

Gulf Coast Women's Center for Nonviolence

Therapeutic Preschool

P.O Box 333

Biloxi, Ms. 39533

(228) 439-3809

Parent Handbook



Confidentiality Statement

We ask that you do not disclose the location of our program to anyone other than those persons listed on your child's pick-up list. Abusers may not be permitted to pick-up or drop off the child and should not be brought onto the property for any reason. Safety for you, your child and other clients is compromised when outside individuals know our location.

Program & Services

The Gulf Coast Women's Center for Nonviolence Therapeutic Preschool Program is for children ages 3-5 years old that are victims of domestic violence, sexual assault and/or parental substance abuse, or have experienced trauma related to those issues. The program is open to the community and we welcome referrals. Community referrals must also meet the criteria for enrollment.

Our program focuses on building self-esteem as a base for the prevention of future substance abuse and violence. The program includes a pre-k educational curriculum with art and music activities, play therapy, counseling, and occasional community field trips. Along with educational curriculum we also incorporate a therapeutic curriculum that focuses on social skills and competency, positive relationships, problem solving strategies, positive classroom interaction and management, peer rejection prevention, emotion recognition, and aggression reduction techniques.

Hours of Operation

The Gulf Coast Women's Center Therapeutic Preschool is open year round. We operate from 8:00 a.m. till 4 p.m. Monday thru Friday. We are closed for federal and seasonal holidays, as well as occasional staff development days. Other circumstances occasionally arise and may also result in a closure. We try to inform you well in advance of any closings.

Admission, Registration & Tuition

There is **no** registration fee or weekly tuition fees for the Gulf Coast Women's Center Therapeutic Preschool Program. Services are provided without charge. Referrals from the community are welcome and will be accepted on a first come, first serve basis. Community referrals must still meet the criteria for enrollment, and eligibility is also based on the needs of the high-risk child.

All children attending preschool must be fully potty trained.

Insurance Coverage

The Gulf Coast Women's Center for Nonviolence does have liability insurance policy.

Procedures & Circumstances for removal of a Child from the Program

If at any time a child becomes a danger to him/herself, other children and/or staff, we will recommend or refer to an appropriate treatment program and the child will be allowed back to preschool only after successful completion of the treatment.

Termination of Preschool Services

There is no notice required for removing your child from this program. We do encourage parents to inform us if a child will be leaving and not returning or in the event of a prolonged absence.

Maximum Hours of Care per Week

The maximum hours of childcare per day are 8 hours, and the maximum number of hours per a week is 40.

Arrival and Departure Procedures

A parent or other authorized individual shall sign the child in preschool. Parking for the preschool is located on the east side of the building by the preschool entrance door. Children are not allowed to enter or exit the preschool entrance door without an adult accompanying them.

Parents must sign their child in daily. Only those individuals listed on the child's paperwork will be allowed to pick-up the child. Photo identification will be required. You may add or remove anyone from the child's paperwork/pick-up list, but the changes cannot be done over the phone, they must be made in person by the parent.

Children must be picked up by 4 p.m. In the event that no-one has picked up the child by this time, staff will begin calling the emergency contacts on the child's paperwork. If we cannot contact anyone, the proper authorities will be called to come and pick the child up.

If for any reason you are or will be late picking up your child you need to call and notify preschool staff immediately. Continuous tardiness and/or late calls may result in expulsion from the program.

At no time will we release a child to the parent, guardian, or other approved individual who we suspect may be under the influence of drugs and/or alcohol.

Program & Daily Activity Information

Children are assigned an individual cubby that is labeled with their name. They will keep their belongings in this space. Mats and blankets are provided by the preschool and will be cleaned and washed on a regular basis. Children will also receive a folder of their own to place any papers, art work, etc. in. The folder is also kept in the child's cubby.

We ask that one complete outfit be left at the school at all times in case of spills or accidents. This outfit needs to be weather appropriate and changed out according to the seasons. If this extra clothing is used, please replace it the next day.

Toys are not allowed at preschool unless the teacher has given prior approval, such as show-n-tell days. The Center will not be responsible for any toys brought into the preschool that are broken or lost.

Children will not be photographed at the Gulf Coast Women's Center for Nonviolence Therapeutic Preschool without prior parental consent.

During the summer months, children participate in field trips and water activities. Children must have a signed permission slip to attend an off campus field trip and "water day" notice will be posted before the day of the activity. Sunscreen is provided by the center; however children will be responsible for water day clothing and towels. All activities will be supervised by center staff and parent volunteers.

Center staff is not responsible for children's extracurricular or after school activities that are not sponsored by the Gulf Coast Women's Center for Nonviolence.

Discipline Policy

We deal with discipline problems in a unique way according to the child's needs. We do not physically, emotionally, or mentally discipline a child in such a way that the child is made to feel worthless. A child will never be disciplined using corporal punishment. We use a "time-out" or "thinking" period where the child is given a chair to sit in and think of the choices that he/she

made and think of ways to make better choices. Children will never be isolated from the teacher or peers, unless a child is a danger to himself or others.

Transportation

The Center does not provide transportation to and from preschool. It is the parent's responsibility.

In the event of a field trip, transportation will be provided and a licensed, insured, approved staff member will transport the children to and from the field trip destination. Car seats are required for children age four and under. No child under the age of twelve will be permitted to ride up front in the passenger seat with an active airbag. All children will be required to wear seatbelts or placed in the proper car seat restraint system while in the vehicle. The number of children in the vehicle will not exceed the number of available seats.

Health & Emergency Procedures

Your child's health will be assessed on a daily basis. If your child has a fever of 100 degrees or higher you will be called to come and pick them up. The child must be fever free for twenty four (24) hours before returning to preschool. No child will be permitted to attend preschool with a contagious illness. A doctor's statement is required stating that the child is no longer contagious and that he/she may return to school.

The following conditions require exclusion from preschool:

Fever- defined as 100 degrees or higher taken under the arm, 101 degrees taken orally, or 102 degrees taken rectally

Diarrhea- frequent (3 or more episodes in a 24 hour period) runny, watery, or bloody stools

Vomiting- two or more times in a 34 hour period

Rash- body rash with fever

Sore throat- sore throat with fever and swollen glands

Severe coughing- child gets red or blue in the face or makes high-pitched whooping sounds after coughing

Eye discharge (pink-eye or conjunctivitis) - mucus or pus draining from the eye

Jaundice- yellow eyes and skin

Head Lice- a child may return to preschool after the first treatment has been given

The preschool staff shall not administer prescribed medication during school hours. If needed, the parents may schedule a time with our staff to come to the preschool and administer the medication to their child. Under no circumstance shall the preschool store or hold medication for the parents. The parent must bring in the medication and take it back with them when they leave.

By law, the Gulf Coast Women's Center for Nonviolence will report any suspected child abuse or neglect to the Mississippi Department of Human Services.

Provision for emergency medical care, treatment of illness and accidents include:

Preschool staff will give proper treatment until professional medical personnel arrive.

Preschool staff will call 911 or transport to Biloxi Hospital if necessary.

Preschool staff will call emergency number listed in the child's file to notify parent of the accident/injury.

Emergency Procedure

In case of an emergency and an evacuation from the center is required, the following procedures will apply:

Parent or emergency contact will be notified and children will be relocated to:

Beauvoir United Methodist Church,

2113 Pass Road, Biloxi, Ms.

(228) 388-1478

State Regulations

A summary of the licensing regulations is provided by the licensing agency; see attached.

Each child's record shall contain a statement signed by the child's parent, indicating that they have received a summary of licensing standards and other materials designated by the licensing agency for such distribution.

The licensing official responsible for the inspections of this facility:

Mississippi State Department of Health

Child Care Licensure Department

(228) 867-6236

Child Care Facility Complaint hotline; 1-866-489-8734

Smoking, Tobacco & Other Prohibited Substances

We are a smoke free facility. Smoking or use of tobacco products in any form, alcohol, and/or illegal drugs are prohibited within the physical confines of a child care facility.

Parental Access

As a parent, you will have welcomed access to the preschool program at all times. Welcomed access is defined as a parent having access to areas of the facility available to his/her child and non-disruptive to normal daily activities and classes.

Changes in Facility Operations

The Director of the child care facility shall immediately notify the licensing agency of any major changes affecting areas of the child care facility's operations. Such major changes include but are not limited to: owner/ operator, director, location, number of children served, or hours of operation.

Notice of Legal Action

The licensing agency shall be notified within seven (7) days, in writing, if notice is received of legal action against the child care facility.

Information Posted

The following shall be accessible to employees and parents:

1. License
2. Daily Activity Schedule

3. Menus
4. Food Service Permit/ Inspection Form
5. Evacuation Route
6. Notice provided by MSDH that informs the public of where and how they may report a complaint against the facility

The following must also be posted in the kitchen:

1. Menus
2. Evacuation Route
3. Food Service Permit/ Inspection Form

Evacuation Routes are posted in all rooms utilized by children.

Weapons Prohibited

There shall be no firearms or other dangerous weapons allowed in or on the property of the Gulf Coast Women's Center for Nonviolence. The preschool program does not allow or encourage play weapons on the property.

Fire Drills

We will conduct one fire drill each month. We want the children to know the escape routes to insure their safety. Routes are posted throughout the preschool and are also explained to children. All fire exits are accessible and fire extinguishers, smoke detectors, and emergency lights are present and maintained in working condition.

Hurricane/Tornado Procedure

In cases of severe weather conditions, the preschool will close for the safety of children and staff. If at any time Biloxi School Systems are closed for this reason, then our preschool will also close. You will be contacted for the re-opening of the preschool. With no prior warning of tornadoes, the children will be located in the designated area of the building, sitting with knees bent and head down. We will remain there until notified that the danger has passed.

Meals and Snacks

Breakfast, lunch and snack are provided to all preschool children at the following times:

Breakfast- 8:15a.m. Lunch- 11:00a.m. Snack- 1:15p.m.

Outside food is not permitted in the preschool unless prior approval from the Director has been given (such as birthdays and holidays).

Clothing

Seasonably appropriate clothing should be worn. Please make sure your child has an extra change of clothes at all times. Boots, flip-flops, or other open toed shoes are not recommended. Tennis shoes are the most appropriate option.

Please read and sign this page, and return it to the director of preschool. Page will be placed in child's file.

I have received and read the Preschool Parent Handbook and the Mississippi State Department of Health Childcare Regulations Summary for Parents, and understand its contents.

Date

Parent Name (printed)

Parent Signature

Director Signature
