



1700 8th St. So.
Brookings, SD 57006

605-692-6796

Dear Parent(s):

We are truly excited that you have chosen to have your child attend St. Thomas More Preschool. We are eager to have the opportunity to be involved with your family and look forward to being a part of your child's first formal education experience.

St. Thomas More Preschool is a licensed child care center. At the St. Thomas More preschool we promote a developmentally appropriate curriculum that provides faith based educational opportunities as well as fosters the skills necessary for school success. As educators we partner with families to help children gain a better understanding of themselves and their world as a part of God's plan. Each child is nurtured with care and respect recognizing his/her own unique interests, abilities, and needs. Our hands-on approach to learning encourages the development of social, physical, cognitive, emotional, and spiritual skills through experiences designed to stimulate the child's inquisitive, explorative, and creative nature.

The purpose of this handbook is to share information and ideas with parents to promote an understanding of our program and foster a spirit of cooperation between parents and teachers. We hope that you will find this information useful.

The teachers at St. Thomas More Preschool do our best to give your child loving care and support. We look forward to getting to know your child and family. Please feel free to visit our center any time, and we are eager to hear any questions, observations, and ideas you may have.

Thank you for your trust and support.

Sincerely,

Meghan Kelly

Meghan M. Kelly
Preschool Director
meghan@stmbrookings.org

Statement of Philosophy

The goal of the St. Thomas More Preschool is to provide a positive experience for preschool-aged children as their personal formation continues and the formal education process begins. Children enrolled in the St. Thomas More Preschool learn through play that supports their physical, social, emotional, intellectual, and spiritual development. Play is the children's "work." Children's play is supported by a secure and nurturing environment that has been created collaboratively between the children, their families, and their teachers. Planned learning activities are developmentally appropriate with opportunities for hands-on learning and successful problem solving with real objects and experiences. Children are challenged to meet realistic and individualized learning goals set by their teachers and parents. As their first and primary educators, parents are welcomed, valued, and included in all aspects of preschool operations.

Admission

Children who wish to be enrolled in the St. Thomas More Preschool must be at least three years of age. The program, as a state licensed center, is required to maintain a file on all registered children. Parents have the responsibility to return the following completed forms:

Child Enrollment Form: This form gives the program the necessary information about your child, where you can be reached in an emergency, the child's source of medical care, financial agreement, and parent release information required for specific parental authorization.

Immunization Record/HCP Form: State law requires that only children whose immunizations are current upon admission throughout enrollment are eligible for care. The Preschool requires that you provide documentation of each immunization prior to the end of each designated dosage period. When your child receives the needed vaccine, please bring the child's immunization record to the preschool so that a copy of it can be made for our files. A child's immunization level must be kept current at all times. Failure to provide notification of updated immunization before the due date may result in termination of care for your child at the Preschool.

Payment Policies

In order to assure a place for your child at the St. Thomas More Preschool, the first, of 10 tuition payments, in the form of a non-refundable deposit must be included with the registration.

The tuition is:

- \$900.00 per year OR 10-monthly payments of \$90.00 for two-day sessions
- \$1050.00 per year OR 10-monthly payments of \$105.00 for three-day sessions
- \$1600.00 per year OR 10-monthly payments of \$160.00 per month for five-day sessions

Tuition payments are due by the 15th of each month. Multiple payments may be made provided they are made in advance of the due dates. A fee of \$5.00 will be applied if a payment is one week late; \$10.00 if two weeks late and \$15.00 if three weeks late. If a payment is one month late, a \$20 fee will be added and personal contact will be made stating that the payment must be made before the child will be allowed to return to the program. If payments are consistently late over a three-month period, the child will not be permitted to continue at the preschool.

If a child will be withdrawing from the St. Thomas More Preschool, a two-week notice is required or one half of the month's tuition will be charged.

No deductions will be made for vacations or absenteeism.

Discounts will not be offered for families who have more than one child attending the preschool/STMCS at the same time.

Withdrawal/Termination

These policies are in no way intended to be punitive. However, in order to meet our expenses and offer adequate staff/child ratio, we must ask your cooperation in these matters.

Termination of Care by the Parent:

If you no longer wish to enroll your child in preschool, we require you to provide two weeks written notice of your child's last day to the program director. In the great majority of cases, termination of care by the parent is due to reasons such as relocation, child entering school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the arrangement on a time line that is in the child's best interest.

Termination of Care by the Program:

As stated above, the child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child, may cause concern for the child's well-being. If the program staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a time line that is in the child's best interest. Other reasons that may result in the termination of a specific care arrangement are as follows:

1. Non-payment for child care services and/or lack of adherence to our policies.
2. Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parents toward program staff or other parents. (Immediate Termination.)
4. Parents inappropriately disciplining, in any way, children (other than their own) while at the program.
5. Child exhibits special needs or needs related to a serious illness that are not possible to meet at the program. In this case, the program staff will make every effort to involve the parents, and possibly other resource persons (as appropriate), in order to decide together on the best course of action for this child, prior to any termination.

St. Thomas More Preschool Staff

| <u>Name</u> | <u>Phone</u> | <u>Email</u> |
|--|--|--|
| Director Meghan Kelly | Office: 692-6796 Personal: 651-3004 | meghan@stmbrookings.org |
| Lead Teacher Carrie Spillman | Office: 692-6796 Personal: 690-9268 | carries@stmbrookings.org |
| Assistant Teacher | Office: 692-6796 | |

Parent Fundraiser Committee

The purpose of the parent committee is to support the preschool staff in fundraising, and organizing special events/programs that take place during the school year. This committee is made up of 4/5 parents (one from each preschool section).

Parent-Center Communication

Parents will be regularly informed of the program's plans through posted weekly lesson plans (including food menus), and monthly newsletters. Special events including conference schedules may be posted on a parent bulletin board. Parents will be informed of all field trips, and the preschool will require parents to sign a permission form before their child is involved in a research project, experimental procedure, or public relations activity. If an injury occurs at the center, a form will be filled out for parents to read. This procedure is used so that you can have full information regarding the incident.

The staff will communicate with parents in a positive and supportive manner that encourages the parent-child relationship. Information with regard to family issues and personal lives will be handled confidentially. In the event of a divorce, separation, or joint custody ruling, every effort will be made to treat both parties equally.

Parent participation and observation is encouraged. Parents who have a child enrolled in the program are encouraged to visit anytime during the hours of operation. In this manner, parents can gain a deeper understanding of their child and the preschool program. Parent involvement is necessary to the continuing success of the program. Parents are encouraged to share their time and talents, go on field trips, and donate useful items for the preschool to use in its curriculum.

Children's Arrival and Departure

Arrival

For your child's safety, we require that you or another authorized adult bring your child into the preschool each day and help him/her get settled at the cubby/locker before bringing the child into the classroom. Children will be allowed to enter the classroom no sooner than 5 minutes prior to the start time. Be sure that the teacher is aware of your child's arrival before you leave. Parents must notify the preschool if you are going to be more than 30 min late, or if your child will not be at school.

If you are going to be away from your home or place of work for the day, be sure to leave a phone number where you or a spouse can be reached with the child's teacher in case you are needed for a medical emergency.

Departure

When picking up your child, be sure the teacher knows that he/she is leaving. (This procedure is for your child's protection.) Parents who are late in picking up their child will be charged \$5.00 after the first 15 minute increment and \$1.00 per minute after that. Fees will be requested at the time of pick up and will be paid directly to the teacher waiting with the child.

If an emergency delays you and you are going to be late picking up your child, please call the preschool prior to the end of the school day. (We suggest that you carry the preschool phone number with you at all times.)

In the event that your child is still at the preschool after closing and we have not heard from you, we will take the following steps (in order):

1. Attempt to reach you at home, work, or school.
2. Call the people listed in the 'Emergency Information' section of the 'Enrollment Form'
3. Call the authorities.

BATA

BATA is a wonderful service offered in our community and it is often a valuable tool in transporting children to/from preschool. If BATA is used for transportation:

- The STM Preschool staff will require a schedule of when your child will and will not be riding.
- If your child will not ride on a regularly scheduled day:
 - Contact BATA to schedule or remove your child from the route.
 - Contact the STM Preschool Staff so that we do not put your child on the bus.
- It is the policy of BATA that your child pay for each ride every day. Tokens can be purchased at BATA. If your child **DOES NOT** have a token to ride, we will supply your child with a token at the cost of \$4. This cost will be billed to your account.

Persons Authorized to Pick Up Child

At the time of enrollment, parents must provide us with the names and telephone numbers of persons authorized to bring/pick up the child (pictures are beneficial as well). It is the parent or guardian's responsibility to notify the preschool of any changes in this authorization. If someone other than the authorized person (as indicated on the Child's enrollment form or in the child's file) is to pick up your child, please notify the preschool in writing. We will release children to authorized persons only. The teacher may request the person's signature or identification for verification before releasing the child.

Parent Conferences

Parent-teacher conferences are offered to parents twice a year or more often as requested by the parent or child's teacher. The purpose of these conferences is to establish understanding, cooperation, and consistency between the home and school. The staff will discuss your child's intellectual, physical, social, emotional & spiritual development during these conferences. We will document, in your child's record, that conferences were planned and offered.

Feedback/Suggestions/Grievances

We feel that a positive emotional environment exists when parents and the preschool work together as partners. Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, the problem should be brought to the attention of the child's teacher who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem can be taken to the preschool director or the parish priest by either the teacher or the parents.

Confidentiality

All child and family records and personal information will be kept confidential. Any medical or behavioral information provided by parents about their enrolled children or their personal family matters are considered personal information and such information will not be released without permission, except as otherwise required by law.

Insurance

Each child enrolled at the Preschool will be covered under a Liability insurance policy. The preschool does not carry accident insurance for children enrolled. Please review your personal insurance to be certain that your child(ren) has the proper coverage.

PROGRAM INFORMATION

Curriculum

St. Thomas More Preschool provides a student centered learning environment that follows the South Dakota Early Learning guidelines. These guidelines were developed “to provide a compilation of appropriate skills and knowledge children can attain with support by the time they have finished their preschool years. The guidelines have been aligned with the South Dakota Content Standards for Kindergarten, which are part of the K-12 State Standards,” (South Dakota Early Learning Guidelines, 1).

Students will enjoy a center-focused classroom, including group time, center time, music time and snack. In addition, weather permitting, students will play outdoors daily.

Outdoor Play

Daily outdoor activity is very important for young children and is always part of our day. In the winter we will go out as long as the temperature and wind chill are 0* Fahrenheit or above. It is our policy that if a child is well enough to come to preschool, they are well enough to go outdoors. If children are dressed appropriately, weather conditions should not pose any health risk. Please supply appropriate clothing allowing for the weather extremes found in South Dakota. In the winter, children should have available to them: water proof mittens/gloves, boots, shoes, crew length socks (no-show/low cut slip off easily in boots), hats, snowsuit, or snow pants with coats. In the summer they should have available cool tops, shorts, and closed-toe shoes. We ask that parents **do not** send their children in sandals or flip flops so that their feet can be well protected against the outdoor elements.

Field Trips

First hand experiences such as field trips and nature walks are considered an important part of the educational program at the preschool. The preschool will provide the same adequate supervision for these excursions as is provided children while in attendance at the school. A notice will be posted or sent home each time a trip is planned listing the date, time, place, cost and purpose of each trip. A signed parental permission slip located on your child's enrollment form is required to be on file in order for any child to attend a field trip.

Show and Tell (Theme Day)

The purpose of show and tell is to encourage interests in life, build self-esteem, self-image, self-discovery, awareness, social skills, and enhance vocabulary. Show and tell can be fun for children. Teachers will schedule show and tell days for the children. Because the school does not want to be responsible for lost or broken personal items, the children will only be able to have their show and tell with them during a specified show and tell time.

Children's Belongings

Each child will be provided with a locker for his/her personal belongings. All of these items must be labeled with the child's name. Children must have an appropriate change of clothing, depending on the season, in their backpack at all times in case their clothes get dirty/wet playing in or outdoors. This will ensure the child is appropriately clothed at all times.

Because the Preschool is equipped with adequate toys and supplies, we request that children's toys and items of value remain at home. We cannot assume responsibility for materials brought from home. Children's personal items will need to stay in their locker/backpack while at school. Children are asked not to bring food or candy from home because snacks are provided by designated families daily. A lost and found area will be provided in the church and lost items that are not claimed for a designated period of time will be given away.

Birthdays

Children enjoy celebrating their birthdays in the classroom with their friends, whether it is their full birthday celebration or their half-birthday. You may want to send a special snack for the day of your child's celebration. Please send enough for all the children in your child's class.

Our licensing requires that we request nutritious snacks. Suggested snacks for you to consider:

- *No candy, please!
- *crackers and cheese in pre-packaged containers
- *crackers and peanut butter in pre-packaged containers
- *fresh fruit: 1/2 banana, orange, or apple per child
- *fresh pineapple.
- *raisins
- *animal crackers/ packaged crackers
- *packaged cookies such as oatmeal, sugar, or chocolate chip
- *doughnut holes
- *ice cream treats

Please check with the teacher regarding food allergies of the children.

Snacks

Snacks will be provided by families. Monthly snack menus will be posted and families will be asked to bring the snack requested on that day. Each family will need to provide approximately one snack each month.

Transportation

We use BATA to assist us on our field trips. There is a \$20.00 transportation fee that is required for each child. The use of BATA allows us to transport children to and from field trip sites more easily.

Clothing

Play is children's work so they need to wear clothes appropriate for their work such as washable, comfortable clothing. For safety reasons, non-skid shoes that are securely fastened to the child's feet are required. Slip-on shoes and flip-flops are prohibited.

All children must have at least one complete change of clothing including socks, underwear and outerwear in their backpack. Please change the type of clothes you bring as "extras" as the weather outdoors changes.

Winter Clothes:

Snow pants, hat, mittens(waterproof and not the kind that open to gloves) and boots will be required for winter play for all children.

Toileting

St. Thomas More Preschool is not equipped to change diapers of preschoolers. Children need to be toilet trained prior to enrolling.

Behavior Management

Our program promotes a positive approach to managing the behavior of all children.

Behavior guidance at the preschool has three primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. Third, we provide opportunities for the child to feel good about the guidance process in order to develop a positive self concept. To accomplish these goals we use the following techniques on a daily basis:

A. Prevention

A well-designed and well-equipped classroom tailored to the developmental level of the children prevents frustration, interruption, and hazards. It offers privacy, independence, and easy adult supervision. In addition, the daily routine provides enough time for play, a sense of security, little waiting, and few transitions.

B. Positive Redirection

Emphasis on the positive is essential in guiding young children. The basic procedure used is positive redirection, which is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise, encouragement, and other reward systems when positive interactions are taking place. We praise children for their appropriate behavior and successes by describing what we see and how we feel. "I see the books are all on the shelf. It's nice to have such a clean room."

C. Modeling

Teacher-modeled appropriate behavior and communication, as well as positive peer models, are provided to help children learn responsibility for their actions. Children should be presented with positive models of acceptable behavior. Staff actions and interactions set the tone through their actions, body language, and voice level. Children copy what they see and hear. If we wish to provide a peaceful and cooperative environment for children to grow and to learn, then we must demonstrate this in our actions and voice. When voice levels are soft and calm, the children set their tone in a similar fashion. Adults need to model appropriate expression of their feelings.

D. Limit Setting

All children need limits that are consistently reinforced in order to keep them safe and secure. It is important for children to understand their boundaries as well. We have a few clear, simple rules that vary according to the developmental level of the children. In establishing rules, each teacher follows these guidelines:

1. Tell children what they are to do in a positive tone.
2. Post rules and boundaries prominently throughout the classroom for parents and staff to read.
3. Specify rewards for following rules.
4. Explain rules to children and apply rules consistently. These rules are established based upon respect for the individual, respect for the environment, and respect for others.

Behavior that is unacceptable should be considered by the staff as "mistaken" behavior. This behavior is the result of the child's developmental immaturity. The staff must reinforce reasonable limits, and teach children "what to do instead" and not just "what not to do." Staff must understand that understanding acceptable behavior takes time to learn.

E. Problem Solving

We appeal to the preschooler's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Teachers help children identify their needs, feelings, causes, alternatives, and choices. We provide cues such as the statement, "Use your words."

Prohibited Actions

Children shall not be subjected to any form of corporal punishment, including rough handling, shoving, hair pulling, ear pulling, shaking, kicking, biting, pinching, hitting, or spanking.

Children shall not be subjected to any form of emotional abuse, including name calling, ostracism, shaming, making derogatory remarks about the child or his/her family, or using language that threatens, humiliates, or frightens the child.

Toilet habits, or lack thereof, will not be a cause for punishment of any form.

The withholding of food, clothing, or medical care will not be used as punishment.

No physical restraints or mechanical restraints of any kind will be used on a child.

Managing Behavior

When a child has a physical or emotional outburst, we provide comfort and privacy. This allows the child time to regain composure and insures the safety of other children and staff. "Time out" will be used only as a last resort, when a child is unable to break a pattern of negative or attention-getting behavior. This is not a punishment, but a time of renewal for the child. When the child has regained control, he/she should be allowed to join the group. In any event, the time out should not exceed the number of minutes corresponding with the age of the child (for example three minutes for a three-year-old).

Unacceptable Behavior

Unacceptable behavior is defined as any behavior that poses a physical or emotional threat to another child or staff member. Behaviors such as physical aggression toward other children or staff, inappropriate language, verbal abuse, conflicts arising over the physical property and the rights of others, and any behavior that threatens the safety of the other children and staff is considered unacceptable. Persistent unacceptable behavior will be dealt with in the following manner:

1. The child's behavior will be recorded, dated, and initialed by staff members involved.
2. Staff members shall meet to discuss the unacceptable behavior and to develop a program plan to meet the individual needs of the child in question.
3. The parents of the child will be called in for a conference to discuss this plan and to enlist their cooperation and input. If the child's behavior continues, he/she will be asked to leave the preschool.
4. Re-admission may be considered after an agreed-upon time period.

Child Abuse and Neglect

The Center staff is mandated by South Dakota law to immediately report suspicion of child abuse and/or neglect to the S.D. Department of Social Services or law enforcement.

Center staff and volunteers are screened by the Department of Social Services Central Registry Check as well as the Diocese of Sioux Falls and are required to sign a statement which defines child abuse and neglect and reporting requirements for both organizations.

Center staff/volunteers who are placed under investigation for child abuse/neglect will be temporarily suspended until the investigation has been completed. Upon completion of the investigation and if charges are substantiated, the staff/volunteer will be discharged immediately. If charges are not substantiated, the staff/volunteer may return to work.

Medications

Absolutely no medications (prescription or non-prescription) will be administered to any child at the preschool. The only exception would be an Epi-pen in case of an emergency.

Minimum Age-Specific Immunization Standards for Children

| <u>Age</u> | <u>Number Doses of Vaccine</u> |
|---------------------|--|
| 19 months and older | 4 doses DTP; 3 doses Polio; 2 doses measles-mumps-rubella; 1 dose of varicella (chicken pox) |

If the child's physician wishes to delay immunization for any reason, it must be documented in writing by the physician and kept on file at the preschool.

Health Exclusions

South Dakota Department of Health requires the center staff to report any contagious diseases.

St. Thomas More Preschool follows the recommendations for inclusion and exclusion of ill children in child care that are set by the American Academy of Pediatrics, the American Public Health Association and the South Dakota State Department of Health.

Children need not be excluded from the childcare setting for a minor illness except for the following:

Illness that prevents the child from participating comfortably in program activities.

Illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children and staff.

The child that has the following conditions: lethargy, irritability, persistent crying, difficulty breathing, wheezing, or severe coughing, and/or other manifestations of possible severe illness.

Fever: Exclude if axillary (under the armpit) temperature: 99 degrees or higher - especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash. (temp of up to 100 degrees axillary may be acceptable if child has been immunized in the previous 48 hours)

Common Viral Respiratory Diseases: Include Influenza, RSV, Parainfluenza, Adenoviruses) Characterized by fever, chills, headache, body ache, loss of appetite, vomiting, diarrhea, difficult or rapid breathing, or severe coughing: child makes high-pitched croupy or whooping sound after he/she coughs, and child is unable to lie comfortably due to continuous cough. Exclude until examined by a physician & approved for re-admission, & until child has been treated with antibiotics for at least 24 hrs.

Vomiting: Exclude if child has vomited 2 or more times in the previous 24 hours, until vomiting has resolved, or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration.

Pink-eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eyes). Exclude until examined by a physician and approved for re-admission, and/or until 24 hours after appropriate antibiotic treatment has been initiated.

Strep Throat: (Group A Streptococcal Infections): Sore throat, especially when fever or swollen glands in the neck are present. Exclude until 24 hours after appropriate treatment was initiated and until cessation of fever. A parent or guardian must inform the center staff within 24 hours if his/her child is infected with strep throat or scarlet fever.

Rash: with fever or behavior change. Exclude until physician has determined the illness not to be a communicable illness.

Impetigo: Infected sores with crusty, yellow or green drainage. Exclude until 24 hours after appropriate treatment has been initiated.

Ringworm: a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot. Exclude until onset of treatment if lesions can be covered.

Chicken Pox: (varicella) Exclude until the 6th day after onset of rash or until *all* the lesions have dried and crusted.

Headlice: (pediculosis). Exclude until 24 hours after the first treatment - "still check for live lice".

Scabies: exclude until after treatment has been completed.

Hand, Foot, Mouth Disease: Exclude until lesions have dried up (around 7 days).

Whooping Cough: (pertussis). Exclude until 5 days of the appropriate antibiotic therapy. (which is to be given for a total of 14 days) has been completed.

Mumps: Exclude until 9 days after onset of the parotid gland swelling.

Measles: (Rubella, Red Measles, Hard Measles, 9-10 Day Measles): Children who have not been immunized (up to 15 months) excluded for 21 days after exposure; other children excluded until 6 days after the onset of rash.

Tuberculosis: Exclude until the child's physician or local health department authority states that the child is no longer infectious.

Hepatitis A: (virus infection) Exclude until 1 week-after onset of illness or jaundice if symptoms are mild or as directed by the health department when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff.

Hepatitis B: No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered.

Uncontrolled Diarrhea: Defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form that cannot be contained by use of the toilet. Exclude until diarrhea stops or until examined by a physician and approved for re-admission.

Diarrhea Illnesses:

Salmonella - Exclude until three consecutive stool specimens, obtained 24 hours apart, are negative.

Shigella - Exclude until three consecutive stool specimens, obtained 24 hours apart are negative.

Giardia - Exclude until 72 hours after symptoms subside and after three consecutive stool specimens, obtained 24 hours apart are negative.

Campylobacter - Exclude until three consecutive stool specimens, obtained 24 hours apart, are negative.

Clostridium Difficile - Exclude until three consecutive stool specimens, obtained 24 hours apart, are negative.

Rotavirus - Exclude until three consecutive stool specimens, obtained 24 hours apart, are negative.

E. coli 0157:H7 Infection: Exclude until diarrhea resolves and 2 stool cultures collected at least 24 hours apart are negative.

At the discretion of the primary caregiver, the parents will be called to take the child home if the above symptoms occur. Parents are required to pick up their child or find another person to do so. Repeated failure in picking up an ill child from the center in the designated time frame will result in the child's dismissal from the program. A designated area in the preschool separated from other children will be provided for children who are ill where they can rest or play quietly until a parent arrives.

Medical Emergency

Children with true medical emergencies will be transported immediately to a hospital or other emergency medical treatment facility. The preschool will follow these procedures when a true emergency arises:

1. Obtain emergency transportation to a medical facility.
2. Call the hospital or emergency facility and alert it to the nature of the patient being sent.
3. Call parents or guardian.

The center will inform the parents immediately as to their wishes about the source of medical care when an emergency is not life-threatening.

Fire Evacuation

Licensing requires the Center to conduct at least four fire drills every year. The state fire marshal, a local fire authority, or the Department of Health will inspect the Center each year. During fire drills the children and staff will evacuate out the nearest exit to the playground area. In cases of severe weather, the children will evacuate to Bethel Baptist Church, which is Northwest of the church. Parents arriving at the scene of an actual fire when evacuation is in progress - REMAIN CALM. Parents may escort their child along with the child's designated age group to the evacuation point. DO NOT SEPARATE YOUR CHILD FROM HIS/HER GROUP UNTIL ALL ARE ACCOUNTED FOR BY THE TEACHER IN CHARGE OF THAT GROUP. Parents must inform the Director or person in charge before removing their child from the care of the staff.

Tornado Evacuation

The preschool will hold at least two tornado drills during the Fall and Spring months. Within the church, children will be evacuated to the bathroom in the education wing. During tornado watch conditions children are not allowed outside unless the skies are clear and sunny.

Compliance

St. Thomas More Preschool is responsible for reporting to the South Dakota Department of Social Services any changes of circumstances that may affect their ability to comply with licensing standards such as new location of a program, facility renovations, suspected in-house child abuse and neglect, ownership change, or new director.