Parent Receipt of Information

I have read and received the following information/policies from Chatham Methodist Preschool. Please check below, date, and sign your name.

\_\_\_ I have received the “Information to Parents” document

\_\_\_ I have received the Policy on Communicable Disease Management

\_\_\_ I have received the Policy on Release of Children

\_\_\_ I have received the Positive Guidance and Discipline Philosophy

\_\_\_ I have received the Disruptive Behavior/Expulsion Policy

\_\_\_ I have received the Policy on Methods of Parental Notification

\_\_\_ I have received the Policy on Use of Technology and Social Media

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a non-custodial parent is not included among the persons authorized by the custodial parent to pick up the child, please explain below and attach a copy of the appropriate documents (Court Order).



Please return the following completed forms:

Parent Receipt of Information

Universal Child Health Record

Medical/Emergency Release Information

(yellow papers are to be returned)

POLICY ON RELEASE OF CHILDREN

1. Each child may be released only to the child’s parent(s) or person(s) authorized by the parents, as specifically by **written notification** of a regular sitter/caregiver, carpool, or written notification if on a daily occurrence; OR persons authorized by the parent(s) on the school’s Medical/Emergency Release form to take the child from school and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.
2. If a non-custodial parent has been denied access or granted limited access, to the child by a Court Order, the school shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the Court Order.
3. In the event that the parent(s) or person authorized by the parent(s) fails to pick up or is late in picking up a child at the time of the school’s daily closing:
	1. The child will be supervised at all times by school staff members.
	2. Every effort will be made by the staff members to contact the parent(s) and/or other persons authorized by the parent(s) to care for the child.
	3. Whenever the parent(s) and/or other persons authorized by the parent(s) fails to pick up the child one hour or more after closing time, and provided that the staff members have been unable to make other arrangements for returning the child to his/her parent(s), a staff member shall call the Division’s 24-hour Child Abuse Hotline to seek assistance in caring for the child until his/her parent(s) or other persons authorized by the parent(s) is available to care for the child.
4. If the parent(s) or person authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgement of the Director and/or Staff member, the child would be placed at risk of harm if released to such an individual:
	1. The child shall not be released to such an impaired individual.
	2. Staff members will attempt to contact the child’s other parent or an alternative person authorized by the parent.
	3. If the school is unable to make alternative arrangements as noted able, a Staff member will call the Division’s 24-hour Child Abuse Hotline to seek assistance in caring for the child.

Please report all carpools in writing to your child’s teacher. **If anyone other than a child’s parent/guardian are picking up from school, you must give your permission in writing to your teacher. We will not release any child to someone other than a parent/guardian unless we have your permission in writing.**

Please arrive promptly at dismissal time. Teachers need time before and after class to prepare. Thanks! Also, children should come to school dressed suitably for indoor art and play experiences and outdoor recreation.

POSITIVE GUIDANCE AND DISCIPLINE PHILOSOPHY

CMP’s discipline philosophy emphasizes a positive approach. We try to redirect a child from inappropriate behavior by offering a different, more appropriate activity to change the focus of a child’s behavior. Individual attention will be given to the child to help him/her in dealing with a particular situation. The Preschool has no “time out” chair or any other threat of isolation or punishment. If a child continues to have a difficult time behaving appropriately and cannot be diverted, a teacher might take that child from the classroom for a short period of time to avoid classroom disruption and until the child is ready to re-enter the group.

Teachers respond to and reinforce positive behavior. We believe that each child in our care deserves our respect in all circumstances, and we believe in demonstrating our fondness for each child with kind words and hugs.

In accordance with state regulations a child will not be disciplined for failure to eat or soiling himself. In addition, our policy disallows any form of corporal punishment, frightening treatment, withholding food or emotional responses, or requiring silence for lengthy periods.

DISRUPTIVE BEHAVIORS/EXPULSION POLICY

If, in the classroom teachers’ observations, a child’s deliberate actions are excessively hurtful to another child physically, or if on a given day, the child displays behavior that is excessively disruptive to the group, the teacher may ask that the parent or caregiver pick the child up earlier than the scheduled dismissal time.  The teacher will then have a follow up conversation with the parent prior to the child’s return to the next class session.

If a child displays continuous behavior that is disruptive to the group and/or hurtful to other children, or if the behavior demands a considerably greater percentage of the teacher’s attention than that of other children in the group, the teacher will:

1. initiate a conference with the child’s parents to describe the behaviors, discuss

 possible causes, and explore viable methods of teacher response/action.

2. test the agreed upon methods of teacher response/action with the child.

3.   within a reasonable period to time, assess their success and call or meet with the child’s parents again to discuss the results.

4.  If appropriate, request an in-class observation of the child and follow up conference with the director and/or head teacher.

If, after following the above procedures are followed, there is little or no change in the child’s behavior, the teacher will:

 1.       notify the parents and the head teacher and/or director of the continuing disruptive behavior.

2.       schedule a conference with the child’s parents, the head teacher and/or director, and the teachers.

3.       suggest appropriate action to the parents, which may include any of the following:

a.       continued attempts at alternative teacher response/action for a specified length of time.

b.      evaluation of the child by appropriate public or private special services individuals or teams.

c.      removal of the child from the group for a specified length of time or for the remainder of the school year.

Unfortunately, there are occasional reasons we may find it necessary to expel a child from our program either on a short term or permanent basis.  We will make every effort to work with the child and family to prevent this from happening.  The following are reasons we may have to expel or suspend a child.

IMMEDIATE CAUSES FOR EXPULSION

              The child is at risk of causing serious injury to other children or him/herself.

              Parent threatens physical or intimidating actions toward staff members.

              Parent exhibits verbal abuse to staff in front of enrolled children/parents.

PARENTAL ACTIONS FOR CHILD EXPULSION

              Failure to pay/habitual lateness in payments.

              Failure to complete required forms including the child’s immunizations records.

              Habitual tardiness when picking up the child.

              Verbal abuse to staff.

CHILD ACTIONS FOR EXPULSION

              Failure of child to adjust after a reasonable amount of time.

              Uncontrollable tantrums/angry outbursts.

              Ongoing physical or verbal abuse to staff or other children.

              Excessive biting.

              Efforts to modify excessively disruptive behavior have been unsuccessful.

SCHEDULE OF EXPULSION

              A temporary expulsion/suspension may be a period of time for the parent to remediate the child’s behavior appropriate to a group setting.  If this is the situation, the parent will be informed regarding the length of the suspension period, as well as the expected behavioral changes required for the child to return to the program.

              If child care is a factor and immediate expulsion for safety reasons is not necessary, the parent will be given sufficient notice of one week to seek alternate child care.

All expulsion or suspension actions will be documented in writing with copies to the family, teachers, and a copy kept on file with the Director.

METHODS OF PARENTAL NOTIFICATION

We realize that communication is an important part of setting the child up for success at school. A weekly school newsletter will be emailed on Sunday evenings. Please make sure to read the newsletter for current information. Newsletters will be posted in both school hallways on Monday mornings.

You may also check our website <https://www.chathampreschool.org> for information.

Our Facebook page, Chatham Methodist Preschool-CMP and our Instagram account are great ways to stay abreast of school happenings.

We also encourage you to email or call Director/Teachers if you have a question or concern. Please be mindful that calls, texts and emails will most likely be returned during the day. Please be mindful of weekends or evenings as personal time.

USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY

Parents’ will be asked to grant permission to allow images of their child to appear in local papers, CMP Facebook page, CMP website and the CMP Instagram account relating to preschool activities. No names will appear with any submitted images. CMP will use email and text messages to communicate with Parents and Staff. Emails will be returned as quickly as possible within school hours. Please be respectful of staff’s personal time.

ipads are in each classroom as a discovery tool for the class. Teacher’s will supervise all use of ipads or electronic devices.