

Family Centered Programs

Emerson Family School

Parent Handbook

2016-2017

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Licensed by: Mississippi Department of Health

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Philosophy

The Emerson Family School provides programming that fosters positive guidance through developmentally age-appropriate activities for young children. The stimulating and safe family-based environment encourages learning through hands-on exploration and interaction with peers and adults. The preschool staff provides a safe, caring, positive environment where each child is respected and accepted as a unique and valued individual. The purpose is to help each child feel good about self and others, to become a self-motivated learner, and to gain a firm foundation for future growth.

Instructional activities are based on themes and units relevant to young children. Children are encouraged to express themselves through language, art, movement, music, dramatic play, and social interaction in developmentally and age-appropriate activities. PLAY, the universal language of all cultures, is incorporated into the instructional program for all areas of development.

Parents and home environments provide the most significant contributions to a child's development. Therefore, communication between Emerson Preschool staff and parents is encouraged fostering a strong foundation of cooperation and understanding.

Goals

- To enhance children's social, emotional, cognitive, and physical development.
- To promote effective partnerships with parents based on mutual respect and trust.
- To educate the community about the importance of high quality child care.

Programs Offered

I. Childcare/Preschool

- Ages 2 to 5 years
- Days/Hours of Operation: Year-round, Monday through Friday, 7:00 AM to 5:30 PM

II. Take-A-Break (TAB)

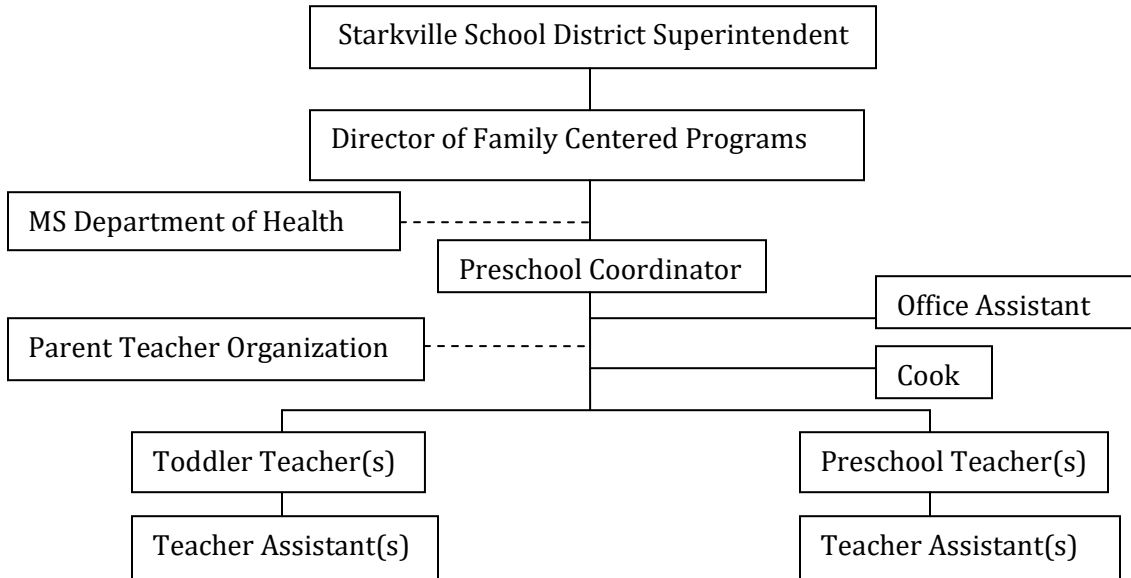
- Ages 3 to 5 years
- Days/Hours of Operation: August through May, Monday through Thursday, 8:30 AM to 11:30 AM

III. Afterschool

- Kindergarten through 5th grade
- August through May, Monday through Friday, 3:30 PM – 5:30 PM

Staff

I. Organizational Chart



II. Staffing

Emerson Preschool is committed to attracting and keeping highly qualified staff that hold fast to the highest of standards. Preschool staff's education and credentials meet, and in most cases exceed, licensing requirements called for by the MS Department of Health. The staff continues professional growth, increasing their knowledge of child development and current trends in early childhood education, through participation in workshops and other educational opportunities. A current list of staff is available in the Preschool Office.

Preschool administrative staff works diligently to ensure appropriate teacher-child ratios are in place to maximize learning and to allow teachers to focus their attention on the children. Ratios may vary due to enrollment needs but do not exceed those required by the MS Department of Health.

Admission Requirements

All children will be treated the same regardless of race, color, age, national origin, sex difference or religious beliefs.

I. Application Process

- Registration is done in the Spring for the fall semester but children may be enrolled into the preschool program year round
- Separate applications must be completed for each program (i.e. preschool, TAB, and afterschool)

- The following documents are required for enrollment: application, Mississippi #121 immunization form, birth certificate, emergency information sheet
- Non-refundable registration fee (\$120) and first month's tuition is paid upon enrollment. Registration fee and tuition may be pro-rated for children starting after the first of the month or after the beginning of the school year (August)
- Required supplies and extra clothing, labeled (see p. 13)

II. Tuition/Fees

Payments will only be received by check or money orders (no cash).

Full-day Preschool Fees:

Tuition:

Toddlers and Preschoolers:	\$495.00 per month
Registration (2 to 5 years):	\$120.00 per year

After school Fees:

Tuition for Kindergarten – 5 th grade:	\$130.00 per month
Registration:	\$ 60.00 per year

TAB (Take-A-Break Respite) (half day 2 days a week):

Tuition for 3-5 year olds:	\$140.00 per month
Registration:	\$60.00 per year

The Registration Fee covers the cost of room supplies and playground maintenance. These fees do not include monthly wipes and facial tissue that are included on the supply list under "Supplies" in this handbook. The Registration Fee is nonrefundable. All fees are to be paid using check or money orders (no cash).

Tuition is to be paid by the 1st day of every month. If full tuition is not paid by the 5th of the month, there will be a 10% late fee assessed to the full amount due. If full payment is not made by the 10th, the child will no longer be able to attend classes. The only exception to this is if your tuition is automatically drafted from your bank account on the 15th. Fees must be paid regardless of attendance as long as the child is enrolled in the program. A 2-week notice or 2 weeks payment is required when dropping children from enrollment.

There will be a \$30.00 fee on all returned and stop-payment checks. After the first returned check, all fees must be paid with a money order.

Emerson Family School reserves the right to increase fees at any time. Parents will be given a 30-day notice of the increase.

III. Supplies

Parents must bring the following supplies upon enrollment and as instructed by the Teacher.

A. Toddler Classes (2 years)

*Diapers (regularly or as instructed by Teacher)

*Training pants or pull-ups (if potty training – daily)

*1 blanket (sent home weekly and should be returned on the next school day)

*1 box of wipes (monthly)

*1 box of facial tissue (monthly)

*Extra change of clothes (underwear, shoes, socks, shirts, and pants) are very important for those potty training). Each item should be labeled with child's name and should be updated seasonally or when the Teacher informs the parent that the child has used his/her extra set.

B. Preschool Classes (3 – 5 years)

*1 cot blanket (sent home weekly and should be returned on the next school day). We prefer a one piece blanket that has the pillow, blanket, and pad all together.

*1 box of wipes (monthly)

*1 box of facial tissues (monthly)

*Extra changes of clothes (underwear, shoes, socks, shirts, and pants) are very important for those accidents or messy days). Each item should be labeled with child's name and should be updated seasonally or when the Teacher informs the parent that the child has used his/her extra set.

Curriculum

The MS Early Learning Guidelines form the basis of competencies from which instruction is developed. Teachers set realistic goals for each child based on periodic assessments. A variety of developmentally appropriate activities and materials are used to emphasize concrete experiential learning promoting:

- Self-respect
- Independence and self-control
- Cooperative, pro-social behavior
- Thinking and reasoning skills
- Language development
- Creative expression and appreciation for the arts
- Exploration
- Active learning
- Fine and gross motor skills development
- Safety and nutrition
- Respect for cultural diversity
- Pursuit of individual interests

The basic daily structure includes a balanced schedule of daily activities including: active/quiet times; individual/group involvement; indoor/outdoor experiences; child selected/teacher directed activities; arrival/departure routines; meals/snacks/sleeping/resting; routines promoting self-help skills such

as toileting, dressing, and hand washing; and cleanup and transitions from one activity to another. However, curriculum plans are flexible enough to provide changes due to unforeseen circumstances that arise in children's programs to build on their interests.

Curriculum Units

The curriculum focuses on fostering the needs of the individual child. Therefore, the classroom provides a variety of interest areas: blocks, manipulatives, art, sand and water, library, music and movement, cooking, computers, dramatic, play, science, math, and outdoors.

Curriculum plans are organized by thematic units relevant to the lives of young children. Teachers plan centers that are set up to foster independent exploration of learning materials and free play. Teachers develop weekly unit lesson plans that are flexible enough to provide for changes and unforeseen circumstances. The following are some of the topics to be explored and incorporated into classroom plans:

Holidays

Nutrition & cooking

Where I live (self, home, community, state, country, and world)

Seasons

Cultures around the world

Community helpers

Safety prevention

Weather

Colors, shapes, numbers, alphabet

The Earth (rocks, stones, volcanoes, ocean)

Plants (seeds, observing growth, applying results, connections)

Space (stars, the moon, sun, clouds, the rainbow, planets)

Animals, birds, insects (farm animals, pets)

My body

Senses

Occupations

Transportation

Schedules

Preschool hours are 7:00 AM - 5:30 PM, Monday - Friday. Parents are encouraged to have their children at school no later than 9:00 AM in order for the class to remain on schedule and to prevent

disruptions. Detailed schedules are posted outside of each classroom and may vary according to the ages of the children and the activities planned. A typical preschool daily schedule may be as follows:

- Greet children and parents as they arrive. Children work and play in centers.
- Clean up time
- Group time – Calendar, pledge, songs, finger plays, read books
- Restroom break/wash hands for breakfast
- Breakfast
- Group time – Discuss theme, read stories, play group games
- Center time, individualized activities, art activities
- Story time – read and discuss with children
- Bathroom break/wash hands
- Outside play
- Bathroom break/wash hands
- Lunch
- Bathroom break/ wash hands
- Naptime
- Wake up/put cots away
- Bathroom break/wash hands for snack
- Afternoon snack
- Group time – reading stories – math and science activities
- Center time (this includes computer activities)
- Bathroom break/wash hands
- Outside play
- Late afternoon snack
- Clean up classroom/get ready to go home/read stories until parents arrive

Rest time is required each day. The maximum allowed time is 2 ½ hours for younger children with older children resting an hour. As children grow older rest time will gradually be reduced to the one hour that they will experience in kindergarten.

I. School Closings and Holidays

Since Emerson Family School is part of the Starkville School District, school closings apply to Emerson as well. The decision to close schools or to delay the start of school is made by the Superintendent or his designee. The Superintendent receives road condition reports from the Supervisor of Transportation. The safety of students and employees will be the main consideration when making a decision to close schools or to delay the start of classes. Students and parents are encouraged to tune in to local radio stations and television stations for up-to-date information about school closings or class delays.

The Emerson Preschool will be closed on the following holidays:

Labor Day	Christmas and New Year's
Fall Break	(approximately 1 ½ weeks but varies based on each year's calendar)
Martin Luther King Day	Memorial Day
Good Friday & Easter	Independence Day
Thanksgiving (3 days)	

II. "Show and Tell"

This activity is intended to help the child become more outgoing and comfortable in speaking before a group, participating in group situations, and to aid in language development. Teachers will inform parents of the days of *Show and Tell* if scheduled. Children may bring a favorite toy, but things of a more informative and educational nature are preferred (e.g. pebbles, shells, seeds, leaves, insects, lizards, snakes [securely contained] and tools or items that have special meaning for the child (e.g. vacation snapshots, etc.). Children are NOT allowed to bring items that encourage aggressive behavior such as guns, sword, etc. Nor are expensive toys, special keepsakes or family heirlooms encouraged. Many curious little hands will touch and feel, so things do not always go home in the same condition. Toys from home are not allowed at school unless otherwise specified by the child's teacher.

Preschool Policies and Procedures

I. Attendance

Parents must notify the Preschool office when a child will be absent. If a child is absent for 3 consecutive days without any contact and tuition is due, the child's slot may be filled by another person. If a child is sick, the Preschool office should be notified so that notices can be sent to other parents about any contagious illness.

Lack of willingness of the parents/guardians to work in collaboration with the staff for the benefit of the child could result in the child's expulsion from the program at the discretion of the Coordinator/Director. Example: Refusal to attend parent conferences, continued violation of designated schedule, tuition not being paid in full, etc.

II. Biting

A child who bites is not necessarily going to become a difficult child or a "discipline problem." Biting is a natural occurrence in childcare, just like toilet training, temper tantrums, accidents and separation anxiety. The vast majority of biting occurs in the toddler age group.

A. Characteristics of toddlers who bite:

- Underdeveloped social skills

- Territorial
- Need for attention, even if it's negative
- Impulsive and lack self-control
- Frustration
- Autonomy/independence
- Teething
- Imitation
- Inability to discriminate between animate and inanimate objects

B. Instructional response to biting behavior:

- Staff to student ratio is increased
- The room, schedule, and routines are analyzed
- Routines and schedules are maintained
- All bites are logged. Biting behavior is charted including bites, attempted bites, location, time, participants, behaviors, staff present, and circumstances. The chart is studied at the end of the week with another staff member to look for patterns and to develop intervention strategies.
- The child who is known to bite is shadowed and intervention occurs as needed
- The child who is known to have been bitten is shadowed and intervention occurs as needed to protect him/her
- Toddlers are taught social skills and given language they need to communicate how they feel to each other.

C. Addressing particular instances of biting:

- A calm approach to the situation is maintained. The biter is removed from the situation and told that "biting hurts – no biting." Then the biter is redirected to another area of the center.
 - Latex gloves are used to clean the bite if the skin is broken. Antiseptic is applied to all bites. A cold pack/ice pack is placed on the bite for several minutes and then covered with a band-aid if needed.
 - The teacher focuses her attention on the bitten child, holding and empathizing with him/her.
 - Parents are notified through an accident report or calling if the bite is of a serious nature.
 - The bite is logged and charted.
 - After cool down time, the biter is allowed to gently stroke the victim and the victim is encouraged to tell the biter that "It hurts! Don't bite me!"
- If biting persists, a conference will be required with parent, teacher and Coordinator.

III. Child Safety

A. Child abuse and neglect

Preschool staff who suspects or has knowledge of child abuse or neglect must report this immediately to the Coordinator after careful observation and documentation. The Preschool is

required by Law 43-21-353 to report such cases to Social Services, the District Attorney, or any law enforcement agency.

B. Child custody

It is not the Preschool staff's responsibility or right to make determinations about child custody. Without a valid and enforceable court order, it will be assumed that each parent/guardian of a child in the Preschool's care is entitled to custody of the child and the right to know the child's whereabouts and circumstances. The school must be advised of any existing court orders and a certified copy of these papers must be at the school at the time of enrollment promptly after any such order is entered.

IV. Clothing

The extra change of clothing should be placed in a large ziploc bag with the child's name on the bag and on each piece of clothing. Play clothes should be of a quality that will not cause distress to parents if stained or snagged. Clothing should be loose enough to allow the child to move freely. Fasteners should also allow the child to move freely and should be so the child can manage alone. Shoes should fit well so that the child will feel comfortable running, climbing, and playing. They should also offer good support and have non-slip soles. Tennis shoes are highly recommended. Other types of boots or shoes can be hazardous for active play and to other children.

Coats and jackets should be warm but lightweight enough to allow the child to move freely. Hooded sweatshirts are ideal as they can be worn over layers of clothing to provide extra warmth and still allow freedom of movement. School policy is to go outdoors each day, if weather permits, so it is important to have children prepared accordingly. All coats and jackets should have identifiable marking as well.

V. Dangerous situations

All visitors (anyone not a Starkville School District employee) must report to the office when entering the building, sign in and receive a pass to visit anyone in the building. If staff members notice anyone in the hallway that looks lost or suspicious, they will ask the individual if he/she needs help or calls the office immediately. The Starkville School District's *Emerson Preparedness Procedures Manual* which outlines procedures for handling dangerous situations (e.g. violent situations, intruders, etc). This manual is located in the Preschool Office and in each classroom, and parents may request to review the manual for these procedures.

VI. Discipline

The Preschool staff believes in maintaining a loving, caring and controlled atmosphere, where all directions are stated in a positive way. By being affirmative and consistent, few discipline problems arise. All children are valued and treated as individuals worthy of respect. Children are problem solvers and are to be allowed to solve problems of conflict in social interaction according to their developmental level under the guidance of a teacher or appropriate preschool staff member. Should the need to discipline arise, the staff will try redirection. This allows the child to leave the problem area or concern and move to another area until the situation improves.

Physical hitting or hurting of a child by another is not permitted and staff intervention is mandated to prevent and discourage such behavior. Appropriate guidance techniques for preschool staff to use with children include:

- Redirecting
- Setting limits
- Reflecting feelings
- Contingency management
- Positive and authentic reinforcing
- Removing child from situation (last resort)
- After prolonged discipline problems, at the discretion of the Coordinator, in consultation with the Director, a child may be removed from the program, if it is determined that it is necessary for the safety and best interest of the child or other children.

It is the Preschool's philosophy that parents and educators work as partners in addressing and solving discipline problems and concerns. Therefore, parents are encouraged to discuss any problems their child may be having with the Teacher or Coordinator.

VII. Drop off/pick up

A. Security entry code for the building

When a child is enrolled in the program, one of the most important things a parent needs to do is to obtain an entry code to the front doors from the Preschool Office. The parent(s) will sign a contract agreeing not to divulge their code to anyone other than the child's legal guardians. Anyone else dropping off and picking up the child will need to press the doorbell outside the front doors to alert the office staff to unlock the door. Failure to adhere to the security contract will result in the code being deleted from the system and the parent will have to ring to enter the Preschool.

B. Dropping off children

When dropping children off, parents should enter the one-way circle drive and park the vehicle to the side leaving room for flow-through traffic. Parents and children are to enter the building at the office front doors. Parents must accompany children to their room and sign them in for the day. The enrollment sheet has the names of custodial parents and names of persons permitted to pick up the children. The adult bringing and picking up the child must sign the child in and out daily.

C. Picking up children

Only adults over the age of 18 years are permitted to pick up a child. Parents should not send siblings in to pick up a child. Children are expected to be picked up promptly at the end of the school day. Parents should call if something happens that prevents them from picking up a child on time (e.g. car trouble, car wreck, flat tire, etc) so other arrangements can be made with the staff.

If there is a court order or restraining order preventing a non-custodial parent or other person from picking up a child, a copy of that order must be present in the child's personal file in the school office.

A \$10.00 late pick-up fee is charged to the parent's account for first 15 minutes past 5:30 and \$25.00 for 30 minutes late pickup. This fee must be paid in order for the child to return to school the following day. In case of emergency, the school office should be contacted to inform the office staff of the delayed pickup.

In the event a child is not picked-up from the program within 1 hour of closing and an authorized person for pick-up cannot be located, the Starkville Police Department will be called.

Siblings accompanying adults need to wait in the hallway while the parent is picking up the child. This will reduce the spread of communicable diseases in the classrooms.

VIII. Emergency drills and evacuation

Emergency evacuation drills are conducted each month. A record is kept of these drills. During an evacuation the staff moves students in an orderly manner to a safe location. In the event of a fire, they proceed to the rear of the building using back exits and meet at the back fence. At this time the class roll is called using the sign in sheets for the day. Exit plans are posted in the hallway and in each classroom. When there is a tornado warning, all classes enter the hall. The teachers and Coordinator/ Director will listen to radio alerts until warnings have passed at which time teachers return children to their rooms to resume daily activities. Children are not dismissed during a tornado warning (a tornado has been sighted). All classrooms have the Emergency Procedures Manual prominently displayed for easy access. Off campus evacuation sites include ICS Head Start 1617 Louisville Street, Starkville (662) 324-1508 and Greensboro Center 401 Greensboro Street, Starkville (662) 324-4050 respectively. Should children need to be relocated to one of these sites, they will be transported by Starkville School District buses. Parents will be notified by telephone to let them know the location of their children.

IX. Food

A. Lunches and snacks

Good nutrition in the early years of a child's life is extremely important, for not only general physical growth and development, but also for the development of the brain. A nutritious diet is crucial to ensure normal growth, development and learning. Breakfast, lunches and snacks are provided at the Preschool, and menus are posted outside the office, as well as, sent home with the child at the first of each month. Parental suggestions on food choices are welcomed. However, the Preschool is required by the MS State Department of Health to obtain and adhere to their guidelines on food regulations. A copy of this book is in the Preschool Office for further information.

Children are served a nutritious breakfast, lunch, and 2 afternoon snacks. Occasionally, these may be prepared by the children as part of the program activities of the day. Parents are not required to furnish snacks.

B. Special occasions/celebrations

Parents are encouraged to participate in special celebrations (e.g. birthday or holiday) with the children. Some basic guidelines for these celebrations include:

- Incorporation of nutritious foods such as fruits, vegetables, breads, cereal, peanut butter, granola or oatmeal cookies, and a limit of one sweet. Cookies and candies are discouraged.
- Celebrations should be simple and scheduled with the Teacher.

C. Snacking upon arrival

Children should not be eating food upon arrival to school. However, if a child is eating, the parent must make sure he/she is finished eating the snack before entering the classroom.

D. Food allergies and special/restricted diets

Parents are expected to provide a written list (signed by a physician) of food allergies to the Teacher and to the Preschool Office for the child's permanent record. Food associated with special or restricted diets, due to religious beliefs (approved by a physician), should be provided by the parents.

X. Grievances

All legitimate grievances or complaints concerning the administration of the school should be directed to:

Dr. Joan Butler, Director
 Family Centered Programs
 Overstreet School – Green Street Entrance ~ Starkville, MS 39759
 (662) 615-0033 or (662) 324-4155

All legitimate grievances, inquiries, or complaints concerning the supervision of care of a child or inquiries or complaints concerning fees should be directed to:

Lauren Stegall, Coordinator
 Emerson Family School
 1504 Louisville Street ~ Starkville, MS 39759
 (662) 324-4155

Grievances should be submitted in writing or by telephone within 30 days of the offense.

XI. Illnesses and injuries

A. Illness and school attendance.

As children arrive at school, an attempt is made to observe for any signs of illness such as glazed or runny eyes, runny nose, flushed face or skin rash. Parents should contact the Preschool Office as soon as possible if a child is going to be absent for any illness. In case of communicable diseases such as mumps, measles, or chicken pox, the Coordinator is required to report to the Oktibbeha County Health Department and notify other parents of possible exposure.

For effective participation, preschool children must be healthy. The following health policies are designed to protect all children.

- Each child is required to have the recommended series of immunizations. Each child's file must include a health form with up-to-date immunization records.
- Parents will be asked to pick up their child if he/she
 - is running a fever (temperature 101 by mouth or 100 underarm) and has other symptoms such as fussiness, pulling on ears, not eating, lethargy or listlessness,
 - is suspected of a highly contagious illness (e.g. pink eye [conjunctivitis], thrush, tonsillitis, chicken pox, viruses that cause vomiting, hand-foot-mouth disease, whooping cough, measles, scarlet fever, rubella, mumps, tuberculosis and diphtheria), or
 - has diarrhea.
- Parents are to keep their child at home if he/she
 - has symptoms of cold, virus or other communicable diseases,
 - has a temperature of 101 (without fever-reducing medication). A child with a fever needs one-on-one attention and care and should not come to school. He/she needs to be free of fever (without a fever-reducing medication) for 24 hours before returning to school,
 - does not feel like dealing with other, active children, or
 - is unable to participate in normal school activities, such as outside play. All children must be able to play outside daily when weather permits.
- Children with contagious diseases such as ringworm and head lice are required to receive treatment and will be readmitted based on the Coordinator's approval.
- Parents should consult with their child's doctor regarding the contagious nature of an illness and when the child can return to school.
- A child who is a hemophiliac (free bleeding) and has a serious injury must be attended to immediately for safety reasons.

B. Handling of medications

If medication is needed during the day, a single pre-measured container should be placed in a ziploc bag, with the name of the medicine, the amount given, and the child's name. In addition, the parent must complete and sign a medication form each day the child receives a dosage. If the medicine is not pre-measured, the Preschool staff will not be able to give it to the child due to MS State Licensing Requirements. Upon arrival, the parent must provide a completed permission form for medication instructing the teacher when and how to administer the medication. Also, parents are allowed to refrigerate and to administer medication to their own children during school hours.

All medications are stored in the office for easy teacher access and safety. After the teacher administers the medication, a form specifying the person who gave the child the medicine is recorded in the office. This information is also to be included on the child's daily report to the parent for Infants and Toddlers.

C. Accidents and emergencies

The safety of children is of utmost concern. Should an accident occur, however, it is the responsibility of the Preschool staff to address the child's need. The Preschool is equipped with

first-aid materials. Both Teachers and Teacher Assistants are trained in first aid and CPR. Should an emergency occur, the child's emergency information on file will be checked to determine the persons and/or physician to be contacted. If a serious or life-threatening situation occurs, 911 will be called. Parent(s) will be notified about the accident immediately. Parents who desire for their child to be exempt from medical care on religious grounds must present written notarized statements as to how the school is to handle accidents and emergencies and contact name and number for a certified practitioner.

XII. Insurance

Emerson Family School is covered under the Starkville School District's accident insurance policy covering any mishaps that may occur on the premises.

XIII. Moving up to another age-level classroom

Generally, August (May when needed for summer enrollment) is the time that children are moved up to older classrooms. However, a child could be moved up for the following criteria:

- Age (no earlier than one month before birthday)
- Developmental growth
- Availability in the next classroom

Parents are contacted and a transition process is used to ensure the child's ease of adjustment.

XIV. Outdoor Play

A. Water Play

Outdoor water play is an important part of learning for young children during the summer months of June to August. In order for children to participate in water play, each parent will need to sign a form allowing his/her child to participate in water play. Water play consists of sprinklers, wading pools, water play tables with water play toys appropriate for each child's age group. Children still in diapers or pull-ups will not use pools. There will be at least two teachers per classroom available for this activity daily. Each class will have water play one day a week in the summer. Parents should bring a towel, swimsuit, change of clothes, and other items that the child will need for water play.

B. Sun safe play

Sun exposure can be very dangerous for children if not properly protected. If preferred, children may use sun block. However, parents must send the sun block to be used and labeled with the child's name along with instructions to the teacher for application.

C. Winter weather play

Children should be dressed appropriately for the weather with long sleeves, long pants, and a jacket. The MS State Department of Health requires that infants go outside 30 minutes and all other children are allowed to play outside at least 2 hours a day, weather permitting. If parents

feel that it is too hot or cold for their child to play outside under the policy conditions, it is not possible for us to keep the child inside due to staffing and supervision requirements.

XV. Parent and family involvement

Parents are invited to become a part of their child's first learning experiences. They are welcome to visit their child's classroom at anytime. However, opportunities are provided for parents to participate on a regular basis throughout the year. Parents and grandparents are also invited to volunteer and interact with the children and teachers by sharing their support, special interest, hobbies and expertise. Parents may also accompany their child on field trips or special events.

Any complaints and suggestions from parents or other persons should be directed to the Coordinator. The Coordinator/Director will take action to address the suggestion or complaint. An effort will be made to address concerns affecting the needs of the children and their families. A written complaint, which may be signed if the parent chooses, may also be given to the Coordinator.

Children who are not enrolled in the preschool are not permitted to stay as visitors for the following reasons:

- State licensing code requires that any child present in the environment must have a health record on file. This could be a legal liability if the visitor is injured or causes injury to another child.
- A child who is unfamiliar with the school procedures or does not choose to follow school procedures will cause difficulties for other children and for the teacher.

Parents who anticipate enrolling a child into the preschool program may bring the child to visit and are expected to stay with the child for the entire visit.

XVI. Photographs

Photographs of preschool activities are helpful for promoting program services, which often involves individuals or groups of children at work or play. However, individual children are not photographed without written permission from parents. Permission may be granted on the preschool application form.

XVII. Smoking

Emerson Family School is a smoke-free facility. Therefore, no smoking is allowed on school grounds.

XVIII. Toilet Training

Toilet training is a great milestone in the life of a preschooler. This transition can be made smooth for parents and children by first discussing the child's readiness with the teacher. At this time, the teacher and parent must have a "potty training" conference. During this conference, the parent(s) and teacher will go over the "potty training" contract. In this contract, parents and teachers will agree to work in a joint effort to help the child become potty-trained. Children entering three year old classrooms are expected to be potty trained or very near completion of such. Exceptions to this policy will be made at the discretion of the Preschool Coordinator in consultation with classroom teachers and parents.

XIX. Transportation

Transportation provisions set forth by the state license will be used for the facility for the safety of the children. From time to time field trips will be planned throughout the year. Parents are encouraged to participate in these adventures. Toddlers (2 years) will not be transported in a motor vehicle provided by the school. Preschool children (ages 3-5) will be transported by a school bus provided by the Starkville School District.

XX. Withdrawing from the program

Emerson Preschool is a 12-month program. Parents withdrawing from the program must give a 2-week notice. If parents do not want their child to attend the summer months, the child will be dropped from enrollment; and if they plan to return, they will be placed on the waiting list.

Parent signature required:

I have read the 2016-2017 Parent Handbook, understand all policies and procedures outlined, and will adhere to them. I also understand that these policies and procedures can be changed at any time with immediate notification of change to parents and staff.

Print parent name	Date	Parent signature
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Child/children's name(s)