



**Parent Handbook  
2018-2019**

Welcome to High Hopes Preschool, a ministry of Highpoint Fellowship – a Christ-centered church where families come first. We are excited and deeply honored that you have chosen our school for your precious child. We praise God for you! It is our goal for your child to experience God's love while exploring His wonderful world at High Hopes Preschool.

### **HIGHPOINT COMMUNITY MINISTRY BOARD**

High Hopes Preschool is governed by a Board of Directors that consists of Highpoint Fellowship members. All of whom are family oriented individuals who strongly believe in the advantages of Christian education for every child. The board meets regularly to pray for and seek God's guidance as they set policies and monitor the operation of the preschool.

### **STAFF**

Our Director and the Assistant Administrator are faithful Christians who are experienced in both childcare and Christian education. The teachers at High Hopes are experienced, loving Christians who feel called to work with young children. Our staff regularly attends local congregations and are active in their churches. Each member must pass criminal background checks and must maintain a minimum of 24 hours of continuing education as mandated by the state's licensing agency.

### **HOURS of OPERATION**

High Hopes Preschool is open five days a week, from 9 AM until 2 PM. We offer enrollment options ranging from 2 to 5 days a week. School begins September 4, 2018 and ends May 23, 2019.

During the school year, High Hopes will follow the majority of Leander ISD's calendar for holidays, teacher workdays, and school closures due to inclement weather. The preschool is open normal hours for LISD early release days. If Leander ISD delays the start of school, High Hopes will delay its opening by the same amount of time. Please follow local media, the Remind program, or email for inclement weather updates.

### **ARRIVAL and DEPARTURE**

- Preschoolers thrive on routine; **regular attendance and timely arrival are strongly encouraged.** Children should arrive between 9:00 and 9:10 AM each school day and depart between 1:45 and 2:00 PM. Please enter and exit through the doors at the rear side of the building. Doors will be locked after 9:30 AM and remain locked until 1:45 PM. For the occasional time that you may arrive late or need to pick up your child early, please enter through the left most rear door [using the door bell]. If you do not receive a response, please call the school office at 512-260-5922.
- Children **must** be signed in to their classrooms each day by an adult and must be left in the care of a staff member. **DO NOT** leave children at the classroom door without confirming a teacher is aware of their arrival, or drop them off at the sidewalk and expect them to find their own way to their classrooms. Children must also be signed out of their classrooms by an adult, ensuring that the staff is aware of each child's departure. Children will be released only to an authorized adult whose name appears on the child's enrollment form.
- Please **DO NOT** call the office and ask that we release your child to a person that is not listed on the enrollment form. Children WILL NEVER BE RELEASED TO A MINOR, to include minor siblings. For the child's safety, persons unknown to the staff will be

required to present photo ID before a child will be released into their care. When a child has been picked up for the day, the child is then to be supervised by the adult who has signed them out. **The child is to remain with this person and will not be allowed to roam the facilities at will.** Please be considerate of our teachers by picking up your child **ON TIME**. In order for our teachers to properly prepare the rooms for the next day, we ask that you are out of the classrooms by no later than 2:05. Also, be aware that if you are late picking up your child, it will result in **late fees** [refer to Tuition and Fees section].

**Children MAY NOT, AT ANYTIME BE LEFT UNATTENDED in a vehicle on the Highpoint Fellowship grounds.**

## **TUITION and FEES**

- Registration and supply fees are **non-refundable and non-transferable**. The Enrollment Form WILL NOT be accepted without the registration fee. Supply fees are due at the assigned deadline. **Please make sure your child's name is written in the memo section of your checks.**

Registration: \$120 due with registration form

Supply fee: \$80 2 days/week per year

\$95 3+ days/week per year

- Tuition is calculated on a yearly basis; therefore, the amount is not flexible. Absences of any length from school due to illness, vacation, holidays, or teacher workdays observed within a month shall not be cause for reduction in tuition amount.
- If you find you need to withdraw your child before the end of school year, a **30-day written notice** is required in order to avoid any future accrual of tuition or fees.
- Full tuition is due on **the first day your child's class meets** each month, September through May. Tuition may be left in the black drop box – which can be found in either hallway – or brought to the preschool office. A **late fee of \$20** will be charged if tuition is not paid by the **5<sup>th</sup> school day** of the new month, with the exception of May tuition. If May tuition is not paid by the 5<sup>th</sup> school day, there will be a **\$50 late fee** and your child may be dismissed from the program for the remainder of the month. Tuition may be paid in cash, check or money order. Adding High Hopes Preschool to your financial institution's Bill Pay program or mailing your payment is an option as well. A returned check fee of \$25 will be assessed, along with any necessary late fees, upon reconciling the delinquent account.

Tuition: \$210 per month for M/W, 2 days/week

\$230 per month for T/TH, 2 days/week

\$295 per month for M/W/F, 3 days/week

\$315 per month for T/TH/F, 3 days/week

\$405 per month for M-TH, 4 days/week

\$495 per month for M-F, 5 days/week

Multiple child/sibling discounts: \$20 off per month for each additional child

- A \$5 late fee will be charged for pick up at 2:05, and timed according to the clock in the Preschool office. Additionally, a \$2 fee will be assessed **PER MINUTE** following 2:05. Please call the office if you know you are going to be late. *Late charges will still apply even if you have called.*

- High Hopes Preschool is offering a \$25 credit per referral for any family that you refer to us and registers in our program. We are so grateful for the wonderful words of praise and recognition we have received over the years through the referrals you have sent to us and want to say thank you! If you refer a family to High Hopes Preschool, please request that they document your name on the enrollment form. If referred students stay for one full semester, your account will be credited \$25 at the end of that semester (December or May); if referred students stay for two full semesters, your account will be credited \$25 at the end of each semester (December and May). Referral credits will only be applied the first school year of the referred family.

## **SAFETY**

- Parents should report ANY unsafe conditions or concerns to the Director immediately. If the condition is under the preschool's control, we will attempt to correct the situation as quickly as possible. If the condition is the responsibility of a parent, the Director will notify the parent of the concern and work with the parent to correct the condition. Parents are asked to supervise their children at all times while on the property of Highpoint Fellowship.
- High Hopes Preschool is committed to ensuring the safety of all children. Therefore, each employee has been trained on issues regarding child abuse and neglect. This training includes recognizing potential warning signs that a child may be a victim of abuse or neglect. If you, as a parent, suspect that a child is being abused or neglected, please call 1-800-252-5400 to make an anonymous report as soon as possible.
- High Hopes Preschool has emergency evacuation procedures in place in the event of fire, tornado, gas leak, etc. All staff members are trained in these procedures to ensure your child's safety. Practice drills will be conducted throughout the year to help aid in preparedness, and in accordance with Texas DFPS regulations. In the event of evacuation, children with mobility difficulties will be assisted by a designated staff person. Evacuation routes are posted in each room. In the event that it is necessary for us to evacuate the grounds, we will transport children to New Hope Baptist Church – located at 200 New Hope Drive, Cedar Park, (512)259-1417. A copy of the High Hopes Emergency Evacuation Procedures Manual is available for parents to review in the office.

## **PRE-K ENROLLMENT REQUIREMENT**

Children enrolled in the **Pre-K 4-year-old class must be potty trained** in accordance with the guidelines below **before** attending preschool. We do understand that potty trained children will occasionally have toileting accidents. Accidents are described as rare occurrences and are an exception to the norm. In these instances, a teacher will help children to change clothes, while encouraging independence as much as possible.

A potty trained child can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go.
- Alert him/herself to stop what he/she is doing, to use the restroom.
- Pull down his/her clothing and get them back up without assistance.
- Wipe him/herself after using the toilet.
- Get on/off the toilet by him/herself.
- Wash and dry hands.

- Postpone going if they must wait for someone who is in the restroom or if they are away from the classroom.
- Awaken during nap time should they need to use the restroom.

If your child is not fully potty trained - as described above - when school begins, the following options are available:

- You may withdraw your child from school and place your child's name on the top of the waiting list. The Registration Fee is non-refundable; however, if your child is placed in a class at a later date, you will not need to pay additional fees.
- You may hold your child's spot at the full monthly tuition rate [for up to two months] until potty training has been completed.

## HEALTH

- In accordance with TDFPS Licensing Standard 746.603, children enrolled in High Hopes Preschool must have the following forms on file: a Statement of Health signed by a medical professional, up to date immunization record, and a Vision & Hearing screening record [if applicable]. Vision & hearing screenings are required for children four and older and must be conducted by a pediatrician. The Statement of Health must be submitted **before** a child may attend preschool. Details of current immunization requirements are attached. Tuberculosis testing is *not* required for preschoolers in Williamson County.
- High Hopes Preschool **will not administer any type of medication** other than prescribed emergency medications, such as epinephrine auto-injectors or Benadryl (for allergic reactions), or albuterol inhalers for asthma or respiratory distress. If your child needs medication during school hours, please make arrangements to be on-site to administer the medications personally. If possible, please arrange your child's medication schedule before and after school hours to avoid interrupting your child's school day.

**Children with symptoms of illness – to include, but not limited to, fever [of greater than 100.4], rash, vomiting, or diarrhea, or any other symptoms that may limit their participation in school activities – MUST NOT BE BROUGHT TO PRESCHOOL.** Classroom teachers will do a daily health check of each child. To review the High Hopes health check procedures, turn to page 17. A child who becomes ill after arrival at school will be placed in an area away from the other children and the child's parent(s) will be called immediately to pick up the child. If parents are not available, the emergency contact listed on the child's enrollment form will be notified. Please be sure that your contact information is kept up-to-date.

Illness and exclusion criteria for High Hopes Preschool will follow the Minimum Standard Rules for the state of Texas from the Department of Protective and Regulatory Services. A copy is attached for your information.

**After an illness, a child MUST be symptom free for 24 hours before returning to preschool.** In accordance with state regulations, the preschool office must be notified when a child has had any communicable disease [list of diseases provided on page 10]. For the protection of all children, a doctor's statement may be required following an illness.

All High Hopes employees are trained in First Aid and CPR. In the event of a medical emergency, the staff will call 911 to report the emergency and request aid. The staff will then notify the parent or emergency contact, and a member of the staff will ride with the child to the designated emergency room.

High Hopes Preschool does not require its staff to maintain current immunizations.

## CURRICULUM

High Hopes Preschool uses the Bible-based curriculum, "WEE Learn", which incorporates developmentally appropriate activities into thematic units. Our teachers have the flexibility to use other resources to enhance their WEE Learn theme. Our preschoolers experience a wide range of activities designed to both stretch their imaginations and help them develop a deep love for God and His creation. Centers in each classroom promote individual and cooperative play, imagination, creativity and self-expression. Hands-on centers - including literacy, music, math, science, blocks, manipulatives, art, and dramatic play - are offered on a rotating basis to enhance units. Daily Bible stories and weekly chapel times focus on God's love for each child. We also offer a weekly music time and introduce the children to Spanish and sign language.

The four-year-old/Pre-K curriculum also includes the Handwriting Without Tears program, which is specifically designed to provide children with all the necessary skills needed for kindergarten. Literacy and math readiness are taught each school day, with emphasis on letter and number recognition. Pre-K teachers will perform readiness assessments with each student towards the end of the school year.

## SPECIAL ACTIVITIES

- High Hopes Preschool will have on-site "field trips" consisting of special activities and presentations held in the facility and on the playground. For this reason, the staff will never need to transport children [unless during evacuation/emergencies].
- Throughout the school year, we have several family oriented events for parents and children to enjoy together – please see our school calendar for more information.
- Splash days will be held in May and will include sprinkler play, wading pools and water slides. Rest assured that extra supervision will be given during water play, and parents will be invited to join the fun.

## PERSONAL BELONGINGS

Each child has use of one cubby to store a lunch box, water bottle, and a daily take home folder. **Everything else the child brings must fit into one average backpack OR bag.** Sleep items such as a small stuffed toy, child-size [small] pillow or blanket/towel, or show and tell items must easily fit in the child's backpack. All personal items should be labeled clearly with the child's name. Each cubby must be completely emptied at the end of each school day and personal items must be taken home. Take-home papers, teacher announcements, and school newsletters will be in the child's folder at the end of each school day. Parents are responsible for taking home *and checking the folder*, as well as returning it the following school day.

Parents should send diapers or pull-ups, if necessary, for two's who are not potty-trained. Teachers will assist with potty training at the parents' direction.

Each child must have a complete weather-appropriate change of clothes (underwear, socks, shorts or pants, shirt) labeled and stored in a Ziploc bag and kept in his/her bag at all times in case of accidents.

**Please do not allow your child to bring candy, gum, money, or toy weapons of any kind to school.**

## **DRESS**

- Children should wear comfortable, roomy, easily managed clothing. **Play clothes and closed-toed, soft-soled shoes are best for comfort and safety.**
- The following are to be avoided: anything your child cannot personally manipulate when going to the bathroom (belts, etc.), and anything you or your child fears getting dirty/messy. Additionally, unsafe or uncomfortable shoes – including open-toed sandals, flip-flops, slick-soled dress shoes, loose fitting ballerina flats, and cowboy boots – ARE NOT ALLOWED for safety reasons.
- Please send appropriate outerwear (jackets, sweaters, etc.) for outdoor play in cooler weather.

## **NUTRITION and REST**

Teachers and children will have lunch together each day. Your child needs to bring a lunch from home that he/she can easily eat on their own. Lunches must include a drink and an additional water bottle for after outside play. Please do not send foods that need to be refrigerated or heated. **Candy, soda, red or purple drinks are not allowed in lunches.** Lunches should provide one-third of your child's nutritional needs for the day. A list of nutritional requirements is attached for your information. Please note that High Hopes Preschool is not responsible for any lunch that is not of nutritional value but if a child repeatedly brings lunches lacking in nutritional value, parents will be contacted.

High Hopes Preschool will provide a quiet room with an adult size chair for you if you are still breast feeding your child. Please see the director for access to this room.

All children, toddlers through pre-kindergarten, are required to rest each day on a mat, provided by the preschool, for an age-appropriate length of time. Sleeping is not required. Please avoid sending large sleeping items such as full sized pillows and blankets, as we do not have the storage for them.

## **DISCIPLINE & GUIDANCE**

Discipline is based on understanding the individual needs and development of a child. It shall be directed toward teaching the child responsible behavior. Children are disciplined in a considerate, quiet manner, so that they may learn from the situation. There will be no cruel, harsh, or unusual punishment administered. Children will not be humiliated or subjected to abusive or profane language.

## **POSITIVE GUIDANCE & REINFORCEMENT**

Children are taught what is expected of them, and good behavior is recognized and encouraged. As much as possible, children are guided to assure their appropriate participation in every activity. If a child persists in inappropriate behavior after reminders and redirection, the child may receive a brief, supervised separation for a developmentally appropriate period, either near or away from the group. Children will be sent to the Director's office only as a last resort. At this point, a parent may be called to discuss the next appropriate action. The staff will monitor behavior and inform parents of significant difficulties or changes in behavior patterns. A complete discipline and guidance policy is attached.

## **AGGRESSIVE BEHAVIOR POLICY**

The following actions will be considered aggressive behavior: hitting, kicking, scratching, slapping, biting, or any behavior that is physically harmful to another child or adult. Periodically, instances of these behaviors can occur among preschoolers. This is sometimes an unavoidable circumstance of young children in group care. **However unfortunate, it is a natural developmental stage that some children go through, not something to blame on children, parents, or teachers.** Sometimes there is no quick solution to the problem. The following are procedures that are implemented by the teacher when any of these behaviors occurs:

**First Offense** – child will firmly be told “NO” and will be separated from the other children but still stay in the room. Separation times will be based upon the age of the child. Parents will be notified verbally.

**Second Offense and Thereafter** – child will be told “NO” and will be separated from the other children outside of the classroom. The separation time will be based upon the age of the child. The parent will be notified verbally and in writing. If the behavior persists, the parents will be called. If your child has physically harmed any children 3 times in one day, you will be notified to pick up your child from preschool. The Preschool Director will personally communicate with parents concerning the ongoing behavior issue. Aggressive behavior will require support from home to help control the issue. If the issue does not improve, a parent conference will be scheduled with the Director, and a plan of action will be formed. If biting or aggressive behavior continues, a child may be subject to dismissal from the program. All decisions will be made on an individual basis, at the discretion of the Director.

When aggressive behavior occurs, parents of both children will be notified in writing but the identity of the children involved will be kept confidential for privacy reasons, as well as the sake of the child. This can be an emotional time for both children and parents; so all measures are taken by the Preschool to diffuse ill feelings.

## **OPEN DOOR POLICY**

Parents are welcome to drop in to observe their children in our program at any given time without prior approval. ALL VISITORS, INCLUDING PARENTS ARE REQUIRED TO SIGN IN WITH THE OFFICE UPON ARRIVAL FOR THE SAFETY OF OUR STUDENTS. Please consider any separation issues your child may be struggling with before planning a visit.

If you would like to participate in any of our activities, or be a room mom or dad, please confer with your child’s teacher.

## **PARENTAL CODE of CONDUCT**

High Hopes Preschool requires parents of enrolled children to behave in a manner that is decent, courteous, and respectful at all times.

**Swearing/Cursing:** No parent or adult is permitted to curse or use other inappropriate language on our property at any time. Such language is considered offensive by many people and will NOT be tolerated. At NO time shall inappropriate language be directed toward adults, children or members of the staff.

**Threats:** Threats of any kind will NOT be tolerated. All threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, High Hopes will not assume the risk of a second chance.



**Confrontation:** While it is understood that parents will not always agree with the employees of High Hopes Preschool or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means of communicating a point and are strictly prohibited. A family may be dismissed from High Hopes Preschool if deemed necessary by the Director.

**Alcohol/Drug Abuse:** If a parent is believed to be under the influence of alcohol or drugs when picking up their child they will be asked to call another person on the child's admission form who is authorized to pick up. If a parent becomes confrontational the proper authorities will be notified and we will contact an authorized person to pick up your child.

## **PARTIES and BIRTHDAYS**

High Hopes Preschool has seasonal class parties; parents will be asked to bring items needed for the celebrations.

Birthday celebrations are at the parent's discretion. If you are providing treats to share with the class, please send something that does not need to be cut and served and is not overly messy (cookies or lightly frosted cupcakes work well). Candles are prohibited in the classroom. ***It is important that you let your child's teacher know in advance if you will be sending or bringing something to school.***

***Please keep in mind that your child's classroom friends may have a food allergy.*** Any food allergies will be communicated to you as soon as possible. Please use allergies as guideline when you prepare for parties. We want our events/parties to be fun and safe for all of our children.

If you will be inviting your child's classroom to a party outside of school, please pass the invites to your lead teacher to pass out to ALL children in the class. If you do not plan to invite all of your child's classmates, please contact each family directly.

## **COMMUNICATION and SOCIAL MEDIA**

At High Hopes, we strive to be partners with our parents in providing spiritual, emotional and academic growth. Communication and cooperation with parents is a main goal of the High Hopes Preschool Ministry.

### **Contact**

Teachers will communicate consistently throughout the year via phone, Remind, handouts, Sandbox Parent Portal, etc. If you need to contact your teacher, please call the office at 512/260-5922 or email your classroom at (classroom name)@hhps.org.

### **Facebook Page**

Social Media is helpful in many ways; however, we want to be cautious and safe with personal information. Therefore, we will not use your child's photo – without prior permission, refer to a child by name, etc. on our social media site (Facebook).

### **Sandbox Parent Portal**

This program gives parents easy access to updating your child and family information directly [phone numbers, emails, etc. It is a private and safe network that we can participate by classroom or directly with the teacher.

## **Remind Program**

The Remind program is a great way to get reminders and updates about your classroom and High Hopes Preschool. Remind can also be utilized to directly message your child's teacher, as well as the other parents in your child's classroom. **Please see the flyer in your welcome packet for information on how to join.** You will get a response. Please complete the registration process to verify you are connected with High Hopes and the appropriate classroom.

## **Informal Parent Conferences**

If you would like to talk at length with your child's teacher, please contact your teacher via email, or contact the office to set up a time that is convenient for both parties. **Drop off and pick up times are NOT APPROPRIATE TIMES as teachers have the added responsibility of other children who are still in the classroom.**

## **Formal Parent Conferences**

Throughout the year, all children will be assessed based on social, emotional, cognitive, and physical development. Our 3 and 4-year-old teachers will document growth and offer a scheduled conference in the spring.

Teachers will contact a family whose children show signs of a need for developmental assistance in one of the objectives.

## **ELIGIBILITY, ENROLLMENT, and PROCEDURES**

Children ages two through five are eligible for enrollment – children must turn 2 by September 1<sup>st</sup> of the current year to qualify. High Hopes Preschool admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities available at the school. Registration begins in January for current students, and opens to the public in February for fall classes. The registration process continues until classes are full; children will be placed on waiting lists for full classes. Parents will be notified of space availability as soon as possible. Payment of the non-refundable registration fee secures a place for your child.

If you have any questions or concerns about our policies, procedures or program activities, please feel free to call and make an appointment with the Director. For problems in the classroom, parents should schedule an appointment to speak with their child's teacher. For unresolved conflicts, please make an appointment with the Director.

Parents will be notified in writing of any policy or tuition changes thirty days before the change is to take place.

If you would like to review a copy of the State Minimum Standards or contact information for the local licensing office, they are available in the preschool office. The preschool's most recent licensing inspection report, as well as fire and health inspection reports, is also available for review in the preschool office.

The Texas Department of Protective and Regulatory Services child abuse hotline may be reached at 1-800-252-5400. The PRS website is [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us).

## **HIGHPOINT FELLOWSHIP CHURCH**

You and your family are invited to participate in the activities and services of Highpoint Fellowship. We offer many programs for all ages, and we encourage you to visit at any time. We would be honored by your presence. Information about our church is on our website [www.hpf.org](http://www.hpf.org).

# List of Communicable Diseases

**Note 1:** The major criterion for exclusion from attendance is the probability of spread from person to person. A child may have a non-excludable illness yet require care at home or in a hospital. Adopted by the Texas Department of Health pursuant to 25 TAC §97.6. Effective on September 1, 1987.

CONDITION	RE-ADMISSION CRITERIA (Notes 2 + 3 below chart)	REPORTABLE DISEASE to TDH	NOTES FOR PREVENTION/TREATMENT (See Note 4 below chart)
<i>AIDS HIV Infection</i>		Yes, but schools are not required to report.	Teach importance of hand washing. When cleaning up spills of blood or body fluids, wear gloves and use a suitable disinfectant. Adolescents should be educated about transmission of the virus through sexual contact and sharing of equipment for injection.
<i>Amebiasis</i>	After treatment is initiated.	Yes	Adequate treatment is necessary to prevent/eliminate extra intestinal disease. Teach importance of hand washing. Relatively uncommon in U.S., but can be acquired in developing countries. Can be spread by personal contact or through food and/or drink.
<i>Campylobacteriosis</i>	After diarrhea and fever subside.	Yes	Teach importance of hand washing. Frequently a food borne infection.
<i>Chickenpox (Varicella)</i>	Either 1) lesions are dry or 2) lesions are not blister-like and 24 hours have passed with no new lesions occurring.	Yes	Vaccine is available and required.
<i>Common Cold</i>	When fever subsides.	No	Teach importance of washing and covering mouth when coughing or sneezing.
<i>Conjunctivitis, Bacterial and/or Viral</i>	See Note 2 below chart	No	Teach importance of hand washing. Allergic conjunctivitis is not

<b>Cytomegalovirus (CMV infections)</b>		No	contagious. Teach importance of good hand washing practices for staff and children. Avoid direct contact with urine, saliva, or other infectious secretions.
<b>Fever</b>	When fever subsides.	No	
<b>Fifth Disease (erythema infectiosum)</b>	When fever subsides.	No	Case should be seen by a physician to rule out a diagnosis of measles.
<b>Gastroenteritis, Viral</b>	When diarrhea subsides.	No	Teach importance of good hand washing. Adult should supervise hand washing of preschool-age children.
<b>Giardiasis</b>	When diarrhea subsides.	No	Treatment is recommended. Teach importance of good hand washing. Can spread quickly in child-care facilities.
<b>Head Lice (pediculosis)</b>	When nits (lice eggs) are no longer present.	No	Treat with medicated lice shampoo immediately upon discovery. Second shampoo or lotion treatment in 7-10 days is recommended. Teach importance of not sharing combs, hats, coats, and limiting head to head contact.
<b>Hepatitis, Viral, type A</b>	After 1 week from onset of illness.	Yes, promptly	Teach importance of good hand washing. Immune globulin should be given to household contacts. If more than one case occurs in a child-care facility, immune globulin should be considered for all children and parents involved.
<b>Hepatitis, Viral, type B</b>		Yes	Vaccine available but recommended for high-risk groups only as opposed to the general public. Neither cases nor carriers excluded from attendance. Teach importance of good hygiene and avoid contact with blood/body fluid of recent cases or chronic carriers.
<b>Herpes Simplex (cold sores)</b>		No	Teach importance of good hygiene. Avoid direct contact with sores.

<b>Impetigo</b>	When treatment has begun.	No	Keep lesions covered while in school. Teach importance of hand washing and keeping fingernails clean.
<b>Infectious Mononucleosis</b>	When physician decides or when fever subsides. Some children with fatigue may not be physically able to return to school until symptoms subside.	No	Minimize contact with saliva or nasal discharges. Teach importance of hand washing. No vaccines or specific treatment have been recommended in routine cases.
<b>Influenza</b>	When fever subsides.	Yes	Vaccine available, but only recommended for children with certain chronic diseases. Anti-viral therapy available for cases of influenza type A.
<b>Measles (rubeola)</b>	After 4 days from rash onset. In an outbreak, unimmunized children should also be excluded for at least 2 weeks after last rash onset occurs.	Yes, immediately	Vaccine available. Report suspect cases immediately to local health department and call the Texas Immunization Hot Line: 1-800-252-9152.
<b>Meningitis, Bacterial</b>	See Note 2 below chart.	Yes, immediately	Report suspect cases to local health department or state health department at 1-800-252-8239. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at a child-care facility are also treated.
<b>Meningitis, Viral</b>	When fever subsides.	Yes	Teach importance of hand washing. Prophylactic antibiotics of no value.
<b>Mumps</b>	After 9 days from the onset of swelling.	Yes, promptly	Vaccine available.
<b>Pertussis (whooping cough)</b>	After completion of 5 days of antibiotic therapy	Yes, immediately	Vaccine available. Unimmunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases to local health department and call the Texas Immunization Hot Line: 1-800-252-9152.

<b>Pinworms</b>		No	Treatment is recommended. Teach importance of good hand washing.
<b>Ringworm of the Body</b>		No	Treatment is recommended. Keep lesions covered while in school.
<b>Ringworm of the Scalp</b>	When treatment has begun.	No	Teach importance of not sharing combs, hats, and coats.
<b>Rubella (German measles)</b>	After 7 days from rash onset. In an outbreak, unimmunized children should be excluded for at least 3 weeks after last rash onset occurs.	Yes, immediately	Vaccine available. Report suspected cases to local health department and call the Texas Immunization Hot Line: 1-800-252-9152.
<b>Salmonellosis</b>	When diarrhea and fever subside.	Yes	Teach importance of good hand washing. Frequently a food borne infection.
<b>Scabies</b>	When treatment has begun.	No	Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically
<b>Shigellosis</b>	When diarrhea and fever subside.	Yes	Teach importance of good hand washing. Can spread quickly in child-care facilities.
<b>Streptococcal Sore Throat and Scarlet Fever</b>	After 24 hours from time antibiotic treatment was begun and fever has subsided.	No	Teach importance of covering mouth when coughing or sneezing.
<b>Tuberculosis, Pulmonary</b>	After antibiotic treatment has begun, AND a physician's certificate or health permit obtained.	Yes, promptly	All classroom contacts should have TB skin tests. Antibiotic prophylaxis indicated for newly positive reactors.

**Note 2:** Children excluded from a school or child-care facility for a communicable disease may be readmitted by any of the following methods:

- a) A written certificate from a physician.
- b) A permit issued by the local health authority.
- c) Fulfilling criteria listed under "Readmission Criteria".

**Note 3:** A school or child-care facility administrator may require a note from a parent or physician for re-admission regardless of the reason for the absence.

**Note 4:** Children should not be given aspirin for symptoms of any viral disease, confirmed or suspected, without consulting a physician.

## Appendix VII: Nutritional Examples

Milk and Dairy Products		
<b>Milk</b>	<b>Cheese*</b>	
Whole milk	Cheddar	Parmesan
Reduced fat (1-2%)	Monterrey Jack	Provolone
Skim	Cottage Cheese	Muenster
Powdered Milk	Swiss	Ricotta
Yogurt	<i>*if processed cheese is used, the amount should be 25% more than if natural cheese is serviced.</i>	
Buttermilk		

Meat/Meat Alternative		
Poultry, Beef, Lamb, Pork, Fish	Egg	Tofu
Dried peas or beans	Peanut Butter	
Vegetable protein mixed with meat	<b>Note</b> = DO NOT offer to children under 2 years due to potential allergy	

Fruit
Any fresh, canned, cooked, or dried fruit

Vegetables
Any raw, canned, or cooked vegetables. If a dried pea or bean is counted as a meat, another vegetable should be offered as well to count as a vegetable.

Grains	
<b>Breads</b>	<b>Cereals</b>
Whole grain wheat, rye or soy	Cooked oatmeal, grits, or farina
Enriched white bread	Ready-to-eat: heat, corn, rice, or oat
French, Italian, Vienna	<b>Cooked Grains</b>
Raisin, Bagels	Rice
Crackers: saltines, grahams, rice, melba	Pasta
Cornbread, Pita	Bulgur
Tortilla (corn + flour)	Barley
Waffles, Pancakes, English Muffins	

## Texas Department of Family and Protective Services/Minimum Standards for Child-Care Homes Nutrition and Food Service

(b) The daily food needs for children two years through five years are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Requirement	Number of Servings To Meet 1/2 Daily Requirement	Serving Size
Milk	2/3 of One Serving	1	1 c. Milk or 2 oz. Cheese or 1 c. Yogurt
Meat/ Meat Alternative	2/3 of One Serving	1	2 & 1/2 oz. Cooked meat or 1 Egg or 1/2 c. Cooked beans
Vegetable	1	1 and 1/2	1/2 c. Raw or cooked vegetable or 1c. Raw leafy vegetable
Fruit	2/3 of One Serving	1	1/2 c. Canned or chopped fruit or 1 Piece fruit or melon wedge or 1/4 c. Dried fruit or 3/4 c. Juice
Grains	2	3	1 Slice Bread or 1/2 c. Cooked cereal 1 oz. Ready to eat cereal or 1/2 c. Cooked pasta or rice or 3 to 5 Crackers



## **Health Check Procedures**

A health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Observation of the child and communication with the child's parent or guardian are the key elements of a health check.

### **Greet the child and do the following:**

- Look for:
  - Breathing difficulties
  - Severe coughing
  - Discharge for the nose or eyes
  - Changes in skin color
  - Bruising or swelling
  - Cuts, sores, or rashes
- Give the child a hug or gently feel the child's cheek, forehead, or neck (checking to see if child feels unusually warm or cold and clammy)
- Ask the child questions

### **Talk with the parent/guardian to find about changes in the child's:**

- Sleep
- Eating and drinking
- Toileting habits
- Mood and behavior at home

### **Documentation**

- Any changes in the child's appearance or behavior should be documented.
- Ways to document: child's daily sheet, a note on the name to face or sign-in/sign-out sheet, or a health check log

# Discipline and Guidance Policy for \_\_\_\_\_

Name of Operation

- ◆ Discipline must be:
  - (1) Individualized and consistent for each child;
  - (2) Appropriate to the child’s level of understanding; and
  - (3) Directed toward teaching the child acceptable behavior and self-control.
  
- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
  - (3) Redirecting behavior using positive statements; and
  - (4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.
  
- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  - (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child’s mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
  - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

parent

employee/caregiver

household member of child-care home





# Parent Acknowledgement

**Please initial all lines to indicate received written policies/materials and agree to terms.**

\_\_\_ **Parent Handbook:** I acknowledge that I received a copy of the High Hopes Preschool Parent Handbook. I accept responsibility to read and adhere to procedures and all policies as set forth in the Handbook.

\_\_\_ **Prayer:** I agree to allow my child's first name to be shared with the Highpoint Pastor/Leader who has committed to praying for my child's classroom this school year.

\_\_\_ **Medical Treatment:** In the event that my child requires emergency medical treatment and I can not be reached, I hereby authorize the High Hopes Preschool staff to make arrangements to transport my child to the physician, hospital or clinic that I have designated or the nearest hospital/emergency medical facility. I give my consent for any and all necessary medical care treatment for my child during this time.

\_\_\_ **Participation:** I agree to relieve High Hopes Preschool, its Officers and Directors of any liability for injury or accident occurring on school premises.

**Photo/Video Release:** I give my consent for any photos or videos taken of my child involved in High Hopes Preschool program to be used for the following:

- Parent Portal
- High Hopes Website
- Event promotions
- Facebook
- Teacher trainings

**Water Activities:** I give my consent for my child to participate in the following water activities:

- Sprinkler Play
- Splashing/Wading Pools
- Water Table Play
- Water-based Inflatables

By signing below, I am stating that I have received, read and understand the policies of High Hopes Preschool and agree to support them, including the Discipline and Guidance Policy provided by TDPRS.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent Signature

