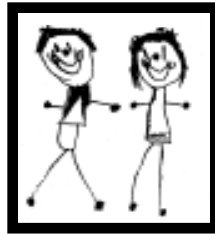


FUMC School for Little People
Preschool

Parent Handbook

2017-2018



Over 50 Years of Loving Children!

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SCHOOL FOR LITTLE PEOPLE PRESCHOOL at FUMC



Where Childhood is a Journey, Not a Race

Our mission is to serve the congregation of First United Methodist Church of Wichita Falls (FUMC or FUMCWF) and our community by providing an environment consistent with Christian values while promoting positive life experiences that help build a good self-image, foster creativity, teach appreciation for the world, and develop an awareness of all persons as children of God.

Philosophy and Goals (2.A.01, 10.A.01, 10.F.03)

School for Little People Preschool at FUMC (SLP) is based on the best practices of early childhood education. Our philosophy is deeply rooted in our conviction that children are gifts from God. They are worthy of our respect and our best efforts every minute we are with them.

Our school is firmly play-based. Our goal is to provide developmentally-appropriate environments that enhance learning and social interactions between our students. Students enrolled are involved in activities to promote social, physical, emotional, intellectual, and spiritual development. We offer educational experiences through a well-planned program that provides opportunities for students to

- ◆ learn to express themselves in constructive ways;
- ◆ grow in their understanding and enjoyment of themselves and others by learning to share, take turns and play cooperatively;
- ◆ be active learners by exploring and organizing their world;
- ◆ express curiosity and wonder at all the varied and interesting aspects of life;
- ◆ and build a strong background of concrete experiences for language and cognitive development.

Accreditation (10.B.04)

You have chosen an early childhood program for your child that is licensed with the Texas Department of Family and Protective Services and accredited by the National Association for the Education of Young Children (NAEYC). NAEYC is the nation's largest organization of early childhood educators. Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study. In addition they have invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and been found to be in substantial compliance with the criteria. The criteria can be found on NAEYC's website at www.naeyc.org/accreditation. All NAEYC criteria is noted in this handbook in bold with parenthesis.

Because we are a licensed state program, you have a right to review Minimum Standards at any time. Minimum Standards books are located in each classroom as well as the school office or can be reviewed on the Internet at www.dfps.state.tx.us. In addition, you have a right to review our most recent licensing report and fire and health inspections, which are posted on the Parent Information bulletin boards.

Parent Advisory Executive Board 10.F.04a, 7.A.13

School for Little People Preschool at FUMC is governed by a Parent Advisory Executive Board consisting of a minimum of ten members. At least three of the members are also members of FUMCWF. Parent members are elected by the Executive Board and serve a one-year term renewable for one year. The primary responsibilities of the board are to (a) meet at least quarterly, and (b) handle fundraisers for the school.

Parent Group (10.F.04.a, 7.A.12, 7.A.14)

The SLP Parent Group's mission is to provide support to the preschool staff and parents through parental participation and education. The group's goals shall generally include support of classroom activities, staff, students, and parents. The SLP Parent Group is open to all parents of enrolled students. Participation is on a voluntary basis. No dues or fees are required for membership.

Enrollment Requirements (5.A.01abcdgh)

SLP holds an in-house registration and an open registration. The in-house registration is exclusively for students currently enrolled, siblings of currently enrolled students, and FUMCWF registered church members. Open registration is for those students new to the school and continues as long as space is available. Classes are always contingent upon reaching a minimum number of enrollees. Students are accepted per school term. Re-enrollment procedures must be completed each year for placement to be maintained for the following term.

To enroll, a completed enrollment packet along with nonrefundable enrollment and supply fees are required. The fees are paid at the time of enrollment and are not applied to tuition. This covers the cost of materials, supplies, classroom set up costs and insurance.

In compliance with state licensing requirements, all students are required to have a physician-signed **health form (5.A.01a)**, a current **shot record (10.D.05)**, **birth certificate**, and medical insurance on file or copy of appointment slip by the start of the school year. Students who are four by September 1 must have a hearing and screening evaluation certificate on file from their doctor prior to the start of school. Students turning four years of age during the school term must have documentation of vision and hearing screening results on file within thirty days.

School for Little People Preschool at FUMC admits students of any race, color, or ethnic origin. All rights, privileges, programs, and activities are available to all students in the school. We do not discriminate on the basis of race, color, or ethnic origin in the administration of our policies and programs.

Children with Special Needs (7.B.04, 10.D.06d)

All students are accepted conditionally. If a student's academic progress or social behavior is not acceptable, or if the school is not equipped to handle certain deficiencies, the parents will be contacted as to possible courses of action, including the possibility of referral to another school better equipped to meet the needs of the child.

Our preschool is staffed with teachers and assistants at ratios below the state maximum, but not small enough to allow for individual attention for any one student throughout the entire school day. Our staff is well-qualified with many teachers either holding degrees or having specialized training in early childhood education. However, there is not a professional special education educator on staff.

Classroom Placement (4.B.03)

The state requires each student meet the age level of his or her class by September 1 of the school year. The placement of students in the classroom is determined by age, developmental level, child's learning style, sibling class placement, teacher's teaching style, gender balance, and special circumstances. FUMC School for Little people reserves the right to ascertain that all students who enter have the necessary skills to participate in age-appropriate classrooms. With this in mind, students who are currently part of the school may be moved to a more developmentally-appropriate age group after being assessed by staff.

Whereas parent recommendations are always considered, moves are at the discretion of the preschool staff. The student will begin within his or her age group in order to ensure that a move is recommended or necessary to benefit that particular child. Movement is based on progress reports, classroom behavior, or other factors that will assist in the mission of SLP. We want each student to be placed where his or her needs will best be met and interests will be challenged.

Student/Teacher Ratio (10.B.11): Classes are limited in size in order for students to receive as much individual attention as possible keeping in mind the need for healthy student group relationships. Enrollment numbers vary from year to year. On the average our ratios are as such: 1-year-olds - 4:1, 2-year-olds - 5:1, 3-year-olds - 6:1, 4-year-olds - 8:1, and 5-year-olds - 10:1.

Curriculum (2.A.05)

School for Little People Preschool at FUMC's curriculum is developed by our teachers and based on the standards and guidelines established by (a) NAEYC's Developmentally Appropriate Practice in Early Childhood Programs and (b) State of Texas Pre-K guidelines.

Although our school may appear informal, the curriculum and environment are the result of careful and detailed planning based on the knowledge of child growth and development. Although our school does not have a strong emphasis on technology, we want the children to have the freedom for exploration and imagination. We will offer microscopes with netbooks, simple machines such as gears, pulleys, levers and ramps, as well as use digital cameras for documentation. Our preschool offers children varied opportunities to learn in all areas: physically, emotionally, socially, and mentally. The school's environment is planned to inspire creativity with bright, happy spaces for curious children to learn and play. It is a safe school with activities and tools that stimulate the whole child and respect God's creation. Materials are selected to emphasize concrete experiential learning and to achieve the following goals:

- ◆ Foster positive identity and sense of emotional well-being
- ◆ Develop social skills
- ◆ Foster and expand creativity
- ◆ Encourage children to think, reason, and experiment
- ◆ Encourage language and literacy development
- ◆ Enhance physical development and skills
- ◆ Encourage and demonstrate sound health, safety, and nutritional practices
- ◆ Respect cultural diversity

Academic Assessment (3.B.12 a-c, 4.E.05, 4.E.06, 7.B.03)

Academic Assessment is the process of tracking the developmental progress of each student. At School for Little People Preschool at FUMC, we use a variety of instruments and methods to gain insight into each student's social/emotional, cognitive, language, and physical development (**4.B.01, 4.E.04**). Our assessment process also addresses areas of self-help and classroom functioning. The assessment instruments used are both formal and informal. Formal tools are based on the Texas State Pre-K Guidelines. Informal tools are staff-generated and paced for use in the classroom. Work samples, classroom observations, and developmental checklists or progress reports are the informal assessment tools used. These tools are aligned with our curriculum and completed two times each school year (fall and spring). The preschool utilizes data collected through this process in two ways. First, teachers incorporate it into the development of their lesson plan. Second, the program uses the information to evaluate curriculum and education activities (**7.B.03, 4.E.02a**).

Your child's confidentiality is maintained throughout the assessment process. Only a student's classroom teacher(s), the director, you, and your spouse have access to the child's assessment information. All assessment data collected is maintained in the child's portfolio, which remains in the classroom. If there is a need for outside specialists to review the assessment data your written consent is required (**4.E.07a-d**).

Daily Schedule (3.D.01a, 3.D.01b, 10.B.13)

Lesson and activity plans are posted outside of each classroom on a bulletin board. They vary from class to class. Each class has time for the following activities:

- ◆ Opening Time - This includes a welcome, hand washing, and small group activities led by teachers
- ◆ Center Time - Students choose from a variety of activities including: art, writing, manipulatives, blocks, dramatic play, science, sensory table and reading

- ◆ Circle Time - Students participate in songs, stories, finger plays, dramatization, and introduction of theme/topic/project, led by the classroom teacher
- ◆ Snack - A snack that meets NAEYC and state standards is provided each day. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves.
- ◆ Outside/Large Motor Play - Students have opportunities for large motor, social development, and cognitive development through indoor and outdoor play times daily, as weather permits
- ◆ Chapel/Music - All students will have chapel and music

For those students staying for the full day preschool classes, schedules and activities would also include:

- ◆ Lunch Time - Students bring lunch from home. The teachers provide parents with information about healthy lunches and serving sizes throughout the school year. The teachers eat with the students to foster good manners and social skills. Students are encouraged to clean up after themselves.
- ◆ Nap/Rest Time - All students in the program have rest or quiet time after they eat lunch for a minimum of 1 hour. Students bring in a small blanket to use during this time. Please refrain from oversized sleeping bags, full sized pillows or excessive stuffed animals. These items do not fit in a cubby easily and can be frustrating for young children to put away.

Attire and Belongings (5.A.07a)

Students should dress in clothing that is durable and comfortable. Many favorite activities tend to be messy, like finger painting and digging the in the dirt. Clothing and shoes should be easy to take off and put on. Students must wear closed toe shoes for playing in the park. **No flip-flops, sandals or Crocs.** Students will go outside every day (unless it is raining or sleeting) so dress them accordingly. Be sure to send and keep a complete change of clothing for any accident that may occur. Remember to change out clothing seasonally. Be sure to label all items with your child's name.

Supplies needed for one and two-year-old preschool students:

- Pack of diapers or training underwear (if child is still potty-training)
- Packages of baby wipes
- Diaper cream (As needed. Please fill out a medication form so that we can administer)
- Change of clothing (more will be requested while potty-training)
- Extra pair of shoes and socks

Supplies needed for three- four and five-year-old preschool students:

- Change of clothing
- Extra pair of shoes and socks

Tuition and Fees

Tuition for Preschool, Early Birds and After School is based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, you reserve a space for the entire school term. By enrolling in School for Little People Preschool at FUMC, you pledge that you will pay the costs indicated in order that we may meet the operational costs of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those staff contracts whether or not a student attends.

School for Little People **WILL NOT** send monthly invoices. Tuition is billed monthly, due on the 1st and late after the 10th. A \$10.00 late fee will be assessed if payment is not received by the 10th. This does not apply if you are enrolled in the Automatic Draft (ACH).

If using ACH as your payment method, all tuition costs (Preschool, Early Birds and/or After School) for the month will be drafted on the 5th of each month beginning August 5 and ending May 5. Late fees will incur if draft payments are returned. Incidental charges incurred will be billed to the account, and are payable upon receipt of statement.

If not using ACH payment method, first and last month's tuition will be due by the Meet the Teacher event held in August. Last month's prepaid tuition may be applied to the balance of the last month attending if the family moves out of town before December 31 of the school year. After December 31, any prepaid May tuition will not be applied to cover the cost of tuition. Submission of required withdrawal notice within the specified time frame is required.

Payment by Check: Checks must be made payable to School for Little People or SLP. Please include the student's name on the check. Paper checks are deposited by electronic conversion. You must have funds in your checking account to cover immediate withdrawal when checks are given. A returned check penalty fee of \$30 will be charged to your account for any check dishonored by your bank. If School for Little People receives two checks or payments returned for insufficient funds from the same family, the remaining tuition payments must be made with cash or money order.

Credit Card Payments: Credit card payments may be made in the school office. We accept Visa, MasterCard and Discover. A \$1.00 service fee will apply on all credit card transactions.

Cash Payments: Cash payments may be dropped in an envelope in the drop box on the first floor or processed in the school office; however the preschool does not keep cash on hand for change. Any overages will be credited to the account.

Multiple Child Discount: Families with two or more children in the school receive a 3% discount for the second and third child.

Military Discount: Dependent children of active duty members of the military receive a 3% discount off entire tuition bill. Military ID is required to qualify. Discounts may not be combined or used in conjunction with scholarships.

If you are delinquent in your tuition payments by two months or have an overdue balance of \$600 or more, your child may not return to school until the account is up to date. If extenuating circumstances prevent timely payment, please contact the office to arrange payment options.

Vacation and Absence

Tuition for Preschool, Early Birds and After School is based upon the entire school year and is nonrefundable. There are no discounts or reduced amounts for partial months, or days missed due to illness, absences, or vacations or the school being closed for holidays, emergencies, or inclement weather.

In cases of an extended absence (three weeks or longer), such as a vacation or extended leave, we will require written notice at least two weeks prior to the planned leave. Tuition will be due for the entire time of your absence to hold your student's position. Remember, your space is reserved for your child and cannot be filled on a short-term basis.

Late Pickups

Early Release option for Preschool dismissal is at 12:00 pm. Students should be picked up promptly at their scheduled dismissal time. If you find yourself unavoidably delayed or unable to pick up at your scheduled time, please contact the school. Our staff has many work-related and personal obligations after school and your consideration to them is appreciated. If there is no contact from a parent and your child is not picked up within fifteen minutes of their scheduled dismissal time, you will be charged a \$15.00 late charge for every five minutes. Full day preschool pick-up is 3:00 pm. If you are later than 3:15, a late charge will be applied.

Withdrawals

All student withdrawals, including cancellation of the Enrollment and Tuition Agreement, must be made in writing and received by the SLP administration at least thirty days prior to the first day of the last month attending. Enrollment fees and monthly tuition are nonrefundable. The prepaid May tuition may be applied to

the last month attending until December 31 of the school year. After December 31, any prepaid May tuition will not be applied to cover the cost of tuition. Students leaving school for any reason prior to the last day of a month will be responsible for the costs of the entire month.

School for Little People Preschool at FUMC reserves the right to remove a student from school for reasons of delinquency in payment of fees, discipline, behavioral problem and/or repeated abuse of any operational policy.

Scholarship Fund

The Sunny Davidson Scholarship Fund exists as an aid to families who need financial assistance with tuition payments. Applications must be approved by the Parent Advisory Executive Board Financial Committee. If you wish to apply for assistance, you must complete the scholarship form and provide proof of income via two payroll receipts and last year's income tax return, including W-2s. All applications are confidential.

The families of children receiving scholarships are expected to volunteer on committees, actively participate in the SLP Parent Group and pay some portion of the tuition. Full scholarships are not granted. Scholarships are for **up to one-half** of the preschool tuition amount. Scholarships do not cover Early Birds or After School costs. Scholarship recipients are required to pay their portion of the tuition according to the tuition guidelines. If the applicants become two months past due, they will forfeit their scholarship.

Parking and Entering the Facility

For safety reasons, parking at the curb under the Education awning on Travis Street is **STRICTLY PROHIBITED**. To enter the preschool, park in the parking lot and use the entrance on Travis Street under the awning that says Education. Do not drive up to the side walk for "moving" drop-offs or pick-ups. This area is used solely for church deliveries and loading and unloading vehicles.

Please do not leave your car running and unattended. Do not leave children unattended in vehicles and please always use the safety belts and appropriate car seats. Remove all personal belongings from your vehicle to discourage parking lot theft. Refrain from using cell phones while driving.

Arrivals and Dismissals (10.D.06)

Preschool classroom drop-off begins at 8:20. Do not plan on dropping off your child before 8:20 unless you have registered for Early Birds. Before class, the staff is busy getting materials ready for the day; therefore, it is important that you do not expect to leave your child a few minutes early. All potty-trained children should be escorted to the restroom by their parent before entering the classroom. One and two-year-olds not potty-trained should be wearing a clean diaper upon arrival. The teachers need to be available to welcome children to the classroom. For this reason, if your child's diaper needs changing, please change it before drop-off.

Parents are to accompany each student attending SLP to their classroom, and the parent must sign the student in and out on the sign-in/sign-out sheet located on a clipboard on top of the cubbies or the entrance to the classroom (10.D.06a). (Our staff will sign into Preschool those students attending the Early Birds.). In accordance with state requirements, children must be supervised by an adult at all times. During morning drop-off the halls are very busy, so please do not send your child through the school alone for any reason (10.D.06a). Keeping your child with you will ensure their safety both inside our school and outside in the parking lot.

Timely arrivals and departures as well as regular attendance are important for each student's progress and development. Please have your child in class by 8:30 am so that he or she may receive the full benefits of our school. Tardiness decreases the time your child spends within the classroom curriculum. Continual tardiness and absenteeism can result in your child falling behind in curriculum goals. Late arrivals at Chapel or Music are especially disrupting. If you arrive late and your child's class is in Chapel or Music, please wait in the classroom until the activity is over. If the child is going to be absent, parents are asked to inform the school office by calling (940) 766-0575.

Security Cards

In order to enter our building, security cards are required. Each family will be given one card and may purchase no more than two additional cards. Cards are number-coded to individual names; only one card per name can be issued. Those names must coincide with the pickup list for your child. A card will only be given to an individual on the pickup list.

Your keycard will be active only for the current school year and only during normal business hours. At the end of the school year, we will deactivate keycards from those families moving on. We ask that you return your card and all extra cards to the SLP office when your child no longer attends SLP.

If you have misplaced or lost your entry card, notify the school office immediately. **In order to enter the building without a card, you must contact the school office by calling (940) 766-0575. Do not ring the doorbell.** This rings in the FUMC church office. The church staff is not familiar with our parents or those authorized on the pickup lists.

If you are unfamiliar with someone trying to enter the building and they do not have a key card or enter a code on the keypad, **do not let them in.** Every card swipe and code entered indicates who has entered the building.

Pickup/Authorized Persons (10.D.06e)

Teachers and/or assistants release students only to authorized persons listed on the Enrollment Form Pickup List with a valid driver's license. NO PERSON under the age of eighteen may pick up a child.

If there is a change in the regular pickup plan, the SLP office must have the driver's license number of the person picking up for identification purposes. Verbal instruction to a teacher is **NOT** sufficient to assure a student's safe release. Parents **MUST** speak directly with the school office, in person or by phone, regarding any changes in pickup. Individuals will be asked for proof of identification, which will be photocopied, and the family code word if the staff member does not recognize the individual picking up the child.

We are required to release a child to his or her parent or designated authorized person. If there is a custody dispute, the parent must file proper documents with the preschool office before any changes to parental rights can be enforced. Court orders related to students must be on file with school office as well.

Should the preschool staff feel that a person is under the influence of an unhealthy substance, we will notify the authorities and refuse transport of the child to the designated driver.

According to state standards, children must be supervised by an adult at all times. Our responsibility for supervising students begins when you bring them to the classroom and sign them in, and ends when you pick them up at the door or from the classroom. If you remain on school or church grounds (including the parking lot) while you visit with friends, you are responsible for supervising your child.

Snacks and Lunch

We are a peanut and nut free facility.

SLP will provide a nutritious morning and afternoon snack and serve it with water in accordance with minimum standards. Snack lists are posted on classroom bulletin boards and included in the monthly Parent Connection newsletter (5.B.15a).

If your child has special dietary needs, as prescribed medically, and is not able to have the snack provided, you are responsible for sending a replacement snack for your child. SLP is not responsible for the nutritional value of snacks or lunches brought from home or for meeting the student's daily food needs.

Parents are responsible for providing lunch for their children if they stay until 3:00. We encourage parents to send healthy, nutritional, peanut-free lunches. (Refer to Lunch suggestions appendix) Well-balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies. Because the following foods have caused choking in children, NAEYC requires children not be served at school, the following foods **(5.B.14a, 5.B.14b)** :

- ◆ Whole or sliced into rounds hotdogs
- ◆ Raw carrots
- ◆ Large pieces of raw fruits and vegetables
- ◆ Nuts
- ◆ Whole grapes
- ◆ Popcorn
- ◆ Chips
- ◆ Hard pretzels
- ◆ Hard candy
- ◆ Chewing Gum

Therefore, do not send any of the above listed foods for lunches, snacks or special treats.

When a student with life-threatening allergies is enrolled, the school requires all food brought into the class for lunches and snacks comply with guidelines that will provide a safe environment for all students. In particular, if your child has an allergy that can cause a life-threatening reaction such as anaphylactic shock, we require you to work with our teachers and school office to make sure we have an agreed-upon plan for emergency situations.

Children are encouraged to try new foods, but may refuse what they do not want to eat. Withholding food is never used as a form of discipline. SLP reserves the right to substitute any snack item if the listed item is unavailable. Parents will be told about substitutions on a Snack Change Form.

Napping Policy:

The state requires that all students enrolled be provided a rest time after lunch. Students are encouraged to sleep; however, if they are not able to sleep, we ask they rest quietly for one hour. After a one-hour rest time, students may participate in quiet activities until their friends wake up. Each child should bring a small blanket that can fit into cubbies and can be left for a week at a time. Blankets will be sent home every Thursday or Friday to be sanitized.

Field Trips (7.A.04)

Trips away from school are arranged by the teacher and/or the director. A blanket Parental Permission Slip for the entire school year is included in the enrollment forms. This must be signed and returned before your child may participate in a field trip. We may need parent help for field trips. **Watch your newsletters for information.**

Parent Participation (7.A.11)

Parents are always welcome at School for Little People Preschool at FUMC! We encourage parents to volunteer in the classroom and for other school events. Teachers have a sign-up sheet for parents who wish to volunteer.

All parent volunteers must complete a release for a criminal background check. Keep in mind we have state licensing guidelines to follow. **No parent may be left alone with any child other than their own, unless the parent has completed the criminal background and FBI fingerprint check.** Parent volunteers may expect to be asked to:

- ◆ Be the Room Parent;
- ◆ Assist with classroom activities;
- ◆ Share cultures and family traditions;

- ◆ Share your profession and/or skills with the students;
- ◆ Help in the library;
- ◆ Help with field trips;
- ◆ Save materials and “stuff” for school projects;
- ◆ Prepare materials at home (cutting, stapling, sewing);
- ◆ and/or volunteer for church/school events.

If a parent wants to help out in the classroom when the teacher is not present, the parent is responsible for the cost of the FBI fingerprint check. Arrangements must be made through the school office.

Substitutes (6.A.04abcd)

There are times when teachers are absent and we need to place a substitute to assist our aides in the classroom. Parents are the primary source of our substitute pool. If we are unable to find a substitute for the class, we will be unable to hold class that day. If you are interested in becoming a substitute, contact the preschool office. Substitutes are required to complete employment paperwork, pass a criminal history background check and FBI fingerprint check and to have pre-service hours.

Parent Information (7.A.09)

Our preschool newsletter, Parent Connection, is available on the first of each month. Classroom newsletters from your teacher will also come monthly to inform you of specific classroom plans and activities. These two newsletters are your main source of information for activities and events.

We also have informative Parent Information bulletin boards in our hallways and by each classroom where we post calendars, daily schedules, snack lists, reminders, weekly curriculum highlights, and monthly teacher newsletters (7.C.07). Parent Information bulletin boards are located on the first floor and to the left of the upstairs school office.

Parent-teacher communication is encouraged on a daily basis. Our administrators and teachers are very special people who spend a great deal of time with students and they want to build mutually trusting relationships with you. We know you will use good judgment and not monopolize the teachers' time while they are supervising students. If you ever have any concerns, contact the teacher or stop by the school office. We will respond with a resolution as quickly as possible. If you want to arrange a meeting or conference with a teacher or an administrator or both, please ask and a mutually agreeable time will be arranged.

Parent-Teacher Conferences (7.A.09, 7.C.01)

Formal parent-teacher conferences are provided twice during the preschool year, once in the fall and once in the spring (see annual calendar for conference dates). Written progress reports will be provided to the parent at each conference. This is an opportunity for parents and teachers to share information about each student. Additional conferences may be conducted by telephone or by appointment at the discretion of the teacher or director.

Social Media

We ask our families at School for Little People Preschool at FUMC to use discretion when including SLP on Facebook, Twitter, or other social media outlets. If you take pictures of your child at school (at a birthday or other special event), please do not include other students, as there are privacy issues to consider.

Staff members of SLP are strongly discouraged in becoming “friends” of families of their current SLP students, share student information through their personal Facebook or other social media accounts, or relay SLP information through personal means. Communication about the students of SLP will come through approved school channels.

We also ask that personal names of teachers or administrators not be mentioned in personal social media accounts, again for privacy reasons. We are pleased if families want to share contact information about the preschool (address and telephone number), but we ask that public media not be used for this purpose.

Independent Babysitting

School for Little People Preschool at FUMC does not refer, recommend or endorse any employee, and shall be held harmless in any situation where an employee may independently babysit outside their regular work schedule. All arrangements must be made away from the school facilities during non-school hours. This work must not conflict with an employee's regularly-scheduled SLP work hours. Staff members are not acting as agents of the preschool when babysitting for families. Employment at SLP does not infer or imply suitability for other work.

Consumer Product Safety Commission (CPSC)

School for Little People Preschool at FUMC is required to check the Consumer Product Safety Commission for recalled children's products. It is requested that parents also check the CPSC website, www.cpsc.gov. Please do not send recalled items to school.

Gang-Free Zone

Under Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Emergency Preparedness Plan (2.K.04)

Our emergency preparedness plan is available in the school office for review upon request. An emergency preparedness plan is designed to ensure the safety of children during an emergency. The plan addresses the types of emergencies most likely to occur in the area including, but not limited to, natural events such as tornadoes, floods, or hurricanes, health events such as medical emergencies or communicable disease outbreaks, and human-caused events such as intruder with weapon, explosion, or chemical spill.

School Closings

Our preschool follows WFISD'S Elementary policy. If WFISD Elementary schools are closed, SLP will be closed. If WFISD Elementary schools are delayed, watch the television reports on KFDX or KAUZ for information about School for Little People. Details will also be posted on the website and Facebook.

School for Little People Preschool at FUMC may close early due to inclement weather and/or emergency situations, at the discretion of the Director. Parents will be contacted via phone calls and SLP will close at the time indicated

Health Regulations and Emergency Procedures (10.D.01abcd, 5.A.01abdefgh)

State licensing standards require specific medical and immunization records to be on file for each student at the beginning of each school year. It is the responsibility of the parent to ensure up-to-date immunization records are on file in the school office. When your child receives an immunization, it is very important for you to give us a copy of its documentation from your child's health care provider in order to keep his or her records up to date. The Texas Department of Health audits our records regularly. **Your child will be excluded from attendance at SLP if this information has not been submitted, is not current, or is incomplete.**

State regulations also require children who are four and five years old to have vision and hearing screenings. Please arrange to have these screenings performed at your child's pediatrician's office and provide us with the results so we can report them to the proper state agency.

One of the most serious challenges facing any group care situation for young children is preventing illness. Staff, like students, with signs or symptoms of communicable diseases or contagious illnesses will not be permitted at school. Temperatures of 100.4 and higher will be cause to exclude students and/or staff from school, as will uncontrolled vomiting and/or diarrhea. Evidence of a communicable disease like pink eye, hand, foot, and mouth, or chicken pox will also be reason for exclusion. Exclusion also includes signs of:

- ◆ an undiagnosed rash;
- ◆ discharge from the eyes, ears, and/or profuse, colored nasal discharge;
- ◆ difficulty breathing;
- ◆ and unusual lethargy, irritability, or persistent crying.

To attend preschool, students need to be well enough to function in group care, which means they must be able to follow their class's daily schedule without the need for one-on-one attention from the teachers.

SLP requires that your child be free of symptoms of illness or fever for twenty-four hours without the use of medication before returning to class. If your child is diagnosed with a communicable disease, sees a doctor for illness and/is absent three or more consecutive days due to illness, a doctor's release is required. Parents will be notified of any outbreaks of contagious childhood diseases (chicken pox, etc.) within the school.

If your child becomes ill or injured while at school, we will notify a parent immediately for you to make arrangements for pickup; and we will do our best to comfort him/her until you arrive. To avoid the spread of disease, state licensing standards require ill children to be isolated from their class and picked up from school as soon as possible, but **no later than one hour after notification**. If emergency medical care is required, we will call 911 for immediate assistance.

The school staff receives training in CPR and First Aid. Students are supervised at all times; however, injuries in the world of small children cannot be completely avoided. If students in our preschool are hurt by any means, we will take every necessary step to care for their needs. The teacher will complete an accident or incident report and a parent signature is required on these reports.

In circumstances where the skin is cut or bruised, or the student has a minor scratch or bite, the teacher or the administration staff in charge will care for the student's needs using First Aid standards. Should minor medical treatment appear to be necessary, the parent will be contacted and a mutual decision to treat will follow. For emergency medical care, the staff will contact emergency medical services, provide CPR or First Aid treatment, contact the child's parent, and ensure the safety of other students in the group. State Licensing will also be notified.

While we encourage our staff members to get annual flu shots, we do not require them to do so. The same is true of whooping cough and Hepatitis A vaccines. Texas State Minimum Standards does not have a required vaccination schedule provided for employees working with young children; however, our staff members are given the adult CDC recommendations and information regarding safeguarding themselves against communicable diseases.

To reduce the spread of infections, students and staff wash their hands frequently throughout the day, especially after toileting and before eating, and we do not allow students to share cups, utensils, etc. Procedures for washing hands and wearing gloves are posted in all rooms and bathrooms. Staff members are expected to follow these procedures, as well as the diaper changing methods, to protect themselves and the students from any cross contamination (5.A.09a,b,e,g).

It is extremely important that parents provide accurate and complete information as to how and where they can be reached. This information is used to locate you in case of an emergency. In addition, the preschool maintains an Enrollment Confirmation Form on each student and the numbers listed on that record will be used to contact you in an emergency. (NAEYC 5.A.01ef)

Health Check Policy

A Health Check will be performed on each student at drop-off. Health Check signs that the teachers will be looking for include:

- ◆ General mood and changes in behavior;
- ◆ Fever or elevated body temperature;
- ◆ Skin rashes, unusual spots, swelling or bruises;
- ◆ Complaints of pain and not feeling well;
- ◆ signs/symptoms of disease (severe coughing, sneezing, breathing difficulties, discharge from nose, ears, or eyes, diarrhea, vomiting, etc.);
- ◆ and reported illness in child or family member.

Medication Procedures for Children (5.A.11d, 5.A.11.e)

We prefer not to give medication to students. However, the school will administer medicine as stated on the medicine's label directions or as amended by the physician in writing from a script pad with a completed and signed Medication Authorization form. Any medications brought by parents for their child must:

- ◆ be in an original container;
- ◆ be labeled with the child's name;
- ◆ be age-appropriate for the child;
- ◆ state the child's age & weight (if it is over-the-counter medication);
- ◆ be labeled with the date (if prescribed);
- ◆ include directions to administer the medication;
- ◆ and, if prescribed, include the name of the physician prescribing the medication.

With the exception of prescription allergy and asthma medications, medicine will not be administered on an as-needed basis. A specific time must be indicated on the authorization form. Do not give medications or authorization forms to your child's teachers. Authorization forms along with the medication must be turned in to the preschool office. For on-going medication, a new form must be submitted every week.

Medication can be very dangerous in the hands of children and must never be left in a student's backpack where it might accidentally be available to any student.

Medicine will not be administered after its expiration date without written permission from a physician. Aspirin or aspirin substitute will be administered only with a physician's written approval.

Breastfeeding (5.B.09e)

Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their infants/toddlers or express their milk. This area has an electric outlet, comfortable chair, and nearby access to running water. Mothers are also welcome to breastfeed in front of others or wherever they deem necessary.

Diapering

Students in our one and two-year-old classes who wear diapers are checked at regular intervals throughout the day. Every effort is made to change each student's diaper at the first sign of wetness or soiling. Parents are responsible to supply all diapers and diapering supplies.

Toilet Training Requirements

We do not require a child to be toilet trained to enroll in a 1, 2, or 3-year-old preschool class. **3 year olds must be showing signs of potty-training by Winter Break to stay enrolled in the program. All students enrolling in a 4 or 5-year-old class are required to be fully toilet trained (not in diapers or Pull-Ups) by the start of school.** The time required to completely undress and re-dress children after a wetting or soiling incident takes away from the daily activities for the entire class. The more accidents that occur in the classroom, the more difficult it is to keep the classroom sanitary and safe.

If your child is consistently using the toilet, please avoid "onesies" as these can be more difficult for children to get out of and can be frustrating if your child is in a hurry. Pants with elastic waists, regular T-shirts, and beltless pants make toilet training easier and more successful for your child.

Discipline (1.B.09, 1.B.10)

We believe that discipline and guidance should be consistent and based on an understanding of individual student needs and development. The best way to prepare a child to live successfully and productively is to help them develop self-control, learn to resolve conflicts, and become responsible for their actions and behaviors. Adults must model desirable behavior in order for children to learn to understand, acknowledge, and cope with their feelings. Developing appropriate self-discipline at home helps a child succeed at school.

We prefer to accentuate the positive and re-teach the negative behavior to positive. However, we cannot allow students to disrupt the class or harm themselves or other students. If students display unacceptable behavior, they may be separated from their classmates for short periods in order to regain self-control.

If students persist in disruptive or aggressive behavior or have an unfavorable or harmful influence on themselves or others, and do not respond to consequences, the parents will be contacted to come and pick up their child immediately. A conference with the director, parents and teacher will be scheduled to discuss the behavior and create a behavioral plan (1.E.01, 3.B.12b).

Aggressive behavior will be dealt with in the following manner:

- ◆ Time out within the classroom or outside the large motor play area (one minute for every year of their age)
- ◆ Time out in the school office

If aggressive behavior becomes a chronic problem in the classroom, withdrawal of the student from the school may be necessary. Aggressive behavior is defined as biting, hitting, kicking, scratching, spitting, pushing, or other abusive behavior that is directed to other children or staff, continual use of inappropriate language, and/or refusal of consequences for misbehavior or the lack of control over behavior or emotions.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited by the school:

- ◆ Corporal punishment or threats of corporal punishment
- ◆ Punishment associated with food, naps, or toilet training
- ◆ Pinching, shaking, or biting a child
- ◆ Hitting a child with a hand or instrument
- ◆ Putting anything in or on a child's mouth
- ◆ Humiliating, ridiculing, rejecting, or yelling at a child
- ◆ Subjecting a child to harsh, abusive, or profane language
- ◆ Placing a child in a locked or dark room, bathroom, or closet with the door closed
- ◆ Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

Reporting Abuse and Neglect (10.D.04a, 10.D.03)

Our staff is required to receive annual training on prevention, recognition, and reporting of child abuse and neglect. Texas law requires parents, teachers and administrators to report any suspected child abuse/neglect to the Texas Department of Family and Protective Services (TXDFPS) and any applicable law enforcement without prior consultation with any family member involved. Parent awareness of signs and symptoms of child abuse and neglect, including warning signs that a child might be a victim, is vital to the health of our community. Call the Child Abuse Hotline number, 1-800-252-5400, to make confidential reports, or report online at www.txabusehotline.org. Failure to report suspected child abuse or neglect is a crime. Employers are prohibited from retaliating against employees who make reports in good faith.

Parents should be aware of the following contact information (10.D.03, 10.D.04a):

Local Child Care Licensing	325-691-8232
Licensing Web Site	www.tdfps.state.tx.us/child_care
Texas Child Abuse Hotline	800-252-5400

Grievances (7.C.04)

Classroom concerns should be discussed with the teacher in a private area. If a satisfactory resolution to the problem has not been achieved, a meeting with the director or assistant director should be arranged

FUMC School for Little People Preschool reserves the right to change, revise, supplement, or delete any of our policies and procedures, including all those covered herein, at any time. Changes will be effective on the dates determined by SLP and will be communicated to parents. If changes are made, parents will be given notice of a new handbook and will be asked to sign a new agreement form.

This Parent Handbook contains general information concerning the policies and procedures of School for Little People Preschool at FUMC. The policies and procedures described herein are not intended to be and should not be interpreted as a contract between SLP and any other person. This information does not constitute a legal document, nor does it constitute a contract. It does not confer any legal rights nor create any contractual obligations, expressed or implied.

**School for Little People
2017-2018
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