



Welcome to ISMET Preschool

A program of the Muslim Educational Trust (MET)

Policies and Procedures

Addendum to ISMET Parent Handbook for ISMET Preschool Program

CCD Certification/License # CC501863

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Policies and Procedures

Guidance and Discipline Policy

Goals:

- Clarity with expectations
- Consistency
- Positive re-enforcement
- Meeting each child's physical, emotional, educational, and social needs by providing a safe, loving, and nurturing learn-and-play environment
- Promoting positive self-esteem, self-confidence, self-respect, and respect for others
- Encouraging positive social interactions among the children
- Accommodating the different natures of students and their different learning styles
- Understanding each child one-on-one and learning what works for them

Guidelines:

If a child engages in inadequate behavior, the teacher on duty will work with him/her to re-engage him/her in the scheduled activity allowing a time for quiet thinking time in light of the above goals and guidelines outlined below:

- Tell child what they can do alternative to an inadequate action
- Give choices suitable to age and maturity
- Use self-correcting materials and activities
- Use quiet, firm, slow, and clear tone of voice
- Do not speak loudly, use sarcasm, or label children or their behavior in a negative manner
- Avoid comparing children
- Help the child understand how they feel and empathy toward others
- Give constructive praise and feedback
- Verbalize child's action for a better understanding; use clear, concise, short and sweet statements
- Break task down into manageable steps
- Help child help him/herself toward independence and self-confidence in decision making on their own
- Be constantly watchful to ensure children's safety at all times (a child may not hurt him/herself, others, or equipment)
- Sanitize the classroom before and after eating, and at the end of each school day
- Refer sick children to the office and have them picked up immediately; children cannot be in school if they are vomiting, have a fever, or have diarrhea. If they exhibit any of these symptoms, they should stay home, or if they are in school, parents will be asked to pick them up. If a child is absent for more than three consecutive days, a doctor note is needed.

Procedures (adopted from UC Davis, The Center for Child and Family Studies):

- **Adults model positive behavior.** We show that we can accept, control and express feelings in direct and non-aggressive ways; we let children know that we are not afraid of their intense emotions and will not punish, threaten or withdraw from them. Teachers design the physical environment to minimize conflict. We provide multiples of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation.
- **Teachers maintain age-appropriate expectations for children's behavior.** We attempt to minimize unreasonable waiting and transition times, and limit the length of large group and teacher-directed activity times according to children's developmental levels. We give children large blocks of uninterrupted time during which to make their own activity choices.
- **Adults closely observe and supervise children's activities and interactions.** With our high ratios of adults to children and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.
- **Adults help children verbalize their feelings, frustrations and concerns.** The staff will help children describe problems, generate possible solutions, and think through logical consequences of their actions. Even babies will hear their caregivers describing actions, problems, solutions and logical consequences. The adult role is to be a helper in positive problem solving. We want children to value cooperation and teamwork. We help them to learn peaceful approaches to interacting.

- **Children whose behavior endangers others will be supervised away from other children.** This is not the same as the practice of using a "time out" (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then process the problem verbally with the staff member and any other concerned parties. An adult will stay close to any child who is emotionally out of control and needs private time to regain composure.
- **Discipline and guidance, will always be positive, productive and immediate when behavior is inappropriate.** No child will be humiliated, shamed, frightened, or subjected to physical punishment or verbal or physical abuse by any staff member, student, or volunteer working at ISMET Preschool. Every staff member understands and follows our disciplinary approach as well as the standards on guidance and management in our Oregon State Child Care Division Licensing Regulations. We work intensively with our student caregivers so that they also understand and employ this guidance approach.
- When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from ISMET Preschool program.

Child Supervision

Students are always within the immediate watch of a staff member; children are never left unattended at school or at a field trip outing. A volunteer is never left alone with a child or a group of children; a certified teacher is always present.

Hand-Washing Procedure

The teacher is required to wash his/her hands before and after serving food to the children, helping with toileting needs of a child, or coming in contact with bodily fluids (i.e. after wiping a child's mouth or nose, etc.). The teacher also washes his/her hands following an art project and after they come in from the playground. Children wash their hands before and after eating, as well as after they come in from playing in the playground or the gym during recess.

Hand Sanitizer is NOT used inside the classroom; only as needed outside in the playground or on a field trip under the supervision of a teacher.

Food Handling and Storing Policy

Students bring their lunch and snack items from home. If they are staying at the after-school program, they will be offered milk and various nutritious snacks. All food items and utensils offered to the students are stored in a special cabinet designated as such. Milk is stored in the fridge, and is checked for expiration every day. Food items are purchased by the school/school personnel during school hours, and are brought straight to school from the store. Drinking water may be obtained from the water fountain down the hall under the direct and immediate supervision of a teacher; children may bring their own water bottles labeled with their names and store in their respective cubbies.

Mats, Cots, and Linens Storage Policy

Mats are provided by the school. Linens and blankets are brought in by the students on the first school day of the week and are taken home at the end of each week for washing. They are stored in individual cubicles labeled with each student's name.

Bathroom Procedure

ISMET Preschool students are to use the restrooms adjacent to their classroom.

ISMET Preschool students are expected to be fully potty-trained, and able to undress themselves, use the toilet, wipe themselves, redress themselves and wash their hands all on their own. Students will wipe themselves with toilet paper or wipes, and if they use the rinser/bidet, it will be sanitized by the teacher immediately after use.

While students' privacy is maintained while in the restroom, they will be under the immediate supervision of the ISMET Preschool teacher on duty for purposes of safety and guidance so the child does not misuse the facilities in any way or lock him/herself in the bathroom by accident. For privacy, the teacher will hold the unlocked door from the top until student is done using the restroom. For students who do not require assistance in the restroom, they will be given the privacy of using one of the stools with the door closed and unlocked, and the teacher supervising from the outside.

Boys and girls will be using the Girls' Restroom to allow the teacher to escort and assist as needed.

Also, teachers will make sure the students use the restroom before going outside for a recess break. During outings or field trips, children are never left unattended; when using the restroom, the teacher escorts the kids collectively, and oversees their needs during that time.

Arrival and Departure Procedures

Children are signed in and out by the teacher on duty. They are dropped off by the parent in the drive-thru loop (see picture attached), and handed to a staff member or volunteer who will escort the child to the Preschool classroom.

Children are picked up by their parents at the Preschool Classroom.

Field Trips

Throughout the school year, children will be involved in field trips. Field trips are scheduled once a trimester as an extension of the classroom learning experience. On-site visits to farms, factories, parks, the zoo, grocery stores, etc... give children a better understanding of the world around them. Field trips will be aligned with the theme and curriculum delivered in the classroom that trimester for relevance and continuity toward a more hands-on learning experience for the children.

A school bus (with a certified driver) is rented to transport the children with their teachers and chaperones to the scheduled destination, and then bring them back. Chaperones include ISMET Preschool staff, parents, and volunteers. Chaperones are designated at a ratio of 1 chaperone to 3 children. 1-2 additional chaperones will join the field trip as backup and to provide any needed support to the assigned groups, including bathroom duty, etc. that may come up during the off-campus field trip. Parents who may like to bring their child's sibling who is not enrolled at ISMET Preschool to the field trip will be responsible for transporting and supervising their un-enrolled child at all times during the trip.

Alternatively, parents may be responsible for transporting their own child(ren) to and from the field trip destination. If staff members or teachers transport students to school outings, a DMV record of each individual staff member will be maintained on file in the office.

If parents transport children other than their own, written consent will be obtained from the parent and this parent will be placed on the "Carpool Parents List" that will be accessible to all parents.

Information about upcoming field trips, including trip purpose, scheduled departure and arrival times, and projected pickup time by parent will be promptly shared with the parents, and posted on the ISMET Preschool bulletin board and website. Parents must sign a permission slip approving their child's participation in a field trip while providing information about medical insurance, allergies, and contact information. *No child will go on a field trip without their signed parental consent. Parents who do not wish for their child to participate in a field trip may keep them home on field trip day.*

ISMET Preschool teachers who will accompany the children on the field trip are CPR and first-aid certified, and have active memberships in the Online Central Background Registry. On the field trip, they will make sure to have the following items with them before departing the school grounds: Hand sanitizer, First aid kit, and emergency parent contact information for all children.

Tentative Schedule and Destinations for Field Trips this school year are as follows:

November	Nature Walk / The Oregon Zoo
February	The Children's Museum
May	The Fire Station or Tualatin Hills Nature Park

Emergency Response and Evacuation Procedures (Please Refer to ISMET/OIA School Safety Plan)

In case of an inside emergency where staying in the classroom may be of danger, children will be escorted out of the building with their teachers, and brought to safety in the main building.

In case of an off-campus emergency, the MET campus will be locked down by shutting the front gate entrance into the school. In addition, all classrooms will be locked down and children will be kept inside their classroom with their teachers.

In case of an emergency situation that necessitates evacuation of the premises (for example, a gas leak, an earthquake, etc.), ISMET Preschool teachers will escort the students to Greenway Park across the street from our campus. The address for Greenway Park is: 8350 SW Greenway, Beaverton, OR, Phone#: (503) 644-3632. Our staff and students will assemble in the Playground area of Greenway Park, that is adjacent to and within walking distance from Scholls Ferry Road. This shall be our designated pickup area where parents will be able to pick up their children. Staff members will be seeing off each child and will remain with the children until they are picked up by their authorized family members. In case of a pickup delay, parents may contact our emergency response team as follows:

Wafa Subhi Elgharabli, Cell#: (503) 332-4414

Wajdi Said, Cell#: (503) 806-0596

Rania Ayoub, Cell#: (503) 516-0392

Sahar Bassyouni, Cell#: (503) 997-4593

The MET Campus is monitored 24 hours a day with security cameras and a burglar alarm system.

School Closures

ISMET Preschool will be closed on the NO-School Days highlighted in red on the school calendar for the current academic year.

Thursday June 13, 2019 is Preschool Graduation Day and Preschool Students' last day of school for the year.

Wednesday, June 19, 2019 is PK-12 Spring Term Parent-Teacher Conferences.

Open Campus to Parents

ISMET Preschool parents have access to the MET Campus to pick up their child and sign them out any time during normal operating hours. They also have the opportunity to meet with teachers at Parent Orientation and Back-to-School Night, at any time during the school year with advance notice, as well as during the Parent-Teacher Conferences scheduled at the end of each trimester: Fall, Winter, and Spring, per the school calendar.

Complaint Reporting

Should a parent have any complaint(s), the following chain should be used in addressing any parental concerns. The complaint needs to be initially reported to the teacher. If the parent feels that the issue has not been resolved to their satisfaction, the complaint is to be reported to the ISMET Preschool Director. Next in line, are the ISMET Administrators, then the MET Executive Director, and finally Ms. Larisa Porsova, Compliance Specialist at Oregon State Child Care Division (CCD). Her contact information is:

Phone#: 503-612-4242, Fax: 503-612-4346, Email: Larisa.Porsova@state.or.us

Parental Access to Records

Parents have the right to review any or all of the following documentation at any time during the school year:

- Their child's records
- Child Care Division (CCD) Rules of Certification
- Health Safety and Sanitation Report
- Fire Safety Inspection Report

To obtain access to any or all of these documents, the parent needs to contact the ISMET Preschool Director.

Notice of Animals on Premises

There are presently no animals on campus that are within the reach of ISMET Preschool children.

Book and Record Keeping

Student Registration forms and contact information, in addition to allergies and immunization records are maintained in a fire-safe cabinet in the MET Administrative Office. Permission Slips for outings and Incident Reports are maintained on file for two years. Staff qualifications, resumes, and training certificates, are all maintained in a binder in the MET Administrative Office. Logs for Fire Drills, Classroom Visitors, and Medications dispensed (with prior written authorization by parent/guardain) are also maintained in the MET Office. Medication dispensed is tracked by child. Daily student and staff attendance is also tracked and the record for check-in and check-out times are maintained in a binder in the classroom.