



2024-2025
School Handbook

5855 Renner Road
Shawnee, KS 66216
913-962-9966

Mission Statement

Crossroads Christian Preschool and Parents Day Out exists to help inspire, support and equip each family by providing a nurturing, Christian environment where their child will flourish, growing in knowledge of mind and heart.

Philosophy

The heart of Crossroads Christian Preschool and Parents Day Out program is to love each child for who God created them to be. It is our hope that the environment we create will provide a fluid transition between home and our program. We have designed our program to inspire children to learn, to equip them for their school years and to support their emotional and developmental growth.

Inspire. We want to create a love for learning in each child we are blessed to have in our program. Our curriculum is designed to be active, engaging and fun to meet each child where they are while helping them to discover their own curiosity for learning.

Equip. Each of our classes are specifically designed to help build a foundation which will equip each child for a successful academic career. Our play-based, age appropriate, hands-on learning environment helps to prepare each child for their next level of learning.

Support. We realize a successful academic career is not found in education only, but also in a child's emotional, social, cognitive and spiritual growth. Our staff will work tirelessly to create a nurturing, positive, sunny environment where each child can grow in confidence knowing that he/she is safe and loved. We will also strive to help each child navigate the skills of making and playing with friends with kindness. It is important to us at Crossroads Christian Preschool and Parents Day Out that each child knows that God loves them and cares for them, and this will be woven throughout our program through prayers, songs, and Bible stories.

Curriculum

We want learning to be first and foremost, fun! Our teachers work hard to create environments where each child can explore their curiosity, discover new and exciting things and most of all, find joy in learning! Our curriculum was developed to promote a child's growth in many ways:

- Environments that create growth in math, language, science, literature and music
- Environments to develop both large motor and fine motor development
- Environments to encourage a child's natural curiosity and creativity
- Environments that build self-esteem
- Environments to encourage social and emotional growth
- Environments to teach moral standards and manners

We realize each child develops at their own pace, so we have created environments that are easily individualized to meet each child where they are while respecting their self-worth and abilities.

One way we can create many of these environments is through learning centers. Within these centers, each child can explore their curiosity, practice skills, pursue topics of special interest, and do so at their developmental level. Learning centers also promote sharing, cooperation, using manner words and other social skills. Our learning centers change with each unit to provide a variety of experiences while offering children ample opportunities for growth in each area of development.

Discipline

At Crossroads Christian Preschool and Parents Day Out we work hard to create an environment where each child feels loved and respected, even in discipline. We believe if children know their limits and expectations and are engaged in age-appropriate activities that most behavior issues can be avoided. However, when situations arise where action is needed, it will be done with loving and kind words.

For our Parent's Day Out program, distraction and redirection are always our first two resources used. If it becomes necessary, we will

create a safe place for a child to calm down and encourage him/her to rejoin the class when they feel ready. As children age, so do their abilities to reason. Therefore, in our preschool program, not only will we utilize redirection but also natural and logical consequences in safe and appropriate circumstances. We will also begin to teach conflict resolution, encouraging children to think of ways they can solve the problem themselves.

It is important to note that experiences at home can affect a child's behavior at school. If there are changes coming up or happening in your child's routine, or unusual events or circumstances are present at home, please let your child's teacher know!

Chronic Disruptive Behavior

The safety and welfare of all the children in our care is very important to us. While our staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations where additional action may become necessary.

Initial Meeting: If a child's behavior is uncontrollable and continues to physically or emotionally endanger staff or other children in our care, a parent meeting will be requested by the classroom teacher and the preschool director. The problem behavior will be discussed, goals for correction established, and a time frame for these goals.

Second Meeting: If, after a predetermined time frame, the initial goals for the child's behavior are not met, a second meeting will be requested by the director and classroom teacher. The problematic behavior will be discussed again, new goals will be set, and a new timeframe established.

Suspension/Dismissal: If no progress occurs within the established timeframe, suspension will be the result. Parents will be responsible for payment during the length of the suspension. At any time, Crossroads Christian Preschool and Parents Day Out reserves the right to dismiss a child from our care if staff or students are continually endangered physically or emotionally due to uncontrollable behaviors, or immediately if the child's behavior severely injures a staff member or another child. Tuition will not be refunded if a child is dismissed from our care due to dismissal for uncontrollable behaviors.

Staff

The first and foremost requirement of our staff is that they love God and love children. All our teachers have dedicated hearts, experience, and are well trained. Each staff member has had a thorough criminal background check and one provided by the Kansas Bureau of Investigation. Each of our staff members have completed training such as Certified Pediatric First Aid and CPR, Recognizing Child Abuse and Neglect, Signs and Symptoms of Illness, Basic Child Development and Love and Logic in the Classroom and participate in a program of continuing education to stay alert in how to best love and serve your child.

Communication

Having good communication between your family and our staff is very important to us. We realize as your child's parents, you know your child best and have valuable insight and information to share with us. We want you to always feel welcome to communicate with your child's teacher or the director of our program about any insight, information, or concerns you have about your child at home or within our program. We will always maintain confidentiality and respect the privacy of your child and family. At the same time, we want to keep parents informed about what is happening at school, in your child's class, activities and any special upcoming events. These are some of the ways we will utilize to communicate with you!

- Brightwheel App.: In the Brightwheel app you can communicate with your child's teacher and view pictures and updates posted by the teacher and more!
- Weekly lesson plans will be posted outside of each classroom door.
- A monthly email will be sent from the director.

As always, please contact us immediately if you have issues with the Brightwheel app or are not receiving any email communications.



Enrollment

We intentionally limit our enrollment to keep our class sizes small so that our students can enjoy all of the benefits research has shown comes from smaller class sizes and lower student/teacher ratio's.

We believe every child is uniquely created by God. Crossroads Christian Preschool and Parents Day Out welcomes students of any race, color, religion, national origin, ancestry or sex and any child with a physical or developmental challenge for whom our facility is appropriate and our staff is able to accommodate in a meaningful way. All children should be able to participate and benefit from our program in a meaningful way without risk to themselves or to the other children. Such care is conditional upon the consent of the director.

Crossroads Christian Preschool and Parents Day Out does not discriminate based on race, sex, color, religion, physical handicap, ancestry, national or ethnic origin in administration of its educational policies and other school-administered programs.

Programs Offered

Parents Day Out (PDO)

In our Parents Day Out program, we strive to:

- inspire each child through creating free play environments that are fun and educational, allowing each child to explore their curiosity and learn
- equip our students through a fun and engaging theme related curriculum, full of music, movement, and hands on learning
- support each of our students as they navigate emotional, social and spiritual growth.

Our PDO curriculum is designed to explore letters, numbers, shapes and colors as well as develop large motor and fine motor skills through craft and art projects, creative center play, free play and recess! Children will bring a nutritious snack and lunch from home to eat at school with their friends.

This class is currently offered on Tuesday's, Wednesday's, and/or Thursday's from 9:00am-1:00 pm. **Children must be 2 by August 31st to**

attend our PDO program. Each family may choose the option that best fits their need for the school year.

PDO Class Options

One Day Per Week: Wednesday

Two Days Per Week: Tuesday and Thursday

Three Days Per Week: Tuesday, Wednesday and Thursday

Preschool Program

In our preschool program our mission remains the same:

- inspire each child through creating free play environments that are fun and educational, allowing each child to explore their curiosity and learn
- equip our students through a fun and engaging theme related curriculum, full of music, movement, and hands on learning
- support each of our students as they navigate emotional, social and spiritual growth.

3's Preschool Class

Our 3-year-old Preschool Program will focus on the development of social skills, self-help skills, critical thinking and readiness skills. In our 3's class our we will continue to explore letters, numbers, shapes and colors but we will increase time spent working on fine motor skills such as coloring, tracing, writing, and cutting as well as extending our circle time in the morning as we work to prepare each child for our prekindergarten class! Children will bring a nutritious snack and lunch from home to eat at school with their friends.

Our 3's Class is on Tuesday/Wednesday/Thursday from 9:00am-1:00pm. **Children must be 3 by August 31st to attend this class and fully potty trained.** Potty trained is defined as a child who wears underwear and knows when/how to use the toilet independently. This class is not licensed for diapering and diapers or pull-ups are not allowed. A two- day option may be available upon request.

Pre-K Class

It is important to us that each child can confidently enter kindergarten and excel because we have created a solid foundation and love for learning. In developing our theme-based curriculum, we consulted local kindergarten teachers and state educational

standards. We have intentionally and carefully designed our curriculum to set our students up for great success all while having a lot of fun learning! Children will bring a nutritious snack and lunch from home to eat at school with their friends.

Our Pre-K class is on Tuesday/Wednesday/Thursday from 9:00am-1:00pm. **Children must be 4 by August 31st to attend this class.**

Nutrition--We are a Nut Free School!

Snacks

Snacks are intended to be a small energy boost to help your child between meals. You will be responsible for sending a snack with your child each day they come to school. To fulfill state requirements, your child needs two food groups represented in their snack. Please see the snack idea list for a more detailed explanation and ideas!

Lunch

A nutritious lunch should also be sent with your child each day they attend school. We are not able to refrigerate lunches so please include cold packs with your child's lunch if needed. We are also not able to heat any meals. The State of Kansas requires that children have liquid milk with their lunch. Unless you have indicated "No Milk" on your child's enrollment form, please send milk with your child's lunch.

Please visit choosemyplate.gov for ideas and menus for your child's lunch and snacks!

Water

We ask that each child brings a water bottle, labeled with their name, and able to independently use. Each child will have access to their water bottle throughout the entire day, even while on the playground. We will refill each water bottle as needed throughout the day.

Conferences

Parent/Teacher conferences for the preschool program will be scheduled once a year in the spring. However, if you have any questions or concerns at any point in the school year, please do not hesitate to set up an appointment with your child's teacher and/or director.

Field Trips

We are excited to offer two field trips during our school year, one in the fall and one in the spring. On field trip days each family will meet at the location of the field trip at a specific time for the scheduled program. While your family will not be required to attend these field trips, there will be no traditional classes that day. These field trips will be an additional cost for additional siblings.

Crossroads Christian Preschool and Parents Day Out does **not** offer any transportation services of any kind.



Birthdays

We love birthdays and want to help celebrate your child's special day at school! However, due to the nature of food allergies that exist, we would ask to celebrate with non-food treats. Here is how we would love to help celebrate your child's birthday. Your child's teacher will provide a special birthday sticker or crown for your child to wear on their special day. We will of course sing happy birthday to them! That can be all, or you are welcome to send a non-food birthday treat for each child, or you may provide something special for the class to do, a new book to read, a special game or activity to play, a new CD to listen to. We just ask that you communicate your plans the week before your child's special day.

Ideas for Individual Non-Food Birthday Treats

- Play Dough
- Pencils
- Bubbles
- Glowsticks
- Bouncy Balls
- Silly Straws
- Small Toys
- Cars
- Kinetic Sand

Ideas for a Class Gift/Activity in Honor of the Birthday Boy/Girl

- Donate a new book to your child's class and even come in and read it for their birthday celebration
- Plan a fun craft that is of interest to your child and come lead it for their birthday celebration
- Donate a new educational toy or puzzle to be introduced at your child's birthday celebration
- Plan a fun party game that is of interest to your child and come lead it for their birthday celebration

Lastly, to ensure that no child has hurt feelings, we ask that no birthday invitations or party favors be sent to school for distribution, unless every child in the class receives one.

Class Parties

We not only enjoy but love to celebrate holidays! We will host the following class celebrations throughout the year: Halloween/Fall, Christmas and Valentine's Day. We want all parents to come if they are able, as well as those who can, to sign up to help plan and organize the parties. To ensure that all students are included in the classroom parties, please do **not** send any food items in treat bags or for a snack.

*Snacks will be treated like a normal school day and treat bags will only be **non-food** items.*

Pictures

We will be taking individual and class pictures twice each year, once in the fall and once in the spring. Both class and individual prints will be available for purchase. The spring pictures will include "graduation" pictures for our PreK classes.

In addition, our staff will take pictures of your child throughout the year. Primarily, these photos will be shared with you through the Brightwheel app so you may get a glimpse into your child's time at school, as well as shared on our end of the year slide show. However, these pictures may also be used within the classroom, on our website or Facebook page, or at a preschool event. As a result, each family will be asked to sign a photo release at the beginning of the year.

Volunteers

We not only welcome, but we love to have parent volunteers to help with class activities and special projects and events! If you have a fun idea for your child's class, please talk with the director or your child's classroom teacher! In addition, we have an open-door policy and we always welcome your involvement.

Fundraising

Each year Crossroads Christian Preschool and Parents Day Out will have at least one fundraising opportunity. These opportunities will help us in the purchase of additional materials to enhance our learning environment. The success of our fundraising efforts is dependent upon parents' participation, excitement and community support. While children will not be exposed to selling anything, we encourage all parents to participate and know that your efforts will be greatly appreciated!

School Policies

Tuition

Monthly tuition payments are due by the first day of each month. A \$15 late payment fee will be added to that month's tuition if not paid by the fourth day of the month. Please contact the director if

special arrangements need to be made due to a personal or financial situation.

Our monthly tuition fees are based on the costs for our entire school year. This considers the number of school days and breaks scheduled.

Student Withdrawal

If you need to withdraw your child from our school for any reason, you must send an email or message on Brightwheel to the director. We require a two-week written notification. Any registration or tuition payments made are non-refundable.

Crossroads Christian Preschool and Parents Day Out may choose to disenroll a child for the following reasons: the child is not benefiting from the program, the child is not allowing other children to benefit from the program, or a child in a class that requires the child to be potty trained, is not fully potty trained.

Arrival and Departure

Drop-off will begin at 8:55, and you will be responsible for escorting your child to their classroom and helping them unpack their bag. Classes begin promptly at 9:00am, if your child will be more than 10 minutes late, please let us know.

Pick up is at the classroom door. The director/staff will be at the main entrance door to allow for any new people to check in with identification until they have established familiarity. The teacher will be at the door and will release your child to you once you've arrived.

If you will be late to pick up your child, please message on Brightwheel to the teacher or the director and let us know. If you are unable to message, please call the school. If you are more than 10 minutes late, a \$5 late fee fine, plus \$2 per minute, until your child is picked up, the fee will be added to the following month's tuition payment. We realize extenuating circumstances occur; therefore, late fees will be charged at the discretion of the director.



Authorization to Pick Up

Please remember that children will only be released to someone that is on their “authorized to pick up” list. Director/Teachers will ask for a photo I.D. if they do not recognize the person. Please feel free to add or delete from this list at any time throughout the school year by talking with the director.

Absences

Please notify the preschool director via a phone call, text or email for all planned or unplanned absences. We will miss your child when they are not able to attend school and want to keep our classroom teachers informed!

Holidays and School Closings

Crossroads Christian Preschool and Parents Day Out will follow the Shawnee Mission School District school calendar for breaks as well as closings due to inclement weather, safety, illness, etc. If deemed necessary for the safety of our students and staff, we may still choose to close or offer a late start, if Shawnee Mission School District chooses to stay open during inclement weather. School closings will be posted on Brightwheel and an email notice will be sent out. Please note that tuition will not be adjusted due to late starts or cancellations. If there are more than 3 snow days, we will discuss the possibility of ways to make up additional snow days.

Clothing

Children are encouraged to wear casual, comfortable clothing that is suitable for play and mess. We ask that you please dress your child in clothing that can be easily managed for bathroom needs. Please dress your child in close-toed shoes, avoiding sandals or dressy shoes. Please dress your child in weather appropriate clothing. This applies to the complete change of outfit each child should have in their backpack.

The children will go outside, even in colder weather, so please send appropriate coats, hats and mittens. Also, please label these items with your child’s first or last name!

Toilet Training

All children in our preschool program (4's Pre-K Class) must be fully and reliably potty trained and able to independently use the bathroom by the first day of school. Pull ups are not allowed in the preschool classes. Our preschool classrooms are not licensed nor equipped for any kind of diapering.

Children in our Parents Day Out program (2's/3's Class) do not need to be potty trained. When you feel your child is ready to begin the potty-training process, and you have begun the process at home, please talk with your child's teacher. We are happy to work with and encourage your child in the potty-training process while at school. During the training period, your child should be kept in pull ups at all times.

Health and Safety

For the sake of all our children and staff, please do not send them to school when they are not feeling well. After an illness, we ask that you keep your child at home until they have been symptom free for 24 hours, without medication. If you are ever in doubt, then keep your child at home to give him/her some extra time to be completely well.

At school, if your child has:

- An illness that prevents the child from participating comfortably in school activities
- An illness that results in greater care than Crossroads Christian Preschool and Parents Day Out can provide
- The child has any condition listed in the table below and/or poses the risk of spreading harmful disease to others

The child will be removed from the classroom, taken to the director's office, and you will be notified. Parents will be called first. If we cannot reach parents in a reasonable amount of time, then we will call the persons listed as your child's emergency contacts.

If your child is exposed to a contagious disease at school, such as strep throat, parents will be notified. If your child is diagnosed with a communicable disease, please let us know so that we can notify other parents to watch for symptoms in their own child.

Symptoms	Re-Admit to School
Fever (100° or higher)	Fever free for 24 hours without the aid of medication
Eyes inflamed with purulent discharge	Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious
Drainage from ear	All drainage has stopped
Lice	After treatment with an anti-parasitic and nit-free
Diarrhea (2 or more loose or watery stools)	Diarrhea free for 24 hours without the aid of medication
Vomiting	Free of vomiting for 24 hours
Mouth sores or blisters	Sores are healed or health provider determines symptoms do not indicate a communicable disease
Rash	Until gone or a health care provider determines that the symptoms do not indicate a communicable disease
Communicable Diseases (Strep Throat, Pertussis, Chicken Pox, Hepatitis A, Mumps or Measles)	Free of symptoms

Allergies

It is our desire to keep every child safe. If your child has an allergy, please make our Director aware as soon as possible not only of the allergy but also its severity. If the allergy is severe, please provide an allergy action plan from your child's allergist.

We rely on you, the parent or primary caregiver, to take the initiative and responsibility to instruct the preschool and parents day out staff on how and what your child may need. Our goal is to help each child to feel included in every aspect of their preschool day. We believe the best possible way to do that is by having a strong partnership between parents and school.

Medication

In the event medication must be administered to your child during school hours, an authorization and release form must be completed and signed by a parent. These forms are available from the director's office and must be on file prior to the dispensing of any medication.

Medications must be in their original containers and labeled with your child's name and dosage is required as well as a list of side effects from the pharmacy. All medications will be administered to your child by a staff member that has completed the Kansas State Training for Administering Medication.

Injuries and Medical Emergencies

If your child is injured, the staff at Crossroads Christian Preschool and Parents Day Out will evaluate the injury. If it is a minor injury, first aid will be applied, and an incident report will be posted on the child's Brightwheel account.

If the injury is severe, or there is a medical emergency, a staff member will secure an ambulance by calling 911 and notify the parents. A second staff member will keep the child calm. The director or management in charge at the time of injury will accompany your child to a local hospital and remain with the child until a parent or parent's designee assumes responsibility for the child. An incident report will be posted on the child's Brightwheel account.

It is very important to keep Crossroads Christian Preschool and Parents Day Out updated regarding your contact information, including phone numbers and home addresses, for both parents and emergency contact persons.

Safety and Security

Your child's safety is very important to us. For this reason, we will keep the doors on our end of the building locked. The outside doors will be unlocked 15 minutes before drop off begins and relocked 15 minutes after drop off ends. If you need to get inside the building during our day, please call (913) 962-9966 or text the Director.

If there are other events happening in the church, if possible, we will also close and lock the hallway doors to safely enclose the children's wing of the building.

For the safety of your children please be sure to keep them with you at all times during drop off and after picking them up from class. Please do not leave children unattended on the playground or grassy areas of the church facility, the parking lot or in a parked car.

Site-Based Crisis Plan

Code Red

When an intruder has entered the building, the following will happen:

The church office or Director will announce a code red over the walkie talkie.

All teachers will take their children into the designated safe place in their classroom or the gym bathroom if applicable, turn out the lights in the room and make sure all classroom doors to the hallway are locked.

Teachers are to remain in the assigned safe place until the Director gives the all clear.

Lock Down

The police department, local officials, government official or school district are the ones who normally issue a lock down. This occurs when someone has committed a crime or displays threatening behavior in the area.

A lock down requires that the church office lock all doors to the building. No one will be allowed to enter or leave the building until the appropriate official has cancelled the lock down order.

The teachers must keep all the children in their classrooms until they have received an all-clear from the Director. The Director and the church office will communicate regarding status updates.

Emergency Evacuation

In case of an emergency resulting in the need to evacuate the building, such as fire or gas leak, we will immediately evacuate the building, congregating at the Northwest side of the parking lot. If we are unable to return to the building shortly, we will safely escort the children to the fire department across Renner Rd. We will contact all parents by telephone and/or email for immediate pick up of children.

Fire and Tornado Drills

Safety procedures are posted in each classroom. Fire drills will be conducted monthly by our teachers and students. Children will exit promptly from their classes and follow the designated routes posted in their classroom to their safe point in the Northwest side of our parking lot. Tornado drills will be conducted monthly during tornado season. Students will exit their classrooms and gather in the large

group area as designated. Records of all drills will be kept in the Director's office.

Policy Changes and Updates

Crossroads Christian Preschool and Parents Day Out reserves the right to change policies at our discretion. Notice will be given two weeks in advance of the policy changes. If there are any questions, please contact the Director.

Crossroads Christian Preschool and Parents Day Out is dedicated to assist you in your child's learning and development by creating a Christian environment that is safe, warm, and loving. We are so thankful you have chosen to become a part of our family by entrusting your child to our care. We have designed this handbook to provide a reference for both of our benefits as we partner together to inspire, equip and support each child. If you have any further questions, please do not hesitate to contact the Director at (913) 962-9966.

