



## **Super Start**

Preschool and Infant Care  
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Columbia, MO 65201  
573-262-9347

## **Family Handbook**

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## **Welcome to Super Start!**

The purpose of this handbook is to provide information and clarity over the policies and procedures of Super Start. It is our goal to ensure your family's experience is the best in all of Columbia. We are here for you. Thank you for choosing a Christian program for your child. We assure a safe, clean, and loving experience.

To best serve you we manage Super Start through Procare. This allows us to organize family information, track attendance, automate tuition payments, send messages back and forth, sign forms digitally, and so much more! This software allows us to focus on what matters most – your child..

## HOURS OF OPERATIONS

Super Start is a 12-month program, open Monday through Friday from 6:45 am-5:45 pm.

## OUR INSPIRATION

Super Start inspires each child's inner superhero through nurturing, curiosity, child-led learning, and social-emotional understanding.

## WHO WE ARE

Every child is a superhero. Encouraging and expressing our superpowers is how we define ourselves as unique individuals.

At Super Start, we will provide a program that:

1. Demonstrates a love for Jesus and Christian values
2. Includes children as active participants in their learning experiences
3. Promotes cognitive, social, emotional, and physical development
4. Maximizes independence and enhances the potential of young children
5. All staff are provided ongoing professional development

## WHAT WE DO

In order to accomplish these goals, we will provide a program that enthusiastically promotes:

1. Reggio Emilia inspired curriculum
2. A healthy and safe environment for children
3. Regular communication with parents and caregivers
4. Teacher-child ratios which ensure quality care and individualized attention
5. Planned learning activities specialized to each child's developmental age

## GOVERNED BY THE STATE OF MISSOURI LICENSING

Super Start is licensed through the State of Missouri. A copy of the current licensing regulations is available for examination at the front desk.

## COMMUNICATION IS THE KEY!

What Our Team will do:

Our team will provide daily communication through Procure. You're going to love it! We will share daily activities, videos, photos and milestones – keeping families up-to-date on their child and reducing the updates that take place during pick-up. The Procure child care mobile app is easy to use and simple to install. It provides all this information to the family in real-time. Communication goes both ways!

Parents:

Parents have the opportunity to message the teacher throughout the day with questions or if you're just wanting to check-in. To best serve your child please communicate relevant events that are happening at home which may affect your child (e.g., a parent out of town, loss of a favorite pet, changes in sleeping patterns). Additionally, if you contact information changes, parents should update their profile online or notify the office of such changes.

You are welcome to schedule a meeting with your child's teacher through the Procure app at any time throughout the year.

## HOLIDAYS

Closed on the following holidays:

New Year's Day	Martin Luther King Jr. Day	Presidents' Day	Good Friday
Memorial Day	Juneteenth	4th of July	Labor Day
Columbus Day	Veterans' Day	Thanksgiving (Wed-Fri)	Christmas (Week of)

In addition, the preschool will be **closed** for professional development on the **first Friday of each month**.

## ADMISSIONS AND TRANSITIONS

Children are enrolled at Super Start in classrooms according to age and developmental level. Current classrooms and ages are as follows (ages are approximations):

- Guardian - Infant
- Mighty - Infant
- Brave - 1yr-2yr
- Champion - 1yr-2yr
- Defender - 2yr-3yr
- Courageous - 3yr-5yr
- Protector - 3yr-5yr
- Savior - 3yr-5yr

Placement decisions are made based on available space and the school's assessment of the most appropriate placement. After consultation with parents, a transition plan from one classroom to another is put into place and will take place gradually.

## ENROLLMENT PROCEDURE

The enrollment process is designed to help children (and parents!) make a smooth transition to our program. The following steps will happen.

1. Take a tour.
2. Complete the Application (no application fee)
3. Once accepted for enrollment, submit the Enrollment Packet, and pay the deposit equal to one week's tuition which will be credited towards your first month's tuition.
4. Attend a mandatory orientation

All immunizations must be updated as recommended by the child's physician. After each immunization, proof of that immunization will need to be provided so that we can update your child's file. If for some reason your child is under-immunized and there is a vaccine-preventable disease that occurs, your child will need to be picked up immediately and wait until further notice.

If your child's personal or medical information changes at any time, please contact us immediately.

## WAITING LIST

Children are enrolled based on first come first served basis according to the payment of deposit. To help plan for enrollment, parents will be given **two weeks notice** when a space becomes available via email notification.

## NOTICE OF WITHDRAWAL

Parents must notify the preschool in writing 10 business days before the child's last day. Fees will be charged for 10 business days upon notice of withdrawal or through the child's last day whichever is greater. This includes children who are graduating from preschool.

## WE HAVE QUALIFIED TEACHERS!

Our teachers are precisely chosen to fit the mission of our program, their education, and experience. Each teacher is fully credentialed, comes to school with passion, and serves each child with love.

- **INTERNS:** We believe in real world experience for collegiate students. Practicum students from area colleges and universities will often be in our classrooms observing students and teachers. Be assured our team will prioritize the needs of our children even when the college students are in

the classroom. All interns will have a background check and will be supervised by staff at all times.

- **SUBSTITUTES:** In the absence of our regular staff, substitute classroom teachers, cooks, or other program personnel may be used. All substitute staff meet Super Start's requirements.

## TUITION PAYMENTS

Payments are due monthly. The payment process is simplified via Procure App with ACH, check, or credit card. Your family's profile will include real-time financial reporting with online and mobile payments integrated with family records. Choose to set payments up on auto draft or pay the invoice via a click of a button in your email.

Checks returned by the bank shall incur a \$25.00 returned check charge. Future payments may be requested in cash or certified funds.

**Sibling Scholarship:** Super Start is pleased to offer a ten percent (10%) scholarship for each sibling attending the program concurrently, with full tuition charged for the youngest family member enrolled. This scholarship does not apply to staff.

Families who do not pay tuition by 6:00 p.m. on the first day of the month will incur a late fee of \$5.00 per day.

If tuition is not paid by the due date, the child(s) contract with Super Start will be terminated.

## ARRIVAL/DEPARTURE OF CHILDREN

You will have an account created through our security software and assigned a 4-digit code to access the building's entrance.

You will then check your child in via kiosk in the lobby, your Procure App, or the QR code posted in the lobby.

**ARRIVAL:** Children must arrive between 6:45am and 9:00am. At 9:00 am no children will be allowed to enter. This day will still be billed as if the child was in class. Instruction for the day begins at 9 am in every classroom and it's critical that no interruptions occur after 9 am. For infants, consistency in their routine is also very important to creating successful patterns and rhythms.

**DEPARTURE:** will be permitted between the times of 3:00pm-5:45pm unless otherwise discussed. Please send your child(ren) clean, well rested, and dressed for the day.

It is normal for some children to have difficulty separating from their parents in the morning or not wanting to leave when it is time to go home. Please be very brief during these transition times. The longer you prolong the departure, the more difficult it can get and we need to focus our attention on all the

children. Children are almost always quick to get involved in play or activities as soon as parents are gone.

This is also a time of testing when two different authority figures are present (the parent and the provider). Sometimes children will test to see if the rules still apply. During arrivals and departures, we ask that parents/guardians please back up our rules.

You are responsible for your child during drop off/pickup times. For their safety, children are not permitted to go out to their car or run out the door unattended at pick up time.

No child will be released to any adult not listed as authorized to pick up the child on the application form unless a written note, signed by the parent, is received by the preschool prior to the child's departure. Anyone newly authorized by the parent to pick up the child will be subject to a photo ID check. **Please be sure to let teachers and administrative staff know ahead of time if someone different will be picking up your child.**

#### **Conditions of release of child:**

- While Super Start cannot deny a legal guardian from picking up their child, if our team suspects that person to be under the influence at the time of pick up, we will call the Columbia Police Department with a license plate number and the guardian's information.
- When custody agreements change parents must provide a certified copy of the court order awarding custody. The preschool cannot refuse the release of a child to a parent who is awarded custody in the court order. **Parents experiencing custody difficulties are strongly urged to keep the preschool staff fully advised.**

## **LATE FEE/PICK-UP**

The preschool will maintain strict adherence to the 5:45 p.m. closure time. **A late charge of \$5 per minute past 5:45 p.m. will automatically be charged to your account.** If the family has not called and the preschool has called all contacts on the emergency card, the policy is to contact the Columbia Police Department 30 minutes after the closing time of the preschool.

If your late fee is not paid with your tuition payment on the first of the month, your enrollment will be terminated from Super Start.

## **CURRICULUM / CULTURE**

Parents are the child's first teacher and we are honored to have the opportunity to care for them.

### **CURRICULUM**



We teach a Reggio Emilia inspired curriculum. We honor each child's unique learning style and healthy self expression.

## **CULTURE**

It's our promise to provide:

- Daily prayer and devotional where we can share our love of God with each other.
- A predictable routine by keeping (infant) feedings, naps, lunch, and other activities at the same time each day.
- Teachers share their faith with each child by praying, holding, rocking, and hugging each child throughout the day.
- A soothing sensory environment we strive to minimize distractions on the walls. While there will be instructional materials on the walls, it's our intention to feature the childrens' work.
- Encouraging imagination by promoting curiosity and innovation, and letting the children share about themselves and their families
- A clean and safe environment to learn, play, and interact.

## **WHAT TO SEND WITH YOUR CHILD**

Please consider sending your child in layered clothing. Extra clothes are to ensure children will always be able to be clean and dry. Sunscreen and insect repellent must be labeled and must have parental permission to apply. Please make sure to sign a permission slip on a yearly basis.

### **Infants:**

- Sleep Sack
- Disposable diapers
- diapering products (that you and your child prefer including wipes, powder, ointment, etc.)
- Bottles
- Formula/breast milk (ready-to-use containers or pre-made bottles, frozen milk must be labeled with the child's name and date expressed)
- Infant food
- Two changes of clothing

### **Toddlers:**

- Disposable diapers
- Diapering products (that you and your child prefer including wipes, powder, ointment, etc.)
- Bottle (if needed)
- Sunscreen
- Water bottle
- Two changes of clothing
- Optional blanket and pillow if the child is 1yrs old

### **Two-Year-Old's:**

- Diapers (if needed)
- Sunscreen
- Water bottle

- Two changes of clothing
- Blanket and pillow

**Three-Four-Five Year-Olds:**

- Two changes of clothing
- water bottle
- Sunscreen
- Blanket and pillow

Children do use paint and other "messy" materials that may stain clothing.

During the fall and winter months, please make sure your child has a coat, hat, mittens or gloves and boots since we try to get outside on all but the coldest days.

Personal items along with their blankets will be sent home weekly for you to wash or they can be taken home nightly.

## MARKING CLOTHES AND OTHER BELONGINGS

Parents and other responsible parties should assure that all clothes and other personal belongings sent to the preschool are discreetly and plainly marked with the name of the child. Clothes not properly labeled can cause a considerable amount of difficulty, and we cannot be responsible for assuring that the person's clothing will be returned if it is not clearly and properly marked. Many families choose to bring a personal backpack which is returned home on a daily basis making it easy for families to keep track.

## DIAPERS AND TOILETING

Children will be expected to be out of diapers and using the toilet when they turn 3 years old. If the child is still being diapered, parents will continue to pay the 2-year-old rate.

There will be no toilet training in our infant classrooms (Mighty and Guardian).

## BIRTHDAYS

Children usually enjoy celebrating birthdays at preschool. Parents are encouraged to discuss their contribution for the celebration with the child's teacher. Non-food items are always welcomed. Food items brought from home are not allowed. Licensing regulations do not permit home made foods to be served.

## NAP/REST TIME

## **Infants**

In an effort to protect infants from SIDS, the Office of Early Childhood requires that all infants under the age of 12 months must be placed on their backs to sleep, unless a written exception from a child's physician is on file at the facility. Infants will begin resting as they deem necessary, around 4 months we begin the process of getting them acclimated to a scheduled nap at 9:00am and 1:00pm. Please note that we will not deny your child a nap if they are tired and falling asleep outside of these scheduled times.

**Toddler and Preschool** classes will be offered a nap/rest time after their lunch from 12:00-2:30. Children will be reminded to stay on their cot and to be quiet in respect of the children who are sleeping.

## **OUTDOOR & INDOOR PLAY**

Playing outside is an important part of children's days, providing much-needed exercise, a chance to develop and practice gross motor skills, and an outlet for all of that wonderful "kid energy." We do not go outside when it is raining or when the temperature with wind chill is factored in drops below 20 degrees or temperature rises above 100 degrees with heat index factored in. Please keep in mind that staffing considerations prevent us from keeping some children inside while the rest go out. In general, a child who is too ill to go outside is too ill to be at preschool.

We ensure that children are not seated for periods of more than 30 minutes without incorporated movement. Along with the outdoor playground, we are blessed with an indoor multipurpose room where children will play when it is too cold or too hot to go outside.

## **DISCIPLINE**

Most problems are avoided by keeping the children engaged in activities that are appropriately challenging and interesting, as well as by maintaining a predictable structure upon which the children can rely. Each classroom has clearly established and consistently reinforced rules regarding appropriate behavior. These rules are intended to ensure safety of others within the classroom and the preschool, as well as to promote appropriate social development and relationships both with peers and with adults. Such rules may include taking turns, using words to express needs and wants, walking in the classroom and using materials safely and respecting the space and property of others.

**The goal of discipline** is to have the children be responsible for their own behavior with positive behavior support strategies in place. At no time is physical punishment or punishment related to food, naps, physical activity or use of bathrooms allowed.

- **SAFE SPOT:** The safe spot can be used only when a child is hurting him/herself or others. This spot is used only to help the child regain control of him/herself when other methods have failed. During thinking time, the child is seated in a designated area within the classroom and within sight and hearing of the staff and of the on-going classroom activities. Unless chosen by the child, the safe spot is limited to one minute per year of age in duration. If a child consistently seems to require thinking time to control his or her behavior, a team meeting with the parents will be called to identify more appropriate and effective interventions.

If a child's behavior is such that she/he consistently displays hostile or aggressive behavior, which is dangerous to self or others, and cannot be effectively managed in the classroom, Preschool staff will begin to assess the function of the behavior and develop a plan of action with the family. Although, for the safety of all involved, the preschool reserves the right to dismiss a child at any time for such behaviors.

In an effort to ensure the safety and well being of all preschool children and staff, the following guidance process has been developed to address unacceptable behavior. The process involves parents and encourages a genuine collaborative effort to help the child learn more appropriate and safer means of expressing him/herself. Keep in mind these goals are to limit or eliminate the use of suspension or expulsion.

## MEALS & NUTRITION

Mealtime is a very important part of Super Start's routine. This includes assisting a child in learning to feed him/herself. Mealtimes are used as educational opportunities and social occasions. "Family style meals" are encouraged. Morning snacks, lunch, and afternoon snacks are served daily. Please notify us of any food allergies or special diet restrictions, both permanent and temporary.

### Breastfeeding Infants

We support families who are breastfeeding. In fact, we welcome moms to come in and breastfeed in a private comfortable area... just let us know when you will be coming. If you are unable to breastfeed, we will warm the breast milk by using water bottle warmers.

Keep in mind:

- breast milk must be brought in ready-to-use containers or pre-made bottles.
- Frozen milk must be labeled with the child's name and date expressed. It also needs to be brought in a labeled zip lock bag or plastic bag.
- Breast milk may not be stored for longer than 48 hours in the refrigerator (or 24 hours if previously frozen). All frozen breast milk must be stored in a freezer kept at 0 degrees Fahrenheit for no longer than 3 months. If offered, all unused food and formula will be discarded at the end of the day, unless the parent wishes to take it home. The preschool does not allow any additions of solid foods to bottles due to the increased risk of choking, food allergies..

## ABSENCES

The preschool must be notified of all absences for the security of all children as well as for programming purposes. A note from the child's doctor may be required whenever the child is absent for three or more days. A doctor's order is required for a child to return following a communicable disease. Refunds will not be made for absences or emergency closing of the preschool.

## ILLNESS

The goal of the illness policy is to enable all the children enrolled in Early Childhood programs to participate as healthy individuals. This ensures the health and safety of all children and adults at the Preschool. To that end, any child exhibiting the following symptoms during the 24 hour period prior to scheduled attendance at the preschool should be kept at home until all symptoms have been gone for 24 hours. If a child becomes ill or has a condition that warrants attention from a nurse/doctor, the parent, legal guardian or other persons authorized by the parent shall be notified immediately when the condition requires exclusion from the facility. It is the sole responsibility of the parent to pick up the child within one hour of being notified. Should a situation arise whereby a parent cannot pick up their child within one hour, they must notify the Director, inform her of the delay, and make other arrangements. This policy will be strictly enforced. Failure to comply with this policy may result in possible discharge.

Exclusion is necessary when; a) the illness prevents the child from participating comfortably in program activities; b) the illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children; or c) the child has any of the following conditions:

- Fever of 100° F or higher; (under the arm temp of 99° F)
- Diarrhea (loose, watery, foul smelling bowel movements);

The child will be observed after one (1) abnormally loose stool. He/she will need to be excluded after two (2) diarrhea stools for a minimum of 24 hours and until diarrhea free.

- Vomiting;

The child will be excluded after two or more episodes of vomiting. He/she may return after the 24 hour vomiting period is resolved, or in some cases until a health care provider determines the illness to be noncommunicable and the child is not in danger of dehydration.

- Conjunctivitis (Pink Eye)

The child will be excluded from the facility until 24 hours after treatment has started. He/she may not return until a health care provider has seen him, and treatment has been initiated for 24 hours. The child will need to return with a doctor's clearance including diagnosis and treatment prescribed.

## MEDICATION

Parents are responsible for giving their children medications. In cases where this is not possible, the parents must contact the director for a case-by-case decision regarding giving medicine at school. A prescription medication must be given to the office staff in the original prescription bottle with the pharmacist's label. The parent must sign a form authorizing the Preschool to give the medicine.

**No Medications will be administered Until A Copy of The Medical Prescription, signed by the physician, has been received by the preschool.** Verbal instructions, written by parents or other caregivers will not be accepted. Copies of prescriptions must be on file from either the prescribing physician or the pharmacy. A copy of the dosing and side effect information included at time of prescription pick up is also required. This also applies to temporary and over the counter medications. Non-prescription medication will be given only with written authorization of the parents (and/or) a

physician. As with all medication, non-prescription medication must be labeled with the child's name, brought in its original container, and handed directly to a staff member. The parent must complete and sign the **Medication Authorization Form** authorizing the preschool to give the medicine. Forms are available from the assistant director. Forms shall expire or be renewed after 10 working days, except in the case of long-term medication, in which case the parent must complete and sign an exception form. Both long-and short-term Medication Authorization Forms shall be kept on file in the child's main chart, with the child's teacher retaining a copy.

All medications shall be stored in a locked cabinet or in a safe manner in the refrigerator inaccessible to children. For those medications that need to be readily available, medications will be stored in or on top of a cabinet which is in a safe manner inaccessible to children but allowing staff quick access.

## INCIDENTS, ACCIDENTS, AND MEDICAL EMERGENCIES

If a child should become seriously ill or sustain a serious injury requiring immediate treatment, supervising staff may make the decision to call 911. Every effort will be made to establish contact with parents prior to making this decision. If contact cannot be made with a child's parent(s), staff will follow written emergency instructions contained on the child's emergency card.

For any injury more serious than a small bump or cut, and for an injury to the head, parents will be notified via Procure App. For less serious injuries (e.g., a scrape on the knee; a tumble on the playground, a no-skin broken bite), the staff will provide any necessary first aid a report through Procure or a written report for the child's file.

## BITING POLICY

Biting is very common among groups of young children for all types of reasons. But whatever the reason for biting, most parents find it shocking and disturbing, and they want it to stop – quickly! Understanding why the young child bites is the first step in preventing biting as well as teaching the child alternatives to biting. In order to protect all children the following will be followed:

### First Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize and offer a kind gesture
4. Make parents aware with written incident report

### Second Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize and offer a kind gesture
4. Remove from classroom to Director's office
5. Written incident report. Call to talk to parents warning of second offense

Third Offense:

1. Assist in first aid of victim
2. Automatic safe spot
3. Encourage child to apologize and offer a kind gesture
4. Remove from classroom to Director's office
5. Written incident report, Parents called to take the child home for the day.

\*\*\*The child may be sent home before the Third Offense if the bite is severe.

In consultation with the parents, if a child is having difficulty changing their behavior, we may ask for the child to re-enroll once they have outgrown this behavior.

## REPORTING CHILD ABUSE/NEGLECT

Staff is required by law to report suspicions of child abuse or neglect to the Division of Family Services. Abuse includes verbal, physical, sexual and psychological aspects. Neglect occurs in areas such as lack of basic sustenance (food, clothing, shelter, changing diapers, etc.) failure to provide needed services and failure to provide or maintain necessary equipment or other material supports. Suspicion will be determined in a staff team meeting involving the Director.

If a family suspects abuse or neglect on the part of a Super Start employee, they should report such to the Preschool Director. An immediate investigation will take place. The family may also contact the Child Abuse Hotline at 1-800-392-3738.

## CLOSURES DUE TO WEATHER

In the case of inclement weather, Super Start will seek guidance from Columbia Public School's decisions. Your family's and our team's safety are our priority. You will be notified via Procure with as much notice as possible.

If Columbia public schools close early due to inclement weather, we will seek guidance from them, etc.

You will be responsible for tuition on these days. The funds will support our teachers so they do not go unpaid on snow days.

## EMERGENCIES

Super Start will contact you through the Procure app with details and a plan.

On rare occasions during which the preschool may need to close due to emergency circumstances beyond our control, such as extended loss of electrical power. If the preschool is unable to open due to such an emergency, you will receive a message through Procure before opening. If it becomes necessary to close the preschool early due to such an emergency, you will be asked to pick up your child early or to make arrangements for the person listed on the emergency form to pick up your child. The decision to evacuate

may be made by the director of the preschool or by a local official. If we are unable to return to Super Start, we will evacuate to:

St. Raymond's Society  
3501 Lansing Ave  
Columbia, MO 65201

Parents will be contacted to pick their child up at this location as quickly as possible.

- SEVERE WEATHER
  - In the event a severe weather issue arises during the day, the safety of your children and our teachers is our top priority. When severe weather sirens sound, the staff will immediately begin moving all the children to the farthest interior room in the building. This requires every staff member to be focused on helping the children. It also includes settling the children, taking roll, and making a sweep of the entire center. The director will be monitoring the storm via TV/radio/internet. Please DO NOT call during the time the sirens are sounding, it is distracting and may keep us from performing our duties adequately. This will allow the staff to have adequate time to calm the children who are upset by the storms and sirens, and we will be able to communicate better and reassure you of your child's safety.
- FIRE AND TORNADO SAFETY
  - Fire drills are held once a month and tornado drills are held quarterly. Drills are unannounced and are planned at varying times of the month, week and day. The purpose of these drills is to familiarize teachers and children with the planned exit routes. Fire evacuation plans are posted in each classroom along with fire procedures. During fire drills, we will meet at St. Raymond's Society's parking lot. Each class will be in a different parking spot.  
Also, on these evacuation plans are instructions on what to do during a tornado. During tornado drills, we will meet in the classroom's designated shelter. The shelters for each classroom are posted on their wall.

## DAILY SCHEDULE

Specific schedules vary from room to room based on the age and needs of the children enrolled. Our goal is to provide the routine young children need while retaining the flexibility to change as children's needs change. Schedules will include prayer time and a balance of indoor and outdoor structured and unstructured play.

As part of our curriculum, most of our children's day will be unstructured play time for each child to lead their own play and teach teachers about their interests. Structured play will be guided by the teacher and will revolve around what the children have shown interest in. For those children between 6 weeks-2 years old, at least 90 minutes of structured/ unstructured physical activity will be offered. For those children over the age of two, 90 minutes of physical activity will be offered with at least 30 of those minutes as



teacher-led physical activities. These activities could include activities such as teacher led games, dancing with scarfs, yoga, etc.

Please ask your child's teacher for their classroom schedule.

## TRANSITION PLAN TO KINDERGARTEN

Transitions can be hard for all members of a family, including our family here at Super Start. We strive for kindergarten readiness and making the transition to your next school family simple. As part of this transition we love to hear where you plan to send your child to Kindergarten to connect you with other families whose children are going to the same school.

To celebrate your child's success at Super Start we congratulate each child in our graduation ceremony.

## MEDIA/PHOTO POLICY

A media release form will be included with your paperwork prior to your child's first day. Photos will only be taken on school devices so that your child's photos do not leave Super Start. With your permission, we take pride in showing our community what day-to-day fun, activities, and learning looks like here at Super Start on our social media.

## PRIVACY

At the preschool, children's health and safety files are confidential but are immediately available upon request to: Administrators and teaching staff who have consent from a parent or legal guardian to access the records, children's parents and legal guardians, and regulatory authorities.

**The purpose of Super Start is to inspire each child's inner superhero through nurturing, curiosity, child-lead learning, and social-emotional understanding. The cooperation of parents, teachers, and children is essential. These regulations are meant for the good of the children and to help achieve the objectives of Super Start Preschool and Infant Care.**

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**Parent Signature & Date**

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**Parent Signature & Date**