



Parent Handbook 2016-2017
Northwood Presbyterian Day School
Approved: May 2016 v1.1

Welcome!

It is a pleasure to welcome new and returning families to the 2016-2017 school year at Northwood Presbyterian Day School. We are delighted that your child(ren) will be with us this year, and we look forward to getting to know the children and families as they grow and learn together. Each child is a precious gift from God, and we believe that the care they receive at NPDS will help them grow physically, emotionally and spiritually in our care. This year, we are happy to introduce a new curriculum that is tailor made for the needs of young children and was designed with input from our experienced director and teachers.

Northwood Presbyterian Day School has been a part of the work and ministry of Northwood Presbyterian Church for more than fifty years. We are proud of its strong reputation and look forward to serving the needs of students in our community for many years to come. The mission statement of Northwood Presbyterian Church says: *“Northwood Presbyterian Church strives to be a community of believers who love and worship Jesus Christ as Lord, proclaim and follow Christ’s teachings, minister in Christ’s name to the minds, bodies and souls of all God’s children, care for God’s world, and understand that we are called to serve rather than be served.”* It is in that spirit that we begin our year, expecting wonderful things!

We look forward to watching your child grow and learn this year and to carry on our tradition of providing excellent early childhood care and education.

Blessings to all as you begin your new year!

Sincerely,

Rev. Traci Smith
Pastor, Northwood Presbyterian Church

NPDS PARENT HANDBOOK

PROGRAM DESCRIPTION I

The Northwood Presbyterian Day School was founded by the Northwood Presbyterian Church in 1956 to serve its community outreach to families. Northwood Presbyterian Day School is licensed as a child-care facility by the Texas Department of Family and Protective Services. Northwood Presbyterian Day School is a supportive community of children, teachers and families which provides a healthy, happy, nurturing and developmentally appropriate environment for each child. Our mission is to nurture every child's potential, guide and encourage their discovery, and promote the joy of learning. Northwood Presbyterian Day School offers the following advantages: 1) low teacher-student ratios, 2) small group sizes, 3) certified and trained staff, 4) opportunities for parents to be involved in their children's classroom and in school-wide programs, spacious classrooms, large playground, and opportunities for spiritual development.

Governance of Northwood Presbyterian Day School

The Northwood Presbyterian Day School is under the oversight of the Northwood Presbyterian Church Session. There is an appointed Board comprised of volunteer church members and parents selected by the Session. The Director answers to the Board on matters of policy, planning, and program evaluation, but has full authority to act in all matters related to the day-to-day operation of Northwood Presbyterian Day School.

The aim of the Northwood Presbyterian Day School is to provide a caring and nurturing place where children may learn to play, develop social skills, learn fundamental academics, and be introduced to spiritual values. Above all else, our teaching staff is expected to make responsible decisions affecting the health and safety of each child. Our teaching staff meet the licensing requirements established by the State of Texas. It is the commitment of the Northwood Presbyterian Day School to ensure that our teachers have the latest, most up-to-date training, and that they fully comply with all procedures that will ensure every child's safe learning experience.

Program Description

Northwood Presbyterian Day School offers a school year program for infant/toddler and preschool classes for either two (2), three (3), or five (5) days a week. NPDS is open from 7:00 a.m. - 5:00 p.m. Monday-Friday (late August thru early June).

Curriculums

Northwood Presbyterian Day School is committed to providing a healthy, happy, nurturing and developmentally appropriate environment for each and every child. Developmentally

appropriate activities are planned and implemented in each group. The daily schedules provide for a balance between child-directed and teacher-directed activities, quiet and active time, and inside and outside play. Children have daily opportunities to read books, use a variety of art media, explore math and science materials, music experience, and work alone or together with friends.

As a church-affiliated school, Northwood Presbyterian Day School provides opportunities for children to understand their relationship to God. Regular chapel services for children are held each week.

Discrimination Policy

Northwood Presbyterian Day School does not discriminate against any child based on the child's race, color, national origin, gender, sexual orientation of parents, religion, or special needs.

Staff

Our staff is selected on the basis of teaching experience, proven ability to interact with children, level of education in child care, special skills needed by the Northwood Presbyterian Day School, ability to implement classroom curriculum, and willingness to comply with policies and directives of Northwood Presbyterian Day School. Northwood Presbyterian Day School requires that teachers attend workshops and seminars throughout the year. Teachers are required to be certified in first aid and CPR.

Enrollment

All children must be enrolled before attending the school. Parents must also participate in school tours and program orientation. The following must be completed and submitted to the school:

1. Application and enrollment packet
2. Immunization record (Up-to-date and current, must have child's name, birth-date, number of doses and type of vaccine, and date the child received each immunization, stamp, or signature from physician or health department).
3. Written statement from a physician indicating that child is able to participate in an early childhood center.

Placement

The Director determines placement of children in a classroom based on age and developmental level. Placement may be affected by a child's level of toilet -training. A three-year old child who is not toilet-trained at the beginning of the school year will be placed in the Early-3's class for the academic year. Special needs of a child that may influence or delay

toilet training will be addressed on a case-by-case basis if the child meets diagnostic criteria for special accommodations.

Parent Involvement

Northwood Presbyterian Day School invite parents to visit the school at any time. Parents are encouraged to become involved in the child's classroom as a volunteer or guest presenter. Room parents help with special activities and school events or any other services requested by the classroom teacher. Any parent who would like to volunteer, please leave name and contact information with child's teacher.

Parent Communication

Two way communication between parent and teacher and between parent and school is essential for a well-run school. The primary medium for two-way communication between teacher and parent takes place through the Communication Folder. Each child (older 2's and up) receives a communication folder at the beginning of the year. These need to be brought to school each day the child attends.

To reduce confusion all important messages (a change in schedule, a different person picking up the child, child going with a friend, etc.) will be in writing, dated, signed and given to the teacher.

Three's and Four's parent conferences with the teacher will be scheduled in the fall and spring to discuss child's development. The Older Two's teachers will schedule conferences in the spring. All other classes will schedule conferences upon request.

Parents must schedule individual parent conferences with child's teacher at times when the teacher is not supervising children. The period between 1:00 and 2:30 in the afternoon is the best time for conferences with teachers. For safety reasons, teachers may not have conferences or informal conversations while supervising other children. For privacy reasons, any discussions about other children, other families, or staff members is strictly off-limits. Northwood Presbyterian staff are expected to maintain confidentiality and are not permitted to discuss any other child, parent, or staff member.

For any questions related to programs or school-wide concerns, the Director of the Northwood Presbyterian Day School and the Pastor of Northwood Presbyterian Church will be happy to answer any questions. It is the commitment of the Northwood Presbyterian Church Session and the Northwood Presbyterian Day School Board that parent communications be responded to promptly and in a courteous and helpful manner.

Northwood Presbyterian Day School asks teachers to maintain a professional relationship with parents at all times. To avoid conflict of interest by professional staff, Northwood Presbyterian Day School requires that teachers not accept outside employment from parents.

The Minimum Standard Rules of Texas

The Texas Department of Family and Protective Services is the Licensing Agency of Child Care Centers in Texas. Northwood Presbyterian Day School is required by law to comply with the Minimum Standard Rules that are set by the Texas Department of Families and Protective Services. If at any time parent would like to review these rules he or she may come by the office and request to see a copy or may also obtain the document online at <http://www.tdprs.state.tx.us/child-care>.

Results of our most recent visit and our license are posted on the bulletin board outside of the office. Parent may contact the local licensing office by calling 337-3399. The Texas DFPS child abuse hotline is 1-800-252-5400. The child care licensing website is: <http://www.dfps.state.tx.us>.

II. PROGRAM POLICIES

Accidents/Emergencies

The staff members of Northwood Presbyterian Day School maintain current certifications in First Aid and Cardiopulmonary Resuscitation (CPR). Teachers will follow basic first-aid procedures for injuries. Parents will be notified of any accident requiring first-aid at school. Injuries such as scrapes, cuts and other wounds will be cleaned with soap and water only. Antibiotic ointments require parental permission.

Should further emergency action be needed beyond basic first aid, staff will provide immediate care and call EMS. Parents will be immediately notified. Any accident requiring first-aid will be documented in a written accident report. Parents will be asked to sign the incident report to verify that they been informed of the accident.

Emergency Procedures

Fire and evacuation drills are held monthly to acquaint each child with evacuation procedures. The evacuation routes are posted in each classroom. In case of a toxic fume release or if the building must be evacuated, the children will be taken to Garner Middle School (4302 Harry Wurzbach, San Antonio, TX 78209, 210-356-3800) or Northwood Elementary School (519 Pike Rd, San Antonio, TX 78209, 210-407-5400).

Northwood Presbyterian Day School has a complete Emergency Preparedness plan in place. The entire plan can be reviewed in the Northwood Presbyterian Day School office anytime. In the case that children under 24 months must be evacuated and relocated, Northwood Presbyterian Day School will use the following methods to get the children to safety:

1. Use evacuation cribs, strollers, or wagons.
2. Use assistance from local authorities to get children to safety as quickly as possible

Address, Telephone or Work Changes

Any changes in address, telephone numbers or work location must be reported promptly in writing. Emergency telephone numbers and individuals authorized to pick up the child must also be kept current.

Arrival and Departure Procedures/Sign-in/Sign-out Forms

Early morning care begins at 7:00 a.m. Northwood Presbyterian Day School teaching program begins at 8:45 a.m. during the school year. All early arrivals should be taken to the designated classroom or playground where staff members will be on duty. Children will not be admitted after 9:30 a.m., with the exception of doctor appointments.

Parents or a designated adult should sign in their child with the arrival time and initials upon arrival and sign out their child indicating departure time and initials on the sign-in/sign-out sheets. Sign-in/sign-out sheets are located near the classroom door or they will be with the teacher should the class be in another location at time of drop off or pick up (for example, playground or chapel). Children arriving for early-arrival or extended care programs must also be signed in and signed out on the appropriate sign in/sign out sheets. Parents should indicate departure time as the time they actually leave the premises rather than the time when they arrived on campus to pick up their child or the scheduled departure time.

When children are picked up from the school, parents must be sure to sign them out and inform the assigned staff. Children will be asked to pick up materials they are using before they leave the classroom or playground. Please check cubbies and mailboxes for artwork, soiled clothing and notes to parents. The policy for release of children is as follows:

1. A child is released only to a parent or an adult designated by the parent in writing (on emergency card or letter written by parent).
2. If a person authorized to pick up a child is unknown to the staff, the staff will require that the individual present a driver's license and staff will record the license number.
3. If a parent calls to authorize the emergency release of a child, the school will verify that the caller is actually the parent.
4. The Day School is unable to accept or release children from/to older siblings under the age of sixteen.

Siblings of Northwood Presbyterian Day School must not enter classrooms where teachers are supervising other children. Parents should be mindful of their children at all times when visiting the campus. They will not be allowed to run around in the parking lot or grassy areas outside the school building prior to departure. For the safety of all children, parents must leave the parking lot promptly after picking up their child.

Parents should be on time to pick up a child at his or her scheduled departure time. Children should be picked up promptly at 11:45 a.m., 2:45 p.m., 4:00 p.m. and 5:00 p.m. release times.

Children who are picked up late will be in the care of the Director or the office administrative assistant until parent/guardian arrives. There will be a \$25.00 fee assessed from 1-5 minutes after scheduled departure time. A \$5 fee will be assessed for each additional 5 minutes after scheduled departure time. (Example: \$25 at 5:01- 05, \$30 at 5:10, \$35 at 5:15, etc.) This fee will be put on parent's account to be paid by the 5th of the month along with regular tuition. Each family will receive one warning before being charged.

Biting Policy

In the event a biting incident occurs, teachers and staff will confer with the parent. Age appropriate strategies will be used to prevent further incidents. If the biting is excessive and does not stop, dismissal of the child from Northwood Presbyterian Day School may be necessary to maintain the safety of other children in the class.

Celebration of Birthdays and Holidays

Before planning a birthday celebration at school, parents should contact child's teacher several days in advance to make plans. Please keep it simple. Birthday snacks such as fruits or foods that follow San Antonio Metro Health guidelines are acceptable. Since some children may have food allergies please check with the teacher before selecting snacks. Please do not bring cakes, cookies or cupcakes to school.

Cell Phones

For safety reasons Northwood Presbyterian Day School does not permit cell phone use when parents are dropping off or picking up a child. Full attention by parents to children and their teacher during this transition is important for everyone's safety.

For privacy considerations and respect for parents who have signed forms not allowing photos or video taping of their children, please do not take photos or make video recordings in any Northwood Presbyterian Day School setting.

Child Abuse and Neglect

To protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspected indicators will be documented and reported. The school is required by law to cooperate with

any investigation of child abuse and neglect. Parents will be notified if their child is questioned as part of the investigation. Texas Department of Child and Protective Services requires the following definitions be disseminated to staff and families:

1. Abuse includes the following acts or omissions:
 - a. Physical injury that results in substantial harm to the child, or genuine threat of substantial harm from physical injury to the child.
 - b. Failure to make a reasonable effort to prevent an action by another person that results in causing substantial harm to the child.
 - c. Mental or emotional injury to a child, causing or permitting the child to be in a situation that results in an observable and material impairment in the child's growth, development or psychological functioning.
 - d. Sexual conduct harmful to, or failure to make a reasonable effort to prevent, sexual conduct harmful to a child's mental, emotional or physical welfare.

2. Neglect includes:
 - a. Leaving a child in a situation where the child would be exposed to substantial risk of physical or mental harm without arranging for necessary care for the child.
 - b. Placing the child in or failing to remove the child from a situation that requires judgment or actions beyond the child's level of maturity, physical condition or mental abilities and that result in injury or substantial risk of harm to the child.
 - c. Failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in an observable and material impairment to the growth, development or functioning of the child.
 - d. Failure to provide the child with food, clothing, or shelter necessary to sustain life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

Suspected abuse or neglect will be reported (toll-free Child Abuse Hotline: 1-800-252-5400) so that specialists can intervene.

Child Custody

It is Northwood Presbyterian Day School's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as divorce, separation or remarriage. Parents are encouraged to share any such information with the Director. All information about families will be handled sensitively and confidentially.

Northwood Presbyterian Day School legally may not restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the Director's office has been furnished with legally filed, executed and current documents preventing them

from doing so. Copies of all court documents must be submitted to the school. In case of conflicts, the proper authorities will be contacted.

Clothing/Backpacks

Children must be dressed in comfortable and washable clothing. Shoes are required for all children including those not yet walking to wear on the playground. A complete change of clothing must be kept in a child’s back pack at all times. All articles of removable clothing (jackets, sweaters, hats, etc.) should be marked clearly with child’s name.

Children should wear closed toe shoes like tennis shoes. No boots, sandals, or Crocs are allowed, except during rodeo week. Each child also needs a complete change of clothing. All children in diapers should be changed and dressed before coming to school.

Recommended daily needs each clearly marked with child’s name:

Infants under 18 months	Toddlers 18 months - 2 ½ years	Pre-school age 2 ½ - 5 years
Diapers 2 changes of clothing 2 small blankets *Milk or formula bottles (labeled) Baby food as needed Bibs for each day	Diapers or training underwear 2 changes of clothing Small blanket or beach towel (for naptime) Small, soft cuddly toy to sleep with Lunchbox	Small blanket (for naptime) One change of clothing Lunchbox

*Bottles must be prepared. Children are fed on demand therefore parents are requested to send more than amount normally consumed during the time period that child is at school for extra hunger or loss due to spillage.

Each child must bring a back pack with his/her name clearly marked on the front or inside. A complete change of clothing must be kept in a child’s backpack at all times. Backpacks will ensure that a child’s belongings, artwork and communication from the school will be sent home. Backpacks should be large enough to take all personal items back and forth from home to school (including nap items).

Confidentiality

Northwood Presbyterian Day School and all staff and board abide by the Minimum Standards of the State of Texas and the NAEYC Code of Ethical Conduct. Northwood Presbyterian Day School will take every precaution to ensure the confidentiality of every child and his or her family.

The confidential files of the enrollment forms, medical forms, accident forms, screenings, assessment forms and other records of each child are kept in a locked room in the school office. Special written parental authorization must be provided to the Director's office for third party access to a child's information. A copy of the authorization will be kept inside the child's individual file. Items consisting of a child's work sampling, anecdotal observations, notes, developmental screenings and/or checklists will be kept in a locked cabinet in the child's current classroom.

With written parental permission, information related to a child's enrollment at Northwood Presbyterian Day School may be provided to other schools for enrollment purposes. Release forms may be obtained from the office or provided by the individual/school requesting such information.

Diapering

Children who wear diapers must bring an ample supply of disposable diapers. Please bring a full package at a time. Teachers will notify parent when supply is getting low. Northwood Presbyterian Day School request that parents replenish wipes when diapers are resupplied. Cloth diapers are not permitted. Diaper rash ointment, if desired, must be provided by the parent and clearly labeled with the child's name. A medication form must be filled out for use of diaper creams.

Toilet Learning

Teachers will work with parents whose children seem ready to learn to use the toilet. Generally, the staff has found "pull ups" to be ineffective, confusing for the child and to hinder the changing process. The staff prefers children remain in diapers until they are able to achieve significant daytime control and will encourage children showing signs of readiness to use the toilet, especially if their diaper is dry.

Children who are just beginning to use underwear must bring several extra pairs of underwear as well as two complete changes of clothing including sock and shoes. Toilet accidents will be dealt with in a calm, pleasant, and casual manner. If a child is having multiple accidents a day, several days in succession, the teachers will consult with the parents to determine if the child is ready for toilet training. Parents must inform child's teachers if pull-ups are needed only at nap time. After nap time, the teachers will change child back into underwear. Three year-olds who are not toilet trained at the beginning of the academic year (August) will be placed in the early three's class.

Discipline and Guidance Techniques

Positive guidance techniques used by the Northwood Presbyterian Day School staff will followed in collaboration with parents.

1. All four (4) year old teachers will communicate with parents the discipline plan that will be used in their classrooms.
2. When a child repeatedly reaches the “low” level on the chart, it can be considered a discipline offense.
3. All two (2) and three (3) year old teachers will document/journal any student behavior that is disrupting the learning environment. In the case of excessive disruptions or injury to others (or self), the two and three year old teachers will communicate with the parents.
4. In rare instances, should a child’s disruptive behavior persist, his or her enrollment may be terminated.

Extended Care/Rest Time

All children staying for the extended care will be required to rest for a period of time as required by Texas Department of Family and Protective Services (TDFPS) Minimum Standards. All children (except those sleeping in cribs) must furnish their own nap mats, which can be purchased by parents on their own or through the North Presbyterian Day School. Small blankets, “snuggles” and/or travel size pillows may also be included for the child’s comfort and warmth. Sheets and blankets will be sent home at the end of the week for laundering.

The following sleeping requirements for infants have been recommended by the American Academy of Pediatrics and required both by TDFPS Minimum Standards. All children under 12 months of age will be placed on their back for sleeping. Infants will be allowed to sleep on their side or stomach only if the child has turned to that position on their own. No blankets are allowed in cribs. Pillows, quilts, comforters, sheepskins, stuffed toys or any other soft products are not permitted in the crib with any child under the age of 12 months. Any exceptions to this guideline pertaining to “Back to Sleep” position for sleeping must come in writing from the child’s physician.

Children not regularly scheduled for Extended Care may “drop-in” on a space available basis. “Drop-ins” must be scheduled no later than 9:00 a.m. Northwood Presbyterian Day School requests 24 hours’ notice to ensure appropriate staffing and to inform the child of the change in schedule. Please refer to the yearly fee schedule for the rates.

Fee Structure and Payment

The school year tuitions are pro-rated over the year and thus tuitions remain the same each month from September - May, including December. The August and June tuitions will vary each year depending on the actual start date and end date of school. Please refer to the annual fee schedule for current fees and tuition.

1. Tuition is due in the director's office on the 5th day of each month (unless prior arrangements have been made in the office).
2. A \$25.00 late charge will be added on the 5th of each month to each payment not received.
3. If payment is not received by the 7th of the month, child's enrollment at Northwood Presbyterian Day School will be suspended.
4. If enrollment is suspended for nonpayment of tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee before the student may return to the classroom.
5. A \$25.00 service charge will be charged for declined payments. If this happens twice, a parent may be asked to pay in cash or money order only.
6. If there is an increase in rates, parents will be given at least one month's notice. At the end of each calendar year, the school will furnish a report of all tuition and fees paid throughout the year to be used for income tax purposes.
7. There is no credit for days absent due to illness, absences, vacation, or the school being closed for holidays or emergencies.
8. An annual registration fee is due upon enrollment and renewable in January of each year. The fee secures a child's place in the school for the next school term, and it is non-refundable. Registration fees are separate. All fees are non-refundable, this includes registration both fees and supply fees.
9. In order to hold a child's future spot within a designated classroom, monthly tuition payments will be due, according to the current tuition rates. Northwood Presbyterian Day School cannot reserve a spot unless payment is received on-time on a monthly basis.

Hand washing

All children must wash their hands upon arrival to the program. Throughout the day, children and staff will wash their hands before all snacks and meal, after toileting/diaper changes, after playing outside, before and after water play and other times as needed.

Health/Illness Policy

Northwood Presbyterian Day School strives to maintain the highest standards of cleanliness to ensure that children learn in a healthy environment. Proper hand washing procedures are practiced, taught, and monitored. When children do become ill however, Northwood Presbyterian Day School adheres to the following guidelines.

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Similarly parents must notify the school if their child has been exposed to or has a contagious disease such as pink eye, head lice, ringworm, chicken pox, or any other serious

health condition. Please do not bring ill children to the school. If a child is found to be ill or becomes ill while at school the parent will be called to pick up him or her up. According to the Texas Department of Protective and Regulatory Services, children cannot attend the school if one or more of the following conditions exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
3. The child has any one of the following:
 - a. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
 - c. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

For the well-being of the child and others in the program, if any of the above is present, the parent will be notified so that the child can be picked up and taken home. When called, parent (or an alternate emergency person) is expected to pick up the child immediately.

Northwood Presbyterian Day School's policy requires that a child be free of symptoms of illness: temperature, diarrhea or vomiting for at least 24 hours. Please keep in mind that if a child is sent home because of illness, the child will not be readmitted to school the next day because the 24-hour period will not have elapsed. Northwood Presbyterian Day School reserves the right to require a doctor's statement before a child can be re-admitted to school.

Immunizations/Medical Records

Each child enrolled in Northwood Presbyterian Day School must have current immunizations. This is a requirement the San Antonio Metropolitan Health Department and TDFPS Minimum Standards and documented on his/her medical record. Parents must submit a statement by their physician certifying that all immunizations are up to date and the medical form must be completed by a licensed physician stating that the child has been seen by the physician within the past year and is physically able to take part in the Northwood Presbyterian Day School's program.

Medication Policy

Northwood Presbyterian Day School does not administer medication to children if it is the first dose of any medication. Northwood Presbyterian Day School will not give medications to reduce or mask a child's fever. Children with a temperature over 100.4 degrees will be sent

home. When it is absolutely necessary for a child to receive medication during the day, the staff will strictly adhere to the following guidelines for administration of medication set by the TDFPS Minimum Standards:

- a. Prescription medications will be administered only when it is in the original container labeled with the child's name, date, expiration date, directions and prescribing physician's name. The medication will be administered only as stated on the label directions and only with written permission from parent on a signed medication authorization form (obtained from the teacher or in the office) or written note.
- b. Nonprescription (over the counter) medication will not be administered. Parents are welcome at any time to come and administer non-prescription medications.
- c. Any prescribed, non-prescribed, sample, etc. medication without a specified dosage, such as "as prescribed" or "consult a physician" must be accompanied by a signed note from the physician indicating the appropriate dosage.

If a child requires medication during the day, parent will deliver the medication directly to the office, along with a completed medication form (which may be obtained in the office). To ensure the safety of all children, please do not leave medication in a child's back pack or lunch box. No medication will be administered to a child without a completed medication authorization form. Teachers will document each dose of medication given and will keep all medications inaccessible to children at all times. It is the parent's responsibility to retrieve the medication at the end of the day.

Lost and Found

Labeling a child's belongings (coats, sweaters, gloves, hats, lunch boxes, etc.) is a great asset in loss prevention. Children and adults should turn in any items they find and inquire about any things they have lost into the office. Occasionally an item belonging to another child may be accidentally sent home with the wrong child. If an unfamiliar item is found in a child's backpack or if a child is missing an item, please call it to the teacher's attention.

Notification of Absences

If a child is not coming to school for any reason, parent should notify the office by 9:00 a.m. by phone, voicemail, or email.

Outdoor Play

All classrooms play outside daily. If a child is not well enough to play outdoors, he or she must be kept home or picked up prior to outside play so that both teachers can be on the playground in accordance with licensing requirements. Teacher to child ratios must be maintained while the children are outside. Northwood Presbyterian Day School students will not leave church grounds for any reason unless accompanied by a parent or other designated

adult designated by the parent. The only exception to this is in case of emergency (See Emergency Procedures under PROGRAM POLICIES.)

Personal Items from Home

Children may bring a small personal item from home which are necessary for their sense of security during special times of the day such as separation from parent and nap time. They will be asked to keep such items in their cubby when no longer needed. Anything that is brought to school should fit in a child's back pack (this includes nap items). Separate nap mat bundles are acceptable but must be self-contained, securable and easy to carry.

Please do not allow children to bring toys from home. Children are encouraged to bring books, pictures or other items that have educational value, especially those things related to the current theme of study. Money, candy and gum are not allowed at school at any time.

Safety Reminders

For the health and safety of children, families and staff, parents' help is needed with the following:

1. Northwood Presbyterian Day School does not allow smoking, drugs, firearms or weapons of any kind in the classrooms, playgrounds or the church premises and parking lot.
2. Lingering in the church parking lot is dangerous when children are left unsupervised. Parents are requested to leave the parking lot once children have been picked up.
3. For the safety of the children, parents must not bring cups of coffee or hot beverages, even those with a lid, into the classrooms or playgrounds.
4. Parents must not leave any infant or child under the age of 10 unattended in the car at any time of the year or even for a few minutes since the child would be left in a potentially dangerous situation.
5. The staff uses latex and non-latex gloves in changing diapers, first aid for cuts that have blood, and as needed throughout the day. Parents must let the office staff and teachers know if a child has an allergy to latex products and/or Band-Aids.

Lunch Guidelines

The following are licensing guidelines will be followed for infants under 13 months:

1. Bottles and feeding schedules provided to the teacher will need to be updated at least monthly.
2. Bottles will only be warmed with tap water or a bottle warmer; a microwave is not allowed for warming bottles or infant food.
3. Cow's milk should not be sent for children under 12 months; only whole milk should be sent for children

- 12 - 24 months of age. Written dietary instructions from the child's doctor must be provided if the child is to continue on formula or other alternatives to milk after 12 months of age.
4. All extra formula and baby food should be sent in factory-sealed containers and will be prepared according to the manufacturer's instructions.
 5. Bottles can not contain any medication or solid foods, unless the child's doctor provides written instructions to do so.
 6. The teachers will discard after one hour any formula or human milk that is served but not completely consumed or not refrigerated.
 7. The Day School supports breastfeeding. Young Infant Teachers will work individually with parents who desire to send breast milk and/or desire to come nurse their child while in our care.

Lunches should be nutritious and include milk or 100% fruit juice (4 oz. only). Items high in sugar and salt from "other" food groups such as cookies, fruit roll ups, chips, etc. are discouraged for nutritional reasons. Candy and gum are not allowed. Teachers are not able to warm up foods but parents may send hot food in a thermos that will be warm at lunch time for their child.

Food Safety:

The following foods must not be sent at any time with children: hot dogs, grapes, nuts, peanuts, popcorn, raw peas, pretzels, peanut butter, raw chunks of carrots or other vegetables, raisins, or meat larger than can be swallowed.

All lunch boxes should be labeled with the child's name. Teachers will check expiration dates on pre-packaged foods and will not serve items on which the expiration date has passed. The expired food will be discarded and the parent notified.

The following should be included in the lunchbox each day:

1. Blue Ice (there is no refrigerator space for lunches) "Blue Ice" must be included in lunch boxes with foods that need to be kept cold, such as cheese and yogurt. Foods heated up at home can also be kept at the appropriate warm temperature in a thermos for lunch.
2. Spoon and/or fork if needed.
3. Plastic cup
4. Napkin

Special Events

The NPDS program will schedule special activities and events throughout the year. Because of the varied days of attendance of the children, some activities may take place on a day

when a child is not in attendance. In these cases, the child is welcome to participate in the special event if accompanied by parent or other adult.

Special Needs

As required by the licensing standards of the Texas Department of Family and Protective Services, children requiring special dietary considerations (such as vegetarian, food allergies/food sensitivities) must have a written statement from the child's physician or a registered dietitian stating foods that must be avoided and suggested alternatives. The staff will post the food allergy/sensitivity, nutritional needs or other medical needs of the child for all staff caring for the child to review only if written permission to do so has been given by the parent,

Parents of children with identified disabilities or special learning needs are encouraged to share the Individualized Family Service Plans (IFSP's)/Individualized Education Programs (IEP's), and/or any specialized learning plans or recommendations from the doctor, therapist or school district. Specialized consultants, including speech, occupational, and physical therapists and other professionals as needed are welcome to arrange a time with the Director. A place for the consultant to meet with the child or to provide therapy may be accommodated with written permission of the parent. Any payment for services must be made by the parents to the consultant or therapist. Northwood Presbyterian Day School staff welcomes the input of specialized consultants in helping us meet the special needs of a child under their care

Northwood Presbyterian Day School does not discriminate on the basis of ability. Northwood Presbyterian Day School serves families whose children have been professionally diagnosed by qualified specialists as having special learning needs and will make reasonable accommodations or modifications deemed necessary if it is within the ability of Northwood Presbyterian to implement.

All children who turn four years of age by September of each school year are required by the State Health Department to have a hearing and vision screening by a licensed physician, qualified professional or certified screener.

Sunscreen/Sun Protection, and/or Insect Repellant for Outside Play

Parents are encouraged to send their child with protective clothing for the sun, such as sun hats, and/or apply sunscreen on their child before school. For children staying for the afternoon program, teachers will reapply sunscreen after nap if parents provide the sun block or sunscreen with at least a SPF of 35 or higher. The sunscreen must be labeled with the child's name and written permission/request to reapply must be given on a medication request form. If desired, parents may also want to apply insect repellant to their child prior to arriving to school.

Telephone/Messages

On rare occasions it may be difficult to ensure that someone is available to answer the telephone. In such cases, a telephone answering system will take messages when no one is able to answer the telephone or if the line is already in use. The teachers are generally able to talk with parents over the phone in the afternoon from 1:00 - 2:30 p.m.

Termination of Enrollment

A thirty-day written notice to the Director's office is required for withdrawal from the program by parents. The parent is responsible for 30 days of tuition after date of the notice to withdraw.

In some cases, a child's enrollment may be terminated by Northwood Presbyterian Day School:

- a. lack of progress in resolving issues brought to a family's attention after repeated efforts to correct a situation.
- b. continuous parental disregard of school policies or interference with Northwood Presbyterian Day School staff in carrying out their responsibilities.
- c. intimidation or bullying of other parents, teachers, or staff of Northwood Presbyterian Day School or Northwood Presbyterian Church.
- d. account is 30 days or more delinquent as stated in the section on "Fee Structure and Payment."

Grievance Procedure

Parents should address any classroom issue with the child's teacher. In the rare event that an issue is not addressed at this level, it must be addressed first with the director. The NPDS board and church session serve as the final governing body for all NPDS matters.

Visitors

Parents are welcome visitors at the Northwood Presbyterian Day School at all times to observe, eat lunch with their child, volunteer to help in the classroom, or share a special talent with the children. All visitors must sign-in at the Director's office. Siblings of Northwood Presbyterian Day School staff should not be brought into a classroom while class is in session.

