

Preston Hollow
Child Development Center

**Parent Policies and
Procedures**

2016-2017 SCHOOL YEAR

6315 Walnut Hill Lane
Dallas, Tx. 75230

Introduction

Welcome

We welcome you to Preston Hollow Child Development Center! Preston Hollow United Methodist Church considers the Child Development Center a mission to the community and supports that mission through facilities and gifts of time and prayer. Church members and representatives from the school's Parent Association comprise the Child Development Center School Board.

Handbook Purpose

We are very happy you have selected us for your child's early start to education, and strive to provide you and your child with the quality of excellence you are expecting in a child development center.

The following policies and procedures in this handbook are set as guidelines for all of our families. Please read these policies very carefully to avoid any misunderstandings regarding our procedures. There are several changes this year in our handbook and it's important to take note. We are asking all our families to sign the back page with your signature, stating you've received a copy of the school handbook. The signed form will be put in your child's file.

School Philosophy

Established in 1971, the Child Development Center maintains its original vision:

- To provide young children a healthy, safe environment for learning with peers and adults.
- To encourage each child to grow and develop at his own pace and to feel good about himself as an individual and as a precious child of God.
- To offer children time to explore, time to ask questions, time to talk things out, time for fun, and time for rest.
- To present a professional staff who work together to establish positive, productive relationships with families and with each other.

Mission Statement

The philosophy of Preston Hollow Child Development Center is founded upon the principle that God has created each individual and that each child is a unique, precious child of God. The Child Development Center is committed to providing an enriched environment in which:

- Children's creativity and curiosity is encouraged through a multitude of sensory experiences in a safe, supervised environment.
- Pre-academic curriculum is center-based for children to freely explore their play environment through thematic subjects that spark creativity and individualization.
- Each child achieves individual success at their own rate of readiness.
- Planned activities provide opportunities for growth in areas of emotional, social, cognitive, language, and physical development.
- Self-esteem is bolstered through age appropriate independence. Children are encouraged to perform custodial activities to the best of their ability including: dressing, eating, toileting, and social etiquette.

Fees & Tuition

*****Please take note of the tuition changes to the 2016-2017 school handbook.***

- There are no financial family vacation discounts.
- There is no enrollment discount. Each child is charged an annual enrollment fee of \$250.00. It is non-refundable.
- There is no break in price during the summer months. If you choose to attend partial time during the summer, you are still responsible to pay the full monthly tuition.

Tuition Rates

Preston Hollow United Methodist Child Development is a non-profit organization. The tuition for each school year is determined by the school's yearly budget requirements and voted on by Preston Hollow Child Development Board.

Your child is considered officially enrolled in the Preston Hollow Child Development Center when the annual enrollment fee is received along with all other required forms. The annual enrollment fee is for each child. **The annual non-refundable enrollment fee for each child is \$250.00.**

If your child does not begin school immediately, the first month's tuition is required to hold your child's spot. Your child's spot may be forfeited if your child does not attend school the week of your reported starting date, unless the Director has been notified in writing and approved any change. Any fees collected are non-refundable.

Tuition is priced on a yearly average, month to month basis and must be paid in full on the 1st of every month. There is NO REDUCTION for holidays, school closures because of weather, absences or during Christmas holiday break.

We are no longer accepting personal checks for tuition payment. There are now only 2 forms of payment we accept for your child's tuition. It can either be paid through bank draft from your employer or through credit card. If your credit card is submitted and comes back declined, an automatic fee of \$25 will be added to your account. Acceptable credit cards are: MasterCard, Visa and/or Discover. If you choose to have your employer issue out the payment check, please use the following address:

**Preston Hollow UMC Child Development Center
6315 Walnut Hill Lane
Dallas, Texas 75230**

Tuition rates for 2015-2016 are listed below:

Infants:	\$1290.00
Young Toddlers:	\$1130.00
2 Years Old	\$1025.00
3 Years Old	\$940.00
4 Years Old	\$940.00

Late Fees

Payment is due on the 1st of every month. If there is a balance past the 15th of the month due to a declined credit card, a late fee of \$25 will be added onto your family account. Your child will not be able to attend Preston Hollow Child Development Center until payment in full is settled.

Withdrawals

If you need to withdraw your child from Preston Hollow Child Development Center before the end of the school year, two weeks written notice must be given to the office.

Administrative Policies & Procedures

State Licensing

Preston Hollow Child Development Center is licensed by the Texas Department of Family and Protective Services. State licensing insures legal compliance regarding staff qualifications and training, facility safety and maintenance, communicable disease control, appropriate equipment, and stimulating student activities and environment.

Student Records

The Texas Department of Family and Protective Services requires the following forms to be completed and on file in the school office *prior to the child's admission date*. Your child will be prohibited from attending the first day of school if the required information is not complete. The following items must be turned over to the school office before the first day of school:

- Enrollment fee (non-refundable, due at time of registration)
- Enrollment form filled out.
- Parent Policies & Procedures Handbook Agreement Form signed.
- Current immunization record signed by physician (all immunizations required for the child's age must be completed by the date of admission.)
- Doctor's statement signed by physician.

Early Intervention

Preston Hollow Child Development Center believes early intervention, when needed, is in the best interest of the child and that specialists trained in the field of learning differences provide the child the greatest benefit for long term success. Preston Hollow CDC reserves the right to request that parents arrange for their child to be tested for speech, hearing, and/or learning differences through ECI, the public schools or by private services. Termination of enrollment may result if the parents refuse to arrange for testing and/or it is determined our staff is not able to meet the needs of the child while providing a quality experience for the child and for the other children in the classroom.

Safety Procedures

- **Security Cameras**

Preston Hollow Child Development Center has security cameras for the safety of our children, staff and families. The cameras are in the classroom, playground, front door entry and back door exit. It is for internal use only and not internet accessible.

- **School Drills**

Practice drills for fire and severe weather are conducted regularly to ensure that both staff and children are aware of proper emergency procedures. The state of Texas requires that fire drills are practiced monthly, and severe weather drills are conducted twice annually. The staff calmly guides all children to the designated areas of the School for their safety.

- **Bad Weather Days**

If inclement weather occurs during School hours, we encourage families to pick-up their children early. The Director will remain at the School until all children have been safely picked up. Other dangerous conditions (tornado, dangerous storms, etc.) will be handled at the School with the emergency procedures set in place and practiced by the staff and the children for the safety of all. These procedures are posted in every classroom where children may be present.

In the event of snowy or icy inclement weather conditions, the School follows the Dallas Independent School District's closing schedule. All local television and radio stations will report this closing. You will be notified by email from the President of the Parent Association and CDC administrators to pick up your child at the Preston Hollow Presbyterian Church Fellowship Hall. Children will be released only to persons stated on your enrollment form. Your child's safety is our utmost concern at all times.

- **Mandatory Remote Evacuation Away From the Center**

In the event the school is told by a fireman, police officer, or safety official that a remote evacuation is required for the safety of all persons, your child will be taken to Preston Hollow Presbyterian Church. Families will be notified through classroom parent representatives by email, dictated by the CDC administrators.

The primary REMOTE SITE is:

Place: Preston Hollow Presbyterian Church – Fellowship Hall
Address: 9800 Preston Road
Dallas, Texas 75230
Phone: 214-368-6348

Arrivals & Departure Procedures

Entry to School/Exit from School

The School Security System restricts access into the school for unauthorized visitors. The Front Desk determines entry into the locked school building by an electronic keypad device for visitors without a security code. Upon enrollment, families will be given a 4 digit code to enter our school building during our hour's operation.

Each parent must use their family assigned 4 digit code to ensure authorized persons only enter our School. If the door is held open for several people to enter at once, we cannot be certain all those let in are authorized. Please do your part in keeping our School safe.

Parking Rules for Drop Off/Pick Up

When parking for drop off and pick up times at the schools circular drive in the front, please park closest to the school curb. This is for the children's safety in addition to allowing the traffic to flow smoothly. It's important to hold your child's hand whenever possible during drop off and pick up times. Cell phone use during drop off and pick up is discouraged at all times. No car's ignition should be left running and/or children left unattended in your vehicle. Enter the circular drive from the north side and exit from the south side.

***Pre-schools are one of the top 3 targets for smash and grabs. We recommend that you always take your purse or other valuables with you when entering the school building during drop off/ picking up your child.**

Arrival/Departure Procedures

Preston Hollow Child Development Center is an early learning program based on multisensory discovery of experiences enhanced by a classroom daily routine and schedule. Preston Hollow Child Development Center opens its doors, Monday thru Friday from 7:30a.m. To 6:00p.m.

Our school closes promptly at 6:00p.m. At 5:45p.m. all remaining children in the school will be brought to the front lobby with their belongings, ready for departure. Please depart the front door promptly with your child; the school is closed for the evening.

Late Fees

The CDC charges a \$25 late fee from 6:00 p.m. to 6:15 p.m. From 6:15 p.m. to 6:30 p.m. the school charges a \$50 late fee. After 6:30 p.m. the school charges \$75. We will have you sign a "late arrival form" stating the time you've picked up your child and a copy will be put in your family file. The amount will be charged to your family account and expected to be paid immediately.

If a family has 3 signed late arrival forms, the CDC will then schedule a conference with the family to discuss our school possibly not meeting your family's needs.

Alternate Pick Up

If a child is to be brought or picked up from the Preston Hollow Child Development Center by someone other than either parent/guardian, please notify the School in advance. The parent/guardian needs to complete a Release/Emergency Pick-Up Form enclosed at the end of this packet, and the designated person must show the proper identification before any child is released. The staff applies every caution, even to the point of detaining the departure of a child, until we are satisfied that the person has the necessary parent/guardian authorization. Please let the school know in writing and provide the necessary documentation for proper release of your child, if there are any special changes in family structure or visiting rights (in relationship to separation or custody arrangements). Confidentiality is always respected for each family regarding these matters. **Your child's safety is our #1 concern.**

Communication

- Getting Acquainted

Open House is held in the evening for **PARENTS ONLY** before the new school year begins. At Open House, families have an opportunity to meet the Director and the teachers and to ask questions. At this time, the extracurricular coaches are also available to help explain what classes they offer and to hand out their enrollment forms if interested in signing your child up for these classes.

- Our Staff

Each of our teachers at Preston Hollow Child Development Center has teaching experience and degrees in various backgrounds including Early Childhood Development. All teachers will have a minimum of a C.D.A. credential. Additionally, many of our teachers have advanced degrees in child development. Teachers receive 24 hours of continuing education training annually, including topics on child development, guidance and discipline, curriculum, health and safety, and the prevention, recognition and reporting of child abuse and neglect.

- Communication with Parents

Preston Hollow Child Development Center encourages families to contact the Director and/or the teachers with questions or concerns. However, conferencing with the teachers at the classroom door during the arrival and departure of the children is inappropriate. **Please understand the children come first during class time.**

Families are informed of activities through monthly calendars, Text By Choice, and the posting of lesson plans, daily schedules, and illness alerts.

If you wish to speak with your child's teacher, please call the school office at 214-369-4630. Teachers will be given your message and they will return your call at their earliest convenience. You may communicate with the school through email at cdc@umcpresthollow.com

Families will be notified of changes in operation policy and/or enrollment agreement in writing. Families will be asked to sign and date the updated information which will be kept in the child's file.

- Family Involvement

Preston Hollow Child Development has many opportunities to help organize projects and activities during the school year. It is a great way to be involved in your child's school and also a wonderful opportunity to meet other families.

- Fundraisers

The school sponsors several fundraisers during the school year. Fundraisers are used for special purchases and large equipment. Preston Hollow Child Development Center is a non-profit organization, and tuition and registration fees do not always cover these items. If you are interested in getting involved with our school events, please contact the school office.

- Classroom Participation

Families are encouraged to help in the classroom with special projects and holiday celebrations.

- Classroom Visitation

During the first month of school, the teachers are working with the children to establish classroom routines and schedules. We ask that families wait until after this initial period of adjustment before visiting the classroom.

- Parent/Teacher Conferences

One day each school year is set aside for parent/teacher conferences for three and four year old students. Parent initiated conferences are welcomed. If you would like to speak to your child's teacher, please call or send a note to the school office, and a teacher will contact you as soon as possible. The date will be announced at a later time.

Preston Hollow CDC's Academic & Behavior Philosophy

Academic Goals

Each child is guided and encouraged to develop age appropriate skills and developmental milestones. Our goals include:

- Social and Emotional Development
- Language and Communication
- Reading and Writing
- Mathematics and Science
- Social Studies and Fine Arts
- Physical Development

Curriculum

Research shows young children learn best through learning activities presented in a carefully prepared environment.

The Director approves the thematic curriculum developed by the teachers and helps them create flexible and effective daily schedules. Each teacher plans for their class based on the age, developmental level and needs of each child.

The teachers plan a variety of center activities for independent learning as well as group experiences. Outdoor play is an integral part of the School program. Teachers use this opportunity for outside activities that are both planned and for free choice play.

Age Placement

Children are placed in classrooms according to several factors: age by September 1st, the different learning style needs of children, social opportunities, balancing the boy/girl ratios, recommendations from teachers, and the special needs of each child. Placement of children in the classrooms is determined carefully by the School Director and a committee of teachers. *However, the final decision on the placement of children in the classrooms is decided by the School Director.*

Developmental Milestones

Early childhood educational studies show that certain developmental milestones are indications of a child's level of success at certain age levels. Children in preschool learn at their own rate and each has their own special strengths, just as they each have their own temperaments and personalities. We use these milestones as well as chronological age in assigning classes.

The Director decides transition from class to class. Following are a few of the guidelines the Director uses when deciding where children are placed in classrooms during the move up. Before your child moves up into an older classroom, they must be of that age by September 1st. No exceptions to this policy.

- **To move from a toddler class to a Two year old class, the child must be at least 24 months old, eating table foods and use open cups.**
- **To move from an Infant class to a toddler class, the child must not use a pacifier, a bottle and must be able to walk independently.**
- **To move from a Two year old class to a Three year old class, the child must be at least 36 months old and full toilet trained.**
- **To move from the Two year old class to a Three year old class your child must be fully independently potty trained.**

Discipline & Guidance Policies

Good discipline teaches children the qualities of fairness, being heard, generosity and responsibility. Preston Hollow Child Development Center believes in a positive approach leading to self-discipline by the child. Our goal is not to punish a child but to develop generous and kind instincts in children who

will be proud of and take ownership of their actions. "Catching children doing the right thing" accompanied by an adult's smile is both encouraging and rewarding to a child.

However, for children with persistent, serious, and/or challenging behavior, the Director will request a conference with the parents and teachers and other professionals to develop and implement an individualized plan that supports the child's inclusion and success. Documentation will be done and parents will sign behavioral reports that will be put in the child's file. Parent members signing these behavioral forms are required in order for all parties be on the same page and aware of their child's behavior.

If the inappropriate behavior continues and it is determined, after thorough evaluation, that the placement of a child would not be in the best interest of the child, the other children in the program, or the staff of Preston Hollow CDC, the parents will be informed the school can no longer accommodate their child. The child will then be withdrawn from our School program.

What We Do For Biting

- Immediately make it clear that the behavior is unacceptable. "Biting is not OK."
- Attend to the biting victim, offering comfort and first aid as necessary, trying to involve the biter.
- Acknowledge the biter's emotions without condoning the actions. "I know you're frustrated, but I can't let you bite your friends. It hurts them."
- Remove biter from group only when child has lost control and is no longer safe around other children.
- Document. Look for a pattern. Is there a particular victim?
- Notify parent of biter and the victim. We will keep the name of the biter confidential.

Bullying

- Bullying among children is understood as repeated, negative acts committed by one or more children against another. Preston Hollow Child Development Center has a zero tolerance attitude to bullying. All staff has a responsibility for dealing with this problem.
- The parent and supervisors will initially discuss the areas of concern and try to discover a possible cause.
- The parent will be reassured it is the behavior, not the child that is inappropriate and unacceptable.
- A plan will be developed between parent and supervisor to work together in the home and at school which will be reviewed on regular basis-timings to be mutually agreed.

Tips for a Successful Preschool Experience

- Exhibit a positive attitude toward school.
- Allow ample time getting ready for school so that your child will not be hurried.
- Bring your child to school on time. Entering a classroom already in progress is difficult for many children. **We highly recommend all children arrive at school by 9 a.m.**
- Please be prompt for pick-up. Many children become upset and worry when the parent is late.

- Think of the teachers as friends who want to know about your child in an effort to provide your child with a happy and successful preschool experience.
- Please let us know of any changes that might affect your child, such as medications, new baby, family circumstances, visitors, or moving.
- If problems arise, please talk to your child's teacher and/or the Director.
- When looking at the work your child brings home, please remember that the process (thinking, doing, feeling, experimenting) is more important than the finished product.
- Please check your child's tote bag and file folder each day for notes from school.

What to Bring/Not Bring To School

Appropriate Clothing

- Families should send their children to school in washable play clothes that can get dirty.
- Tennis shoes are best. Patent shoes, cowboy boots, skates, and open-toed sandals are not safe on the playground or in group settings.
- Families should send a change of seasonal clothing including socks and underwear to be used in the event of accidents/emergencies.
- We do go outside even in cold weather so children will need a warm jacket or coat with a hood.
- All clothing should be labeled with your child's name. All items not claimed by the end of the school year will be donated to charity.
- If your child insists on wearing inappropriate clothing or shoes to school, please send a change in your child's tote bag.

Equipment and Supplies

Each child will need:

- A tote bag open at the top and large enough to hold a change of clothes, a soft cuddle animal for rest time and any other item your child's teacher is requesting. The bag needs to be able to hang from a hook and must have your child's name clearly printed on the outside of the bag.
- A change of clothing including socks and underwear. The change of clothing will need to be changed out with the seasons.
- A small blanket for naptime, labeled with your child's name on it.

No Outside Toys Brought To School

Outside toys are to be left at home. The CDC has plenty of developmentally age appropriate toys and books for your child to play and read throughout the day. If your child comes to school with a toy from home, the teacher will collect and put it in your child's cubby to be taken home.

Food

The CDC provides breakfast, lunch and an afternoon snack for all our children on a daily basis. Due to some children's allergies to certain foods, we ask all families to please leave personal meals and snacks at home.

If your child has a food allergy and cannot eat what's on our CDC menu, we must receive a note from your child's pediatrician stating what they can/cannot eat. You will be responsible bringing your child's meals to school.

We are a nut free school. No exceptions.

Family Handbook Acknowledgement Form

I've received a copy of the Preston Hollow United Methodist Child Development Parent Policy & Procedures Handbook for the school year, 2016-2017.

A signed copy of this acknowledgement form will be kept in our family files.

Family Member

Signature _____

Date _____