



STEINER
CHRISTIAN
PRESCHOOL

OPERATIONAL POLICIES

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STEINER CHRISTIAN PRESCHOOL

About Us

A Preschool Learning Experience

The Steiner Christian Preschool program serves families in the North Austin and Steiner Ranch areas by providing a loving and nurturing environment in which each child can develop spiritually, physically, socially, and cognitively.

Our program helps jumpstart the learning process for preschool-aged children as well as enriching their knowledge of God. We are confident that your child will progress in language and problem-solving skills as well as learning to share and play with other children.

If we can be of service to you, please do not hesitate to contact us.

Sincerely,

Corinne Bonneau
Director
Steiner Christian Preschool
512-461-7992

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Mission Statement

Our mission at Steiner Christian Preschool is to ensure each child can develop cognitively, socially, physically and spiritually. We are dedicated to providing an educational foundation for children from the ages of two to five years old. Our program is one that has a strong academic base, while also fostering spiritual and social growth in a loving and nurturing environment.

Curriculum

Steiner Christian Preschool's curriculum is age appropriate for each grade level and includes an introduction to "Handwriting Without Tears" to help foster handwriting development. Each teacher has developed classroom activities based on age and abilities. These activities will contribute to your child's cognitive development, language expansion, and motor skills.

Registration/Enrollment

Registration for all programs will be held at the end of January for the following school year. Current enrolled families will have the opportunity to register first and then we will begin our open enrollment period. Once enrollment capacity is reached, waiting lists will be formed and used to fill any vacancies created by withdrawals. Please see the school's website for all tuition rates and enrollment forms.

School Website

www.steinerchristianpreschool.com

Hours of Operation

Steiner Christian Preschool is in session from the beginning of September through mid-May. School hours are 9:00am to 1:00pm.

School Calendar

A copy of the school calendar can be found on the school's website under the calendar tab. Please feel free to review it or print one if needed.

Admission Requirements

All forms provided upon enrollment must be completed before your child may attend Steiner Christian Preschool. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the school upon enrollment, and all immunizations must be current. Steiner Christian Preschool must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file.

Withdrawal Policy

A thirty-day written notice is required to withdraw a child before the end of the school year or during the summer prior to schools start. When notice is given, you are responsible for two final tuition payments (the current month plus one additional month). ***Please note: Non-refundable fees paid at the time of enrollment do not apply to your final tuition payment.***

Parking

Children must be supervised by parent/guardian at ALL times while on school/church property.

Please also:

- Drive slow and park in the upper parking lot ONLY
- Do not park in the curbside or handicap area
- Be cautious and courteous
- Hold your child's hand until they are safely in their classroom or car
- Do not leave children in the car
- Know where your child is at all times

Drop Off

Doors will open at 8:55 am and will be re-locked at 9:15am. To ensure your child gets the most out of school please be on time. Absences will not affect tuition amount. Please sign in when dropping your child off on the sign in/out form at your child's classroom. To help your child feel secure, establish a regular routine. When leaving your child:

- Be positive
- Hug and assure your child you will return
- Leave immediately

If your child is unhappy when you leave, we will notify you if the need occurs. Our past experience indicates that once the teacher begins daily activities, the child will quickly settle in and have fun. If a child continues having difficulty it may be necessary to shorten your child's day temporarily to ease the transition.

Pick Up

Doors open at 12:50 pm for pick up. All children must be picked up and signed out by the parent or person approved by the parent that is on the emergency pick-up list. Please be respectful of our wonderful teacher's time and pick-up your child promptly by 1:00 pm. Our teachers have after school duties and meetings. If there are things you need to discuss with the teacher, you may email and set up a time where you can talk uninterrupted. **NOTE: You are considered late at 1:05 p.m.** If you are late in picking up your child the teacher will take them to the Directors office where you will sign them out. *Please remember that a \$1 per minute late fee will be applied to your account for late pick-up.*

Dismissal to someone other than the child's parents will be allowed if they are on the "Emergency Contact" sheet on the original enrollment form filed in the office. Drivers' license verification will be done by the teacher/staff releasing the child. This is for the protection of your children. If the need arises for someone to pick up your child who is NOT on the Emergency Contact list, you will need to notify the school in writing or with a phone call to the office. ID will be required and will be verified by the teacher/staff prior to releasing the child.

Parent Visitation and Volunteers

Steiner Christian Preschool has an open-door policy. You can visit the school any time during operating hours. Volunteer opportunities are also occasionally available and may include assisting teachers with classroom needs, helping to keep our facilities tidy and safe and other various activities. School staff will notify parents when volunteer opportunities are available.

Emergency Medical Consent Form

This form will give us your consent to call an ambulance or your child's doctor if he/she needs emergency care. Please list your child's doctor and the hospital you would prefer on your

enrollment form. If your child has any allergies please include this on the form as well. Immunizations will be kept on file. When your child receives additional immunizations, you are required to bring your updated immunization form so we can update your child's file.

Immunization Requirements

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a signed "healthcare provider" form. This form will state that the child has received all current, age appropriate immunizations.

Vision/Hearing Screening Requirements

DFPS requires that all children who are 4 years old by September 1 must have both a Vision and Hearing screening within 120 days of admission to the school. Steiner Christian Preschool does not perform these screenings. Please have these screenings done by your child's doctor and bring a signed copy of them to the school for your child's records.

Medication

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and unscripted medications must be in an up-to-date bottle and not be outdated. A "Authorization to Dispense Medication" form needs to be filled out prior to the administration of any medication.

Allergies

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to notify the teacher and the director so accommodations can be made. If your child requires an Epi-pen or other emergency treatment you will need to fill out a "Authorization to Dispense Medication" form.

Sunscreen and Bug Spray

Please apply sunscreen and/or bug spray to your child as needed throughout the school year. We go outside daily as weather permits. The staff does not provide or apply sunscreen or bug spray to the children as this is a personal decision for each family.

Accident Reports

Safety is a top priority while your child is in our care, yet there are times when a child will have an accident/incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this Incident/Accident report will be signed by the teacher and director. You will be provided a copy and one will be filed in the office to confirm that you were notified of your child's injury. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. We will handle any and all behavior problems in a professional loving way.

Medical Information/Illness Policy

Parents must update medical information as the need arises. These guidelines are for the welfare of all of our children at school. In order to provide a safe and healthy environment we rely on our parents to monitor their children with the following guidelines in mind: In the event your child is sick, they must be kept home from school. Reasons to keep a child at home

include vomiting, diarrhea, general inability to participate in school activities, discharge from or crusting of the eyes, greenish discharge from the nose, unexplained rashes, excessive coughing, sneezing or sore throat. Children must be fever free and symptom free for 24 hours without the aid of fever reducing or symptom reducing medicine before returning to school. Fever is defined as 99.8 degrees or higher. Please be mindful of the spread of germs to other classmates and teachers when assessing your child's ability to come to school. NOTE: Outdoor play is essential to your child's development. If your child is too sick to play outdoors then they are too sick for school.

Medical Emergencies

If critical illness or injury requires immediate attention of a physician the following will be done:

- Contact emergency medical services and/or take the child to the nearest emergency room
- Give the child first-aid treatment or CPR when needed
- Contact the physician identified in the child's record
- Contact the child's parent or emergency contacts if parent cannot be notified
- Ensure supervision of other children

Lice Policy

If your student is found to have Lice at school, we will call you to pick your child up. They must be treated and be nit free before returning to school. Upon return to school, the Director must clear them before entering the classroom.

Behavior, Discipline and Guidance

It is our policy to be loving, accepting, and supportive of all children placed in our care. We praise the fulfillment of expectations and set good examples for the children.

Behavior and discipline procedures follow:

- Statement of expected behavior in positive terms
- Repetition of the statement a reasonable number of times (may vary from child to child)
- Redirection of the child to another area or activity in the classroom
- Explain to the child the need for separation from the immediate problem and suggest appropriate ways to handle the problem
- Difficulty in management of a child will be reported to the Director and Parents contacted as needed.

Dismissal Policy

Steiner Christian Preschool maintains the right to dismiss a child for the remainder of the school year if the child is unable to adjust to a group situation; the child or a family member is disruptive or exhibits inappropriate behavior for the preschool environment; the child displays special learning needs which Steiner Christian Preschool cannot meet.

Information Change

Parents are to notify the school of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency.

Communication

Email and text will be our main form of communication to families. Each teacher will send out weekly emails per class to communicate information about the week as well as notify you of upcoming events. We also use the "Remind" app. Your child's teacher will give you information

at “Meet the Teacher” about this with instructions on how to sign up.

If at any time you would like to meet with your child’s teacher individually, please contact the teacher to schedule an appointment.

Policy Changes

You will be notified via the school email system of any school policy changes as they occur. Steiner Christian Preschool reserves the right to edit or adapt the policies in this handbook as the needs arise. Parents will be notified of these changes through the normal written communication system at the time they are made effective.

School Closings

We will notify the families if the need arises for school cancellation due to weather via email and text. We follow Leander ISD bad weather policy. If school is either delayed or closed for LISD, Steiner Christian Preschool we will be closed for the day.

Emergency Drills

Fire drills, lock down drills and periodic bad weather drills will be held each year for your child’s safety. The office will monitor the potential for severe weather in our area. A copy of our Emergency and Disaster preparedness plan is on file in the Director’s office and can be viewed upon request. In the event we have to exit the building and relocate to safety, we will contact all parents via email.

Lunch

All children eat lunch in their classrooms. Please bring a nutritious lunch and water bottle from home. The lunch should consist of both food and utensils that your child is comfortable managing on their own.

- Carbonated drinks or glass containers are not permitted
- Water only is recommended for school hours
- Lunches must not require heating or refrigeration (please use ice packs)
- Fruit in cans and yogurts in tubes are discouraged since they are difficult for the children to manage
- Gum, lollipops and hard candy are not permitted

Snack

All students eat a snack during the day. Please pack a nutritious snack for your child. Please pack your child’s snack separately from their lunch. Your teacher will have a place to put your child’s snack and water bottle each morning at drop-off.

Clothing

Children should wear clothing that is:

1. Child friendly
2. Comfortable to play in
3. Please keep in mind clothes are subject to paint, glue, shaving cream, play-doh, etc so even though we do our best to protect clothes, stains may occur
4. Appropriate for the season and weather conditions
5. For safety reasons, we ask that your children wear closed toed shoes for the playground to help in the prevention of accidents. Velcro or slip on shoes are preferred
6. We go outside for recess daily, weather permitting. Please put sunscreen on your child as needed
7. Each child will need an “emergency” set of clothing in a Ziploc bag to be left in their

tote bag and brought to school each day

Potty Training Guidelines

Children in the 3's, 4's classes must be fully toilet trained with no pull-ups or diapers. Encourage your child to tell the teacher when they need to use the bathroom. They must be capable of wiping themselves, flushing the toilet, managing their clothing, and washing their hands. **If your child has a number two accident, we will call the parent to come and change them.** You can either take them home or change them at school and send them back to class. If your child has a number one accident we will change their clothes with the extra set of clothing that you provided in the Ziploc bag. Please remember to send a new "emergency clothing" back to school the next day. We understand that occasional accidents sometimes happen and this will not disqualify your child from being enrolled in the program.

Toys

The school has a wide variety of toys, games and other resources to offer children during the day. Some classes will have show-and-tell related to the week's lesson. Personal toys are not permitted at school, as they can cause disputes and can be broken or lost.

Birthdays

Parents may send a special snack to share with classmates. Please ask your child's teacher for suggestions in case of food allergies in the classroom. Birthday invitations must be distributed outside of school unless the entire class is included.

Mandatory Reporting of Child Abuse

State law requires that every employee of a licensed daycare or preschool facility, who in the course of employment reasonable believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

- a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours or the required report. Written documentation shall also be sent to the Department of Child Protective Services and any local law enforcement agencies previously notified, within 3 days of the initial report. Written documentation of a child abuse or neglect report must be maintained on facility premises for 12 months from the date of the report.

A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report, and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

- a. The names and home address of the child, phone number, date and year.
- b. The child's explanation as to what happened.
- c. The nature and extent of the child's injuries, what the marks look like and color or bruises.

- d. The date CPS was called, name of reporter and case worker.
- e. Any other information or comments in which the person making the report believe might be helpful in establishing the cause of the injury.
- f. The date CPS was called and the name of the specialist.
- g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse, has immunity from any liability. Civil or criminal records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.

Parent Board

A copy of the current CCL Minimum Standards Rules is available along with the most recent licensing inspection report. This information is located on the Parent Board next to the Director's office. You are welcome to view this important information at any time.

Licensing Number/Abuse Hotline/DFPS Website

Important contact information included for your convenience:

Local CCL #: (512) 834-3195

PRS Abuse Hotline: 1-800-252-5400

PRS website: www.DFPS.state.tx.us