







## **Fundraising**

Tuition fees alone do not cover all of our yearly financial needs. The Stepping Stone Academy may depend on fundraising to meet our total expenses. A variety of fund-raisers will be offered during the school year. Families are encouraged to participate in fundraising activities that are of interest to them,

## **Medications**

The Academy will administer prescription and non-prescription medications by The State of Alabama Minimum Standards.

Medications must be on the AUTHORIZATION FOR ADMINISTERING MEDICATION/MEDICAL PROCEDURES FORM only and be approved by the Director. Medications/Epi-pens must be sent in the ORIGINAL container with the pharmacy directions label on the bottle.

## **Illnesses**

Exclusion guidelines for child care centers include:

A temperature of 100.4 or higher taken orally or 99.4 taken under the arm, diarrhea; severe coughing; labored or rapid breathing; vomiting; unusual spots or rashes; symptoms of a communicable disease-lice, pink eye, chicken pox, hand foot and mouth etc. The ill child will be cared for in the office and allowed to rest and wait for an authorized person to pick him/her up within the hour. Simple health screenings will be done by the classroom teacher/assistant each day.

Conditions will be noted on the health sheet and will include: a (GREEN) runny nose, cough, tiredness, cries easily, bumps, bruises, cuts, itching, rashes, complaints of headaches, stomach aches, vomiting, diarrhea, fever. Any child found to be ill or unable to participate the day's activities will have his/her parent notified to pick the child up within an hour.

COVID-19/FLU All covid and flu cases are expected to quarantine for at least 10 days OR have a negative test the day before the child returns. NO EXCEPTIONS OR DOCTORS EXCUSES ALLOWED.

## **Communicable Disease Information**

Parents should inform the Preschool if their child contracts a communicable disease (covid-19, flu, chicken pox, head lice, Fifth's disease, HRM, pink eye, etc.) so that all parents can be informed, and any precautionary measures can be taken to lessen the spread of the disease. Better protection for all (children and adults) results when ill children are kept home until they have completely recovered. It is not unusual for children attending Preschool for the first time to develop illnesses 5-6 times during the year. Children exposed to an ill child may attend Preschool as long as they do not have any symptoms of the illness. When in doubt, contact your doctor.

**FEVER** – A child should not attend if they have a fever of 100.4 or higher taken orally or 99.4 taken under the arm. Fever over 104 is a sign of serious illness. Children with moderate fevers should be kept at home until they have been fever-free for 24 hours.

**RUNNY NOSE** – Mucus that is thick and yellow or green is part of the natural process of the cold. A prolonged runny nose with thick mucus could be associated with an infection/allergy and should be evaluated by a doctor. In this case, the Director will speak with the parent and together evaluate the situation.

**ANTIBIOTIC** – A child taking an antibiotic may return to school after he/she has been on the medication for 24 hours.

**COUGHING** – If the child has any cough (barking dog) or a cough that is frequent and causes gagging or breathing difficulties should be kept at home and evaluated by a doctor. In less severe cases the parent may be asked to fill out a medication form for cough medicine to be given during school hours.

**VOMITING** Any vomiting will require a child to be picked up. The child should be free of vomiting for a full 24 hours before returning.

DIARRHEA – A child with 2 loose stools needs to be picked up and remain home until diarrhea has ended for 24 hours. After returning; if the child has only 1 loose stool the parent will be expected to pick-up.

### **Allergies**

If your child is allergic to ANYTHING such as foods, insects etc. please let the Director know BEFORE ENROLLMENT! We do not accept children with allergies that can be life threatening.

We do not limit our families from bringing any food items such a peanuts or items that may cause an allergic reaction to other children.

### **Special Concerns/Special Needs**

Special concerns/needs (allergies/sensitivities to ANY substance, asthma, other health concerns, separation anxiety, emotional, behavioral, or developmental concerns, etc.) should be brought to the Director's attention before the enrollment process begins. We understand that children with special needs must have experienced Teachers. We are not qualified. This includes ADHD that cannot be controlled within our discipline guidelines.

### **Transportation**

Parents are responsible for bringing and picking up their child/children at this time. The teachers or Director must be informed of all carpool arrangements and any other changes in transportation in writing. The person picking up must present a valid ID. If last minute changes in transportation occur, please call the office and speak to the Director. Please be sure that your child's pick-up list remains current. Teachers/Assistants are NOT permitted to transport children.

### **Parking Lot**

Please use the alley in the back of the building. You may park in the rear lot. **Please do not park in the alley-way at any time!** Please use extreme care in the parking lot. Drivers should enter and exit at a "snail's pace", even when you are running late. Children should NEVER be left unattended in a vehicle. We're here if you need help.

### **Field Trips**

Parents will receive notice of the field trip at least two weeks before the trip date.

### **Emergency Drills**

Monthly fire, tornado, and lockdown drills will be practiced following the fire evacuation plan developed through the Fire Marshal's office and documented on the Drill Record Sheets.

### **Inclement Weather Policy**

The Preschool will follow the Baldwin County Public School announcements concerning school closings due to inclement weather.

If BCPS is CLOSED, we will close.

If BCPS opens late, we will open late.

If BCPS releases early, we will release early.

### **School Holidays**

The Stepping Stone Academy will follow the BCPS for most holiday closings with the exception of, Spring Break, Fall Break, Thanksgiving and Christmas. Please see the Director for more information.

### **School Closings**

#### **All Federal Holidays**

Teacher Summer preparation day: May TBA  
Teacher Fall Preparation Day August TBA  
Early Release is at 12:00

The Stepping Stone Academy reserves the right to decide to close in a case of a late-breaking condition. An email will be sent to parents regarding closure information and a message will be available on the Preschool phone number – 251-970-5437

The Preschool has a battery-operated NOAA weather alert radio that we may begin our plan as soon as possible.

We have a cell phone that you may use to contact us see Director. This cell phone is for emergency use ONLY. For all other calls, parents should use the main number, 251-970-5437

### **Class Size**

The number of children per classroom is determined by the State of Alabama Department of Human Resources Minimum Standards, but, our primary concern at The Stepping Stone Academy is providing the children with the best environment to thrive in, therefore our ratios are very low. In most cases they are lower than the required ratios. Each classroom will have a lead teacher but will be encouraged to merge/blend with the neighboring classes to provide a mixed age learning experience.

### **Placement**

Children will be placed in classes in accordance with their chronological age, peers and for older children, we follow public school guidelines. Example: A child must be three years old on or before September 2nd to be enrolled in the three-year-old class; a child must be four years old on or before September 2nd to be enrolled in the older four-year-old class. The child's readiness to attend will be evaluated by the classroom teacher and Director. After appropriate observation, evaluation, and consultation with the parents, a recommendation will be made with the approval of the Director that a child would be better placed with a different class.

### **Facilities**

All rooms have age-appropriate furnishings, equipment and materials and observation windows. An outdoor fenced play area is available. The facility meets all state health and fire safety requirements for regulated child day programs operated by a church.

All bathrooms, tables, chairs and toys are washed daily using a sanitizing solution. Floors are vacuumed and swept daily by staff members.

### **Behavior Management**

The goal of behavior management is to help the child learn self-control and build good habits. The staff will help children learn self-control by promoting self-esteem and self-image using techniques such as: reinforcing acceptable behavior, ignoring the unacceptable behavior, offering choices, redirecting behavior to acceptable activities, setting limits, and learning to express feelings with words instead of actions. Each class will establish limits that are fair, appropriate to the age, can be consistently applied, and understandable to the children. Limits will be presented using pictures and role playing. Acceptable behavior includes cooperating, listening, sharing, taking turns, playing together, helping, talking about problems. If a child forgets an appropriate behavior, the teacher/assistant will use one

of the techniques above to help the child regain self-control.

Because our program is based upon the Learning Centers approach and offers many opportunities for children to choose an activity that interest them, it is very rare that other management techniques are needed. If a child begins to have problems interacting with others or being destructive of property on a consistent basis for three days, the parents will be informed of the problem and will be asked to pick up the child within the hour. A log will be kept documenting the problem.

The Teacher, Director, and Parents will work together to determine the cause of the behavior and to establish a behavior system that helps the child. Systems used may include, but are not limited to, high levels of positive reinforcement, sitting separately or in a high chair, token reward systems or a parent removing the child from the center at each occurrence.

The Stepping Stone Academy reserves the right to ask that a child is withdrawn from the program if it is deemed through observation that the child presents a danger to him/herself and/or others. We will not tolerate hitting, spitting, throwing things, or any aggressive behaviors. These types of behavior will warrant immediate withdraw after the third day. Again with no refunds.

### **Worship**

Our daily lessons will include a Bible story, finger plays, songs, and stories about the weekly chapel lesson or everyday experiences. **Holidays**

We would like to bring a better understanding of the reasons for our holidays and special celebrations. We will focus on the Christian origins of special days. For example, at Christmas, we will focus on Baby Jesus' birthday but still have fun with of Santa and his reindeer.

### **Food**

**Lunches/Snacks** are provided by parents daily. Any leftover food or drink will be returned to the parent at the end of the day unless otherwise requested. The Preschool has a refrigerator and microwave for storage and re-heating of food items.

Please do not send items that require a can opener or items that need to be cooked then cooled. We WILL reheat but if we do not have the time to cook.

We also have a group snack option. If a parent(s) would like to bring in a group snack, please speak to the teacher/assistant before bringing in food items due to allergies.

### **Dress Requirements**

Children should come dressed to play in clothing that is comfortable, washable and that promotes safety and independence. Please do not send your child to Preschool in clothing or shoes that should not get dirty. Children will be going outside when the weather permits (even on cold days for a breath of fresh air), so be sure to send your child dressed for the weather of the day (appropriate coat, hat, gloves, long pants or thick stockings under dresses for the girls). Girls should wear shorts under dresses in warm weather. Children are urged to wear sneakers to Preschool for safety on the playground. Please provide a complete change of clothes (socks, underwear, shirt and long pants) in a zip lock bag marked with your child's name. These clothes will be left at Preschool until used or the school year ends.

### **Potty Training**

Potty training is a skill best achieved by consistency at HOME and SCHOOL. If your child is ready you will usually know when:

Child tells you when/after they "go" in their Pull-up, Child tells you that they have to potty before they "go". We will start introducing bathroom habits in the 2-year-old class.

Children 2 and up will be required to wear Velcro sided Pull-ups. **No Exceptions!**

Please bring ATLEAST 2 extra sets of clothing. And replenish daily if needed. The child must be accident-free for 3 days before sent to school in underwear. After 2 accidents your child will be required to wear a Pull-up for the rest of the day. Your child's tuition will not change until they are potty trained.

### **Nap**

Each child is offered a resting period from 1:00-3:00. This is expected to be a difficult time starting out. After 2

weeks of enrollment the child will be expected to lay still/quiet on his/her mat and not disturb the other children. We do not have another area that the child can be taken to as this time is also teacher planning and lunches. You will need to provide a blanket and washable mat for your child. You may send a small soft toy. Nap time items will be sent home each Friday to be washed. If you would like a special blanket/toy sent home daily, please notify the teacher/assistant.

**Personal belongings**  
**LABEL EVERYTHING!**

Children will sometimes have the same items. Please write in PERMANENT MARKER on all clothing, bags, lunch boxes, food boxes and containers, cups, nap time items, bags of wipes and diapers. Literally, everything that your child brings in needs to have a name or initials on it. We can not be held responsible for items without a label.

We strive to be the Best at what we do here at The Stepping Stone Academy. If for any reason you have a concern please come to the office immediately and speak to The Director. We feel the need to address any concerns as soon as possible.



Our Contact information:

Email address [foleyssa@gmail.com](mailto:foleyssa@gmail.com)

Phone # 251-970-5437

Address 230 W Laurel Ave Foley Al 36535

Parent Handbook signature page

Please sign to acknowledge that you have read and received a copy of the SSA handbook.

Sign \_\_\_\_\_

Date \_\_\_\_\_