a nanny or relative will be dropping off or picking up your child regularly, please discuss in detail the policies regarding starting and ending times, parking rules, and where he/she may be reached.

A full conference will be done during the winter. (Kindergarten students will have two conferences.) If you feel the need for a conference at any other time, simply schedule with your child's teacher.

## Class Directories

To assist everyone in communicating, the ECP will provide all parents with a yearly Class Directory. We see the Directory as a way to encourage relationship building between children and parents. Therefore, we ask and we hope that the information contained in the Directory will not be used for any other reasons, including business opportunities.

## Behavior Guidance

Careful consideration of routines, environment, schedules, transitions, activities and individual needs of children will be part of our daily planning in an effort to avoid behavior problems. Teachers will manage behaviors and implement classroom rules and expectations in a manner that is consistent and predictable. Behavior guidance will be provided that is consistent with the child's level of development. The behavior guidance techniques used by the staff will focus on positive reinforcement, positive role modeling by adults, intervention techniques and redirection. Consequences for a child's unacceptable behavior will be immediate and a natural outgrowth of the problem. Children will be encouraged to solve problems for themselves whenever possible. Teachers will model problem-solving techniques on a regular basis to help children learn to apply them. In cases where a problem behavior continues to be repeated despite intervention, your child's teacher may suggest a conference.

## **Biting Behaviors in Young Children**

Biting is a common behavior among toddlers in group care. Biting is not viewed as a “bad” behavior, rather an inappropriate behavior. When it occurs, the staff has a responsibility to both the child who bites and the child who gets bitten. Our primary goal is to support each child and each family as we move through this developmental period.

With this philosophy in mind, we practice many preventive strategies within the classroom. These strategies include but are not limited to: providing an age-appropriate room arrangement & curriculum, multiples of toys, close supervision & observation, and redirection.

Our goal is to find solutions that recognize the developmental nature of the biting behavior and provide solutions that demonstrate respect for each child.

## **Child Abuse**

Oklahoma statutes define child abuse as harm or threatened harm to a child’s health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect (21 O.S. Sec. 845). Every person, private citizen or professional who has reason to believe that a child has been abused is mandated by law to promptly report the suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential. The Director and Staff of this facility are obliged to report any suspected child abuse under this statute.

## **Children with Special Needs**

As educators, we recognize that there are developmental concerns that arise during the early childhood years. We believe in educating the whole child; however, our facility and staff may not be equipped to assist all children’s needs. We want the best environment for the children currently attending our school, as well as the least restrictive environment for the child with special needs. It is our intent to integrate children with special needs into the program to the extent feasible, given each child’s limitations. Our program may not provide the least restrictive environment if accommodations result in significant difficulty or expense to the program, if adaptations for behaviors fundamentally alter the nature of the program, or are not readily achievable; or if the child’s condition will pose or does pose a significant threat to the learning, health or safety of other children or staff in the program, and there are no reasonable means of removing the threat. The Director may request documentation that the child is receiving proper outside services. After consultation with the parents, the child, the teachers involved, and, if necessary, the child’s doctors, the Director will make a case-by-case decision whether we are capable of meeting the needs of the child with special needs. If we are unable to assist your child, we will attempt to direct you to the proper resource.