

TreeHouse at St. Paul's



**“Establishing Strong Roots for
Christian Development.”**

**Early Childhood Center
Parent and Family Handbook**

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Welcome

Welcome to TreeHouse at St. Paul's. We are thrilled that you have enrolled your child(ren) in our program and look forward to welcoming you to our family! We know there are many wonderful Early Childhood Centers in the South County area and are pleased that you have chosen TreeHouse!

TreeHouse has offered quality early childhood education since 1976. Our experienced and educated staff provides a quality Christian experience for infants 6 weeks of age through the end of fifth grade. Our program offers year round care to families.

This handbook has been designed to provide you with important information about the policies and procedures of our Christian-based program. We ask that you read this handbook thoroughly and keep it for reference throughout the year.

All forms needed to complete your child's registration can be found on our website at www.sp4u.org

- Enrollment Form
- Medical form (must be signed by your child's physician)
- NPR (Notice of Parental Responsibility)
- Direct Payment Authorization Form
- Personal Information Card

In addition, at least one adult from each family is required to sign up for the free Remind text program (instructions included on the next page). This is the primary method by which we will relay important updates, snow day changes, and building-wide news.

If you have any questions or concerns, please ask your child's teacher. Also, please feel free to call the Early Childhood Office at (314) 894-0079.

Welcome to the TreeHouse at St. Paul's!

Michael Connors

Director, TreeHouse at St. Paul's

Remind Text Program

As part of our effort to keep families informed in a timely manner, we use the Remind texting program (in addition to emails and phone calls). We require that one adult from each family sign up to receive these messages. Please read the directions and decide how you would like to sign up. If you want to download the “Remind” app to your phone and have the full ability to message, share photos/files, and stay informed, then choose option A and sign in as a parent. If you simply want to receive important texts as they come through, you can choose option B. Both ways are totally free to use. Thank you for your cooperation.

Get information for **TreeHouse Families** right on your phone—not on handouts.


Pick a way to receive messages for **TreeHouse Families**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/9f22dh7

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @9f22dh7 to the number 81010.

If you're having trouble with 81010, try texting @9f22dh7 to (502) 265-4564.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/9f22dh7 on a desktop computer to sign up for email notifications.

Our Mission

The mission of TreeHouse is to provide quality, Christian education and childcare to Oakville residents and surrounding communities. Additionally, it is our goal to nurture children's knowledge and understanding of God, Jesus, the Bible, the Church, prayer, and themselves and others as children of God. TreeHouse is a vital part of the ministry of St. Paul's Church as we remain dedicated to caring for the changing needs of families through preschool with extended care, school- aged care and summer camp.

The TreeHouse program continues in its mission of offering families a Christian learning and loving-rich environment, providing children with opportunities to "establish strong roots for future development."

Our Philosophy

"Let the children come to me...." Matthew 19:14a

TreeHouse is designed to allow children to actively construct knowledge as they interact with their physical and social world, under the guidelines of Project Construct. Project Construct is a process-oriented curriculum based on the premise that children grow and obtain knowledge through their interaction with four major domains: socio-moral, cognitive, representational, and physical. The major goal of this program is to foster the development of a child's moral and intellectual autonomy. Moral autonomy is the ability to make decisions for one-self and to regulate one's own behaviors, without constant monitoring by others. Children will become self-directed. Intellectual autonomy is the freedom to think; to come to knowledge through many avenues. Children are encouraged to experience, discover, observe and form their own conclusions.

Teachers guide and facilitate this growth by providing needed motivation, praise, and re-direction. The environment is structured so that children are successful. The teachers are sensitive to the world of the young child and through this world new doors of imagination, learning and friendships are opened.

Four principles that are integral to Project Construct and guide the curriculum and assessment are:

- Children have an intrinsic desire to make sense of their world.
- Children actively construct knowledge and values by interacting with the physical and social worlds.
- In their universal effort to understand the world, children's thinking will contain predictable errors.
- Children's development is an interactive and interrelated process and spans the Socio-moral, Cognitive, Representational and Physical Development domains.

"...And sometimes when the classroom is so noisy and buzzing with activity, I just have to stop and remember that in here there is no boredom, no aimlessness, and no blind obedience. I know my children are thinking, and that's the best preparation I can give them for today as well as tomorrow."

Hours of Operation

Infant Toddler, 2 year old and Mixed Ages Preschool Program: Full Day, year round programs

Infant/Toddler Program-Children ages 6 weeks through 2 years of age

Two-Three Year Old Preschool-Child must be 2 years of age at enrollment.

Preschool-Child must be 3 years of age by July 31st of enrollment year and [fully potty trained](#).

- Monday, Wednesday, Friday (3 day schedule)
- **6:30 am – 6:00 pm**
- Tuesday, Thursday (2 day schedule)
- **6:30 am – 6:00 pm**
- Monday-Friday (5 day schedule)
- **6:30 am – 6:00 pm**

School Age- Before and After School Program (Oakville, Blades and Wohlwend Elementary schools)

- Ages: Kindergarten through completion of 5th grade
- **6:30 am** until start of elementary school (Before Care)
- End of school day until **6:00 pm** (After Care)

Full Day care available on select days (**6:30 am until 6:00 pm**)

School Age all Day Summer Camp

Begins the Tuesday after Memorial Day

- Monday, Wednesday, Friday (3 day schedule)
- **6:30 am – 6:00 pm**
- Tuesday, Thursday (2 day schedule)
- **6:30 am – 6:00 pm**
- Monday-Friday (5 day schedule)
- **6:30 am – 6:00 pm**

Snow/Inclement Weather Days

- If the local school districts have closed for a Snow Day, we will follow a delayed opening/early closing schedule. We will announce the exact times via the Remind messages. Our goal is to provide a safe place for our students while not putting families at risk by having them push through rush hour traffic. We will alert all families via the Remind text program. In the event that it is deemed too unsafe to open TreeHouse at all, we will also alert all families via the Remind text program.

Fee Information

Fees are withdrawn biweekly via ACH from selected Bank Account every other Friday.

Annual Registration Fee \$75 per child or \$100 per family

Fees are subject to change

Infant Toddler, 2-3 year olds, Mixed-ages and School-age

*Additional activity fees apply for Summer Camp (Mixed ages and School Age only)

Attendance no refunds or credits for illness, missed days or holidays	Days of the Week	Infant and Toddler (6 weeks-2 years)	Ages 2-3	Mixed Ages 3 and up (must be 3 by 7-31 and fully potty trained)	School Age Full Day Summer
5 days	Mon thru Fri.	\$270 per week	\$195 per week	\$175 per week	\$175 per week
3 days	Mon, Wed, Fri	\$185 per week	\$145 per week	\$135 per week	\$135 per week
2 days	Tues and Thurs	\$130 per week	\$110 per week	\$100 per week	\$100 per week

Mehlville Schools Before and After School Care (Blades, Wohlwend and Oakville Elem)

Program	Session Times	Weekly Rate (no credits or refunds for illness or holidays)
5 days/week before or after care	am OR pm	\$60 per week
5 days/week before AND after care	am AND pm	\$100 per week
3 days/week before OR after care	am OR pm	\$45 per week
3 days/week before AND after care	am AND pm	\$90 per week
2 days/week before OR after care	am OR pm	\$30 per week
2 days/week before AND after care	am AND pm	\$60 per week
Mehlville Day Off/Snow Days	Full Day	\$40 per day
Mehlville Early Dismissal	2 hours early	Additional \$10 fee

A registration fee of \$75 per child or \$100 for a family is due **at the time of enrollment**. The registration fee is not refundable.

- Tuition for those who attend infant/toddler care, preschool with extended care, and before and after school care is paid in bi-weekly installments thru ACH withdrawals. Fees are not refundable and do not carry over. Fees are paid for expected attendance. **Please note- There are no refunds or credits for illness, or days that the center is closed, including holidays and teacher workdays.**
- Upon enrollment, you will receive a calendar stating the dates on which tuition will be withdrawn.

TreeHouse offers a 10% discount off the tuition/fees of the 2nd and 3rd child. This discount is subtracted from the weekly or monthly amount of the oldest child.

Any additional fees needed for activities such as field trips will be deducted from your account on file via ACH. You will be notified of the cost and will consent prior to the fee being withdrawn.

During the summer months, an additional fee is charged to cover field trips and extra activities that take place during the months of June, July and August. This is a one-time fee that is deducted during the month of June.

Please direct any questions you have regarding payment of tuition and fees to the office manager. You can reach her at 314-894-0079 or by email at amy.chkautovich@sp4u.org. The classroom teachers cannot answer questions regarding tuition or fees.

Programs

Early childhood is a vital development time for your children. TreeHouse at St. Paul's Learning Center is pleased to offer a quality, constructivist-based, Christian education for your child.

Infant Toddler Care, Preschool with Extended Care, School Age Care (Ages 6 weeks through 5th grade)

6:30am-6:00pm

Two, Three, or Five Days per Week

Infants and Toddlers class: 6 weeks through 2years

2-3 year old class (must be 2 at time of enrollment)

3, 4, and 5 year olds

School age summer camp (kindergarten through fifth grade)

Tree House at St. Paul's offers a full day experience for infants and toddlers, two year olds, and preschoolers. Coupled with extended care, parents have the opportunity to leave the children for the day while they work. This full day experience includes added opportunities for the child to interact, explore and enjoy the rich learning environment.

Teachers prepare and share with parents weekly or bi-weekly lesson plans guided by the Project Construct Curriculum. In addition, each classroom has a closed Facebook page which invites parents of children in each specific class to see the little students in action meeting the goals teachers have planned for them.

Suzanne (Sam) Shaffer offers a gymnastics class –Samtastics Gymnastics- as an extra-curricular activity for the Preschoolers at an additional monthly cost. Any parent interested in this program should contact Sam directly at (314) 602-3155.

Children attend Chapel Time twice a week with the Pastors of St. Paul's UCC-Pastor Erica and Pastor Mike. Chapel Time is child friendly and interactive and a big part of our Constructivist program.

All programs begin as early as 6:30 am. Children begin with breakfast and a choice of activities. (Breakfast is served until 8am) Children participate in Project Construct activities throughout the day. The children enjoy a lunch (brought from home) and an afternoon rest together. There are more gross motor and preschool activities available for the remainder of their day. The extended care program ends at 6:00 pm. Our programs operate year round.

Elementary School Age Child Care
(For children attending grades kindergarten through 5th only)

6:30 am-6:00 pm

Two, Three, Four or Five Days per week
 Children in kindergarten through grade 5
 Care provided before and/or after school

Care provided on snow days (additional charges apply) and select days when elementary school is closed-*please see attached calendar indicating days that we are open.*
 Transportation provided to and from select area elementary schools

For parents wanting a secure and stimulating environment for their children while they work during the school year, the Tree House at St. Paul's offers a unique program to meet family needs.

Transportation to and from Oakville and Blades Elementary in the Mehlville School District is provided. Transportation from Wohlwend Elementary school is provided by the Mehlville School District.

After School: An afternoon snack and time to finish homework (if applicable) is the order of the day. Then children can choose center activities including computers, arts and crafts, games and individual choice activities.

If you have a child enrolled in the Mehlville School District, you should be aware of the School Calendar which is published for each school year. The calendar can be found on the [Mehlville School District](#) website. Mehlville has listed all of their scheduled days off-both full day and half days. TreeHouse offers care to children enrolled in our care for some of those days and are listed on the calendar below. Please carefully compare our calendar to the Mehlville School District Calendar to determine days you may need to seek alternative care for your child.

TreeHouse Calendar 2018-2019

Fri May 25, 2018	No regular classes-Graduation for those going to Kindergarten in 2018 and our annual ALL SCHOOL PICNIC. Graduation 10:00-Picnic 10:30
Mon May 28, 2018	Center closed for Memorial Day
Tues May 29, 2018	School Age Children join us for summer
Wed July 4, 2018	Center closed for Independence Day
Wed Aug 8, 2018	Open House/Parent Information Meeting at 6:30pm: Classes TBD
Thurs Aug 9, 2018	Open House/Parent Information Meeting at 6:30pm: Classes TBD
Friday Aug 10, 2018	Last day for School Age Children to attend Summer Camp
Mon & Tues Aug 13&14, 2018	Entire Center closed for Cleaning and Teacher workday
Wed Aug 15, 2018	First Day of 2018-2019 School Year
Wed Aug 15, 2018	First Day of Before and After School Age Care
Sunday Aug 26, 2018	Blessing of the Teachers at Church Service
Mon Sept 3rd, 2018	Center closed for Labor Day
Sat Oct 20, 2018	Scholastic Book Fair-Trunk or Treat (tentative date)
Tues Nov 20, 2018	Thanksgiving Feast Main building-11:15 am
Thurs Nov 22, 2018	Center closed for Thanksgiving
Fri Nov 23, 2018	Center closed
Fri Dec 7, 2018	Cookies and Cocoa with Santa (<u>Center closes at 430 pm</u>)
Tues Dec 18, 2018	Christmas Program Main Building 6:30 – 7:30 PM
Mon Dec 24-Tues Jan 1	Center closed for Christmas Break
Wed Jan 2, 2019	Center reopens
Mon Jan 21, 2019	Center closed for MLK /Full Time Staff Work day
Mon Feb 18, 2019	Center closed for Presidents Day/Staff Retreat
Fri March 1, 2019	Annual Registration Fee Withdrawal
Wed April 17, 2019	Grandparents Breakfast 9:00 am
Thurs April 18, 2019	Grandparents Breakfast 9:00 am
Fri April 19, 2019	Center closed for Good Friday

Wed May 1, 2019	Mother's Day Breakfast
Friday May 24, 2019	All School End of the Year TreeHouse Family Picnic 1030 am Graduation Ceremony (for those going to kindergarten) 10am. <u>No Regular Extended Care, Infant/Toddler Care or Preschool Classes</u>
Mon May 27, 2019	Center closed for Memorial Day

Special Events 2018-2019

Wed Aug 8, 2018	Open House/Parent Info Meeting at 630
Thursday Aug 9, 2018	Open House/Parent Info Meeting at 630
Sun Aug 26, 2018	Blessing of the staff Church Service (times to be determined)
Sat Oct. 20, 2018	Scholastic Book Fair Trunk or Treat 5pm-8pm
Tues. Nov 20, 2018	Thanksgiving Feast
Fri Dec. 7, 2018	Cookies and Cocoa with Santa 6:00-7:30 pm
Tues. Dec. 16, 2018	Christmas Programs (times to be determined)
Mon Feb 21, 2019	Parent/Teacher Conferences (Mixed Ages classes)
Wed April 17, 2019	Grandparents Day
Thurs April 18, 2019	Grandparents Day
Wed May 1, 2019	Mother's Day Celebration
Fri. May 24, 2019	Graduation 10:30 am and picnic to follow/teacher workday

Dates we are closed:

- Monday, Aug. 13: Teacher Workday
- Tuesday, Aug. 14: Teacher Workday
- Monday, Sept. 3: Labor Day
- Thursday, Nov. 22: Thanksgiving Break
- Friday, Nov. 23: Thanksgiving Break
- Monday, Dec. 24-Tuesday, Jan. 1: Christmas Break
- Monday, Jan. 21: MLK Day - Teacher Workday
- Monday, Feb. 18: Presidents' Day - Parent Teacher Conferences
- Friday, April 19: Good Friday
- Friday, May 24: Graduation/Picnic
- Monday, May 27: Memorial Day
- Wednesday, July 4: Independence Day

Attendance, Drop Off and Pick Up Procedures

Punctuality and regularity are an important part of your child's character training. Our full day program is open from 6:30am until 6:00pm.

All enrolled families will be issued a key fob which will allow entry to our main building Monday through Friday between the hours of 6:30am and 6:00pm. Key fobs will not work prior to 6:30 am or after 6:00 pm, on holidays or on weekends.

Families with infants and toddlers enrolled in the Baby House will need to ring the doorbell to gain entry into that building.

Only authorized persons shall bring or pick-up a child from the classroom. All persons authorized to pick up a child will be asked to present a picture ID.

Each child is to be signed in and signed out daily via our computerized Procure Software located outside the Preschool Office and in the Infant and Toddler Center. Upon enrollment, you will be added to this system.

Parking for drop off and pick up is located in the rear parking lot and in front of the Infant and Toddler Building. All children are to be escorted into the building with an adult. Please do not leave your car in the fire lane at drop off or pick up.

All enrolled children must be picked up by 6pm.

Classroom Information

Ratios

Tree House class size is based on the following ratios:

1 teacher for every 4 children (infant/toddler)

1 teacher for every 8 children (2 year olds)

1 teacher for every 10 children (ages 3-5)

Tree House teachers work as a team with each teacher being responsible for management of that class.

Housekeeping

CLOTHING Children should be dressed in play clothes and tennis shoes. (Please do not allow your child to wear flip flops to school.) A wide variety of activities will take place at the center so clothes that allow for freedom of movement and some soil are recommended. **We do get dirty from time to time!** While every attempt is made to protect your child's clothing, please remember that some of our art and sensory experiences may stain clothing!

Please be sure that your child is dressed appropriately for the weather. During the winter months, each child should be sent with a set of gloves and a hat for outdoor play. We will be going outside as long as the weather permits.

A change of clothes should be included daily in your child's book bag, complete with underwear, socks, and a weather appropriate outfit.

Please be sure that children are sent to school in clothes that they can manage by themselves before and after toileting. Tights and Belts often cause frustration and can lead to toileting accidents.

LABEL EVERYTHING!!! It is difficult to assume responsibility for personal belongings that are brought to school. Please **label everything** with your child's name. This includes coats, sweaters, jackets and book bags.

SCHOOL BAGS Children may bring a school bag to class. Make sure that your child's name is on the bag. It is preferred that the children's school bags be simple so they can manage it themselves.

Since teachers do not check school bags, please be sure to put notes and book orders in your child's hanging file folder. The teachers will check these folders daily for any correspondence from you.

It is a good idea for you to check your child's file and bookbag at the end of each day for anything we may be sending home to you.

TOYS The classrooms are adequately equipped with toys, games, and materials of interest to young children. **We ask that personal toys be left at home.** It is difficult to be responsible for personal play items as they can be easily damaged, misplaced, or lost at school.

Field Trips

Prior to any off site field trip, parents will be notified of the following:

1. Date of field trip
2. Time of Departure and Return
3. Dress Code Requirements
4. Any other needed supplies

For the sake of all field trips, it is extremely important that the attending child be at TreeHouse no later than the time indicated. Should your child arrive after the indicated time of departure, your child will be relocated to another classroom for the duration of the field trip.

OFF-SITE CLASSES (FIELD TRIPS) during the preschool year (ages 3 and up) Off-site classes are considered an important part of our program. We feel that these classes offer children an opportunity to enjoy new experiences and to participate in educational activities that are not possible within our regular classroom environment.

Transportation will be provided to and from the field trip site. There will be an additional charge for field trips. You will be notified in advance and will be required to sign a permission slip in order for your child to attend. Forms will be sent home and must be returned by the deadline. Any parent wishing to attend along with their child is welcome (you'll provide your own transportation).

Off Site trips are typically taken twice during the school year, once during the fall and once during the spring. Off Site trips are taken regularly during the summer for our school age children.

- BEHAVIORS DURING FIELD TRIPS

If at any time during a field trip your child exhibits inappropriate behaviors (this includes during the field trip or in the vehicle while being transported), you will be contacted and will be asked to pick your child up from the field trip site. Your child will not be allowed to return to Treehouse for the remainder of the day.

Much time and planning goes into scheduling field trips. For this reason, we request that you not change your child's schedule of days so that they may attend the field trip. Every effort will be made so that your child will have an awesome time at our Summer Camp, whether off site or on site.

Potty Training Guidelines

TreeHouse implements the following guidelines.

Please know- potty training in a childcare setting is drastically different from training at home.

I found a wonderful article that helps to define a potty trained child:

A potty trained child is one who can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.
6. Be able to go directly back to the room without directions.
7. Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the toilet.

The first one is the key to successful training. Children who are ready to train have the ability to perceive events that are going to happen BEFORE they happen. Because we cannot allow children to just go in and out of the room to freely use the potty they MUST learn they have to tell us so that we can accompany them into the room and supervise them. At home, you can allow them free access to the bathroom if you choose. We are prohibited by our regulations to allow them to go unaccompanied. Because of this they need to learn that they must tell the adult they have to go BEFORE they have to go. We are unable to accept signs that the child has to go or nonverbal behavior. It must be the words "I have to go potty."

In a Child Care Center, there are things we CAN do:

1. We start reading potty books and talking about going potty in the big girl or big boy potty during changing.
2. We have the child sit on the potty during natural transition times (before and after meals, before and after naps, and diaper changes.)
3. We practice with them getting their pants up and down on their own and handwashing.
4. We will supervise them and watch for signs that they have to go or are going and get them off to the potty.
5. We keep close communication with the parents about any indicators suggesting the child is ready.

There are also things we CANNOT do:

We do not put kids on a potty schedule where they go every half hour or hour. We have learned that this has very little benefit to the child.

Please don't expect the same performance here as at home. Children who have been successful at home are sometimes unsuccessful here for a number of reasons:

1. Kids are not trained at home to tell the parents they have to go BEFORE they have to go but rather are allowed free unsupervised access to the bathroom in the home. Again, the child must be able to tell us BEFORE. They are not allowed to leave the classroom without an adult and go into the bathroom without supervision.
2. There are many more distractions here with a larger group of kids, toys and bustling activities.
3. They need one to one attention throughout the day in order to keep up with the toileting. Here at school we have multi-level aged children who have various needs and supervision requirements. We cannot focus on one child but must divide our attention among all the children in our care.

Please note: We will not put children into underwear until they have been COMPLETELY accident free HERE for two weeks. The reason for this is:

- To maintain infection control standards for the child care and protect the carpet, furniture, and inventory of the Center.
- Often when children have accidents it isn't discovered immediately. Once the child sits down or walks around a bit the entire room quickly becomes filled with urine soaked footsteps and big soaked spots from the child sitting. And our children love to play and sit on the carpet! Once urine gets into the carpet, it is nearly impossible to clean it down to the pad with regular carpet cleaners.
- When children soil their underwear, it is a very big mess to clean up. Often the poop will soak thru their clothes and cause the same problems as the urine accident.
- Diapers are required during nap time until the child has slept through nap for one full month.

We adhere to the following guidelines regarding potty-training.

Typically, a child who turns 3 before July 31st 2018 is placed in our Mixed Ages preschool class. Due to the physical constraints of our building, state mandated staffing requirements, and the distance from the classrooms to the bathrooms, **any child who is placed in our Mixed Ages classroom must meet the potty trained requirements as listed above (1-7). Any child who does not meet the above requirements will be required to remain in the 2-3 year old classroom.**

Once your child turns 4 years of age, it is necessary that they are fully potty trained in order to remain at TreeHouse. A child who turns 4 years of age cannot remain in the 2-3 year old classroom.

Sample Infant Toddler Daily Schedule

6:30- 8:00	Breakfast/Selected activities
8:00 -9:00	Open areas and planned activities
9:00 - 9:30	Group time/ Story time/Morning Snack
9:30 - 10:15	Focus activities
10:15 -11:15	Outside (weather permitting) Gross Motor
11:15- 11:30	Music & movement
11:30 -12:00	Lunch
12:00 -2:00	Nap/quiet time
2:00 - 2:30	Snack
2:30 – 3:30	Outside (weather permitting) Gross Motor
3:30 – 5:00	Story Time/Music and Movement/Open play
5:00 – 6:00	Open play in closing room

Sample Daily Schedule for Preschool

Schedule	Routine	Possible Learning Experiences
6:30-8:00 am	Breakfast/Morning Choice Activities	
8:00-8:20	Opening/Group Meeting	Discussions Movement Music Shared Reading Shared Writing Working with Data (e.g. attendance)
8:20-9:45	Learning Centers/Choice Time	Creating with Materials Exploration and Experimentation Food Experiences
9:45-10:00	Chapel Time (Wed/Thurs)	Group Games Independent Reading/Writing Pretend Play
10:00-10:20	Snack Time	Distributing Things Food Experiences
10:20-10:40	Large Group Time	Movement Music Read-Aloud
10:40-11:10	Outside/Gross Motor	Environmental Math Exploration and Experimentation Group Games Movement
11:10-11:20	Movement/Music (transition to Lunch)	
11:20-12:00	Lunch	
12:00-12:15	Read Aloud-Prepare for Naptime	
12:15-2:15	Rest Time	
2:15-2:30	Snack Time	
2:30-3:00	Outside/Gross Motor	Group Games Environmental Math Exploration and Experimentation Movement
3:00-3:20	Group Meeting	Discussions Distributing Things (e.g. newsletter) Movement Music
3:20-6:00	Learning Centers/Choice Time	Creating with Materials Exploration and Experimentation Group Games Independent Reading/Writing

Meal Time Procedures

Infant and Toddler Building (ages 6 weeks to 2 years)

TreeHouse **does not** provide lunch. You must send a lunch for your child in a lunch box with a cold pack to keep the items fresh.

You are required to bring lunch and bottles for your child (formula or breast milk) using the following procedures:

Please send the following in a thermal lunch bag (**labeled with your child's name**) with an ice pack:

- **Formula fed:** Enough bottles (**pre-filled with water to the appropriate ounce level**) to get your child through the day.
- **Formula fed:** Formula **pre-scooped** and **measured** for each feeding and placed into a **formula dispenser**.
- **Breast milk fed:** Enough bottles filled with thawed breast milk to get your child through the day. Place all bottles in a bag labeled with your child's name. Please label bottles as well. You may bring one extra bag of frozen breast milk to keep in the freezer in case of emergency.

Regular food: Place any food items your child may eat for breakfast or lunch in a container from which they can eat. Please remember to include cups and silverware. **Label ALL containers.**

To avoid mix-ups, please remember to **label** with a permanent marker all items sent with your baby/toddler.

The sinks in our classrooms are for handwashing only. For this reason **we are unable** to wash dishes, utensils or bottles. All bottles and formula dispensers, as well as and containers that held food items will be returned to you at the end of the day to be washed at home.

We have plenty of snack and breakfast items on hand to feed toddlers. However, as we are not a food prep center, we do not have the ability to cook or warm any foods.

Thank you so much for helping us to follow this procedure.

Our primary goal is to allow the teachers to spend more time with the infants and toddlers, to keep the babies in full view at all times, and to make feeding more about quality time and less about preparation and clean up. If at any time you have any questions regarding this or any other policy, please feel free to call or email the office. We learn from all questions.

Lunch Time Procedures

(Our Center does not provide lunch-please bring lunch for your child)

Breakfast is served at TreeHouse from 6:35 am until 8:00 am. We provide:

- cold cereal
- breakfast bars

Your child may bring his own breakfast. Staff stops serving breakfast promptly at 8:00 am. If you arrive after 8am and wish for your child to have breakfast, you may remain with them until they are finished and ready to join classroom activities.

Lunch for your child is to be brought from home. Lunch is self-serve. Please provide a healthy lunch for your child. Some suggestions include>

- Main course (sandwich, leftovers from last night). Thermos ok!
- Sides (chips, fruit, vegetables, snacks, yogurt, applesauce etc.) as many as your child can consume.
- Drink (water bottles are great....avoid sugary drinks.)
- Send utensils as needed.

Please send lunch in a **labeled** lunch bag with a cold pack. **We cannot refrigerate lunches.** *Meal times* provide great opportunities for *children* to practice social, language and *self- help skills*.

Supply Lists

2 through 5 Year Old Children

Please do not label school supply or housekeeping items

All items will go into a community supply. Please bring supplies when your child begins school.

Classroom supplies:

- 1 pack of copy paper
- 1 wide ruled note book (solid color front)
- Playdough (5 oz. or larger) **Multi-pack**
- 1 can regular unscented foaming shaving cream
- 1 pack dry erase markers
- 1 pack full size markers
- 2 bottles liquid glue
- 1 roll scotch tape
- 1 pack glue sticks

Housekeeping Supplies:

- 1 pack of baby wipes
- 1 roll of paper towels
- 1 box of tissues
- 1 box gallon size Ziploc bags
- 1 container Clorox/Lysol cleaning wipes

Personal Items for daily use: (Please Clearly Label All items individually with your child's name)

✓ Children who attend *full day* preschool:

- State Mandated--Crib Sheet to go over Cot (school provides the cot). **Please clearly label the sheet.**
- State Mandated-Small, thin blanket to cover your child during nap time. **Please clearly label the blanket.**

✓ All Preschool children (both 3 hour and full day programs)

- Weather appropriate change of clothes, all labeled, in a Ziploc, gallon sized bag, to be kept in backpack. Please include shirt, pants, socks, underwear and shoes. If your child is potty training or prone to accidents, you may want to include several outfits. If dirty or soiled clothing is sent home with your child, please be sure to send in a replacement set of clothes the next day.
- Any medication as needed with Dr.'s Note and Parental Permission slip including instructions in a Ziploc bag with your child's name on bottle. (see attached form)
- Diapers for your child (please label) 2-3 year old class only....replenish as needed.
- Wipes for your child.
- Diaper Cream if needed (please include instruction for use) in a Ziploc bag.

Infant Toddler List

Please do not label school supply or housekeeping items

These will go into a community supply for the infant and toddler classrooms. Please bring supplies when your child begins our program.

School Supplies

1 pack of Copy paper
 Playdough (5 oz.) **Multi-Pack**
 1 can regular unscented foaming shaving cream
 2 Bottles of bubbles
 2 Bottles of liquid glue

Housekeeping Supplies

2 pack of Baby Wipes (for hand cleanup)
 2 rolls of paper towels
 2 boxes of tissues
 1 box Ziploc gallon sized bags
 1 container Clorox/Lysol cleaning wipes

Personal Items for daily use

- Diapers for your child (**please label**) as needed.
- Wipes for your child.
- Diaper Cream if needed (please include instruction for use) in a Ziploc bag.
- Any medication as needed with Dr. Note and Parental Permission slip including instructions in a Ziploc bag with your child's name on bottle. (see attached form)
- Weather appropriate change of clothes, all labeled, in a Ziploc, gallon sized bag, to be kept at school. Please include shirt, pants, socks, and shoes. You may want to include several outfits. If dirty or soiled clothing is sent home with your child, please be sure to send in a replacement set of clothes the next day.
- Any blanket that your child may need for comfortable sleeping (**please label**)
- Pacifier (If needed)

Illness Guidelines

Providing a safe and healthy environment requires establishing policies and procedures for handling childhood illness. When a child becomes seriously ill or hurt at school, parents are called.

Illness is defined as having a temperature of 100.0° or above, vomiting or one of the items listed below. Your child should be fever-free WITHOUT fever reducing medicine such as Tylenol and Ibuprofen for at least 24-hours before returning to school. This ensures your child is not contagious and also allows them the time they need to recover from the illness. Please make arrangements with relatives, friends, neighbors, or a sitter to pick up your child when he/she is ill at school. It is always a good idea to have a backup plan for sick childcare for days when children must be kept home from school. We realize that sometimes you are faced with a difficult decision as to whether or not to send your child to school if he/she is not feeling well. To assist you, read over the following guidelines. Please keep them in mind when trying to decide whether or not to keep your child home from school along with consideration of our other children and staff.

Your child is to stay at home if there is:

- Rash: Unusual rash or spots that have NOT been evaluated by a physician and spreading. Child should remain home until cause is determined. A physician note stating that the child may return to school may be required. If due to chicken pox, child is to remain home until all lesions are crusted.
- Impetigo (infections of the skin): Exclude either until lesions are healed or twenty-four (24) hours after medical treatment has started.
- Ringworm: Can attend school once treatment is started and lesions are covered.
- Strep throat: or a sore throat that is accompanied by a fever and enlarged nodules in the neck. Child may return to school twenty-four (24) hours after antibiotic treatment is begun and is fever free.
- Persistent pain: A child complains of severe, persistent pain. This child should be referred to a physician for evaluation.
- Fever: A child's temperature (taken under the arm) is above 100 degrees or 1-2 degrees above the child's normal temperature. If your child is sent home because of a fever, vomiting, or diarrhea, he/she must remain home 24 hours.
- "Cold" and /or persistent cough: If obviously ill – lethargic (very tired), nose running continuously, excessively coughing and child has cold symptoms serious enough to interfere with the child's ability to learn (please carefully evaluate if your child has a history of asthma).
- Conjunctivitis (Pink Eye): If reddening of white of the eye or inner eyelids is observed that may be accompanied by drainage (pus), itching, or pain, child cannot attend school until medical attention has been received and medication has been administered for twenty- four (24) hours. A physician must evaluate the child and state that the student may return to school.
- Head Lice (Pediculus Humanus Captitis): Can return to school after hair has been treated and all the eggs (nits) are removed. School nurse must see student prior to child returning to the classroom.
- Scabies: A contagious skin disease caused by the "itch mite". Child can return to school when adequately treated with the lotion prescribed by the health care provider.
- An injury sustained at home and requires medical treatment.

Should these symptoms develop while at school, the child will be cared for while arrangements are made to have him/her picked up from school. If a symptom persists) or if a communicable disease is confirmed (measles, chicken pox), admittance may require a statement from the child's physician declaring the condition non-contagious.

If a child is exposed to or contracts a communicable disease, it is essential that this information be reported to the teacher. Information of possible exposure will be posted for the class(es) involved and/or sent home to class(es). If a child will be absent from school because of illness, the early childhood office and/or child's classroom teacher should be notified.

Medications

If a child needs to take oral medication, including over-the-counter drugs, the following procedure, which is consistent with the Mehlville School District's policy, must be followed:

1. The medication shall be in the original container with the child's name and labeled with the physician's prescription.
2. Medication may be dispensed by the Early Childhood staff upon written request of the parents. Parents will need to complete a Medical Authorization form. This must include the parent's signature.
3. The parent/guardian will deliver all medication to be administered at school to the Preschool office. Medications are not to be transported in backpacks.

Parent/Guardian Signature Page



I/We, _____ the parents of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the TreeHouse at St. Paul's parent handbook. Furthermore, I/We agree to abide by the policies set forth in the manual. I/We understand that the policies described in the Parent Handbook are not conditions of enrollment, and the language does not create a contract between TreeHouse at St. Paul's and the parents. TreeHouse at St. Paul's reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We also understand that future questions regarding policies in the parent handbook may be directed to the center Director.

Parent/Guardian Signature

Date

SIGN AND RETURN THIS PAGE TO THE TREEHOUSE OFFICE. THANK YOU VERY MUCH!