**All Faiths Day School**

*Of First United Methodist Church, Silsbee*

Welcome to All Faiths Day School. Listed below are some policies which we feel will make your child’s preschool experience the best it can be. We appreciate you entrusting your child to us, and we assure you we take our responsibility seriously.

Our Day School program is a combination of early childhood enrichment, with dependable and reasonably priced child-care administered in love! Our goal is that each child will grow in his/her self-esteem, curiosity, independence and individual strengths.

The happiness and well being of your child is as important to us, as it is to you. Because of this shared interest, we invite you, as parents, to join in a partnership to insure that your child’s early childhood education be all that it should be. We encourage parents, grandparents, or other family members to visit our classrooms, join us on field trips, or share special talents with our students, your child’s classmates truly enjoy hearing a story read by someone “new”, learning a new song, or just having an extra pair of hands to help them in a craft activity. Try to spend some time in your child’s class this year. We think you will enjoy it as much as the children do!

Each age level is separated into rooms designated for that age. Our program includes lots of love and attention for your child, time for indoor and outdoor activities, field trips, and a music program that includes creative movement and motor development. We also include arts and crafts to foster children’s creativity, cooking experiences, and science related fun. The curriculum is centered on a different theme for each week. The children in the Four-Year-Old Classes will be preparing to go to Kindergarten. Our main goal is for your child to leave the Day School ready to conquer any challenge given to him. Just to be able to take turns, share, and listen to instructions from an adult other than his parent is a lot to accomplish. They need to learn to be responsible for themselves and their personal belongings. It will help make the transition to school so much easier.

**Our school day begins at 8:20 am. Please make sure your child is here by that time, so that he/she will not miss out on any vital parts of the daily lesson. Children will not be accepted after 10:00 am.**

**REGISTRATION**

All children must be registered to attend our program. This may be done at Spring Pre-Registration or during the year as openings occur. The registration and supply fee is $75.00. This fee is non-refundable. This fee also includes an All Faiths Day School T-shirt. ***All children must have all registration forms and medical forms completed BEFORE the child may attend classes***. Please update your child’s record of address, phone number or other information changes. (Such as your place of employment and the names of the persons who may pick up your child.)

**FEES**

Tuition Statements will go out on the 1st Tuesday of each month. Tuition is due by the 15th of each month. If your child’s tuition is not paid by the 15th, your child will not be allowed to attend school. EACH MONTH’S TUITION IS THE SAME. The tuition is totaled for the year and divided by 10 months for equal payments (a leveled billing plan) Checks may be made out to All Faiths Day School. Any other payment time schedule may be made by consulting the Director. If you wish, you may put your check in an envelope and pin it to your child’s shirt or backpack. If you are sending cash, please put your child’s name on the envelope.

An Activity Fee of $20.00 will be collected the month of October. This will help with the cost of the Pumpkin Contest Prizes, Thanksgiving Feast, Christmas Program and certain Spring activities such as Mother’s Day Tea, Art Show and Field Day.

**SAFETY**

If you drop your child off before 8:05 a.m., please walk them into the building and sign them in on the clipboard. If a staff member is not on duty outside after 8:20 a.m., **please walk your child in to the building**. If you choose to come into the building to pick-up your child, do not park in the car line. Instead, park in the parking lot.

At pick-up time the teachers will have the children lined up so that you can pick up your child without leaving your car. PLEASE DRIVE UP TO THE BUILDING FROM THE DIRECTION OF FOURTH STREET AND PROCEED WITH THE OTHER CARS IN A SINGLE LINE. If the line is on 4th St, please line up on the correct side of the road (from the north) so that normal traffic can flow smoothly. For your safety, we are asking your help in making this an orderly procedure. If you are driving a car pool, please have a list of the children you want to pick up in your front window. A sign attached to the sun visor on the passenger’s side works well. We will provide a yellow car tag. Please do not try to have a mini conference while the children are being loaded. The teacher will be distracted from the job of seeing that each child is safely in the car. If someone new is to pick up your child, please let us know either by a phone call or a note. A driver’s license will be needed to show proof of identity. We will not let him/her leave with a stranger! If your child stays for extended care, please come in to the building to pick them up and sign them out.

**CHILD ABUSE**

Our staff is required to attend annual training in child abuse prevention and detection.

We are required to report any suspicion of child abuse or neglect to Child Protective Services. We will coordinate with local authorities if we suspect any child abuse or neglect. If you as a parent, suspect child abuse, please report it to the Child Abuse Hotline at 1-800-252-5400. Please be an advocate for children!

**SCHOOL CLOTHING**

Please dress your child in comfortable shoes and clothes. Please be sure the child can dress himself after using the rest room. Some children have a hard time with body suits, overalls, etc. Little girls seem to be more comfortable in pants, shorts or jeans because some of the exercises call for crawling on the floor. Shorts under a skirt are fine. PLEASE LABEL all sweaters, coats, backpacks, books, etc. that your child may bring to school. You would be surprised how many look alike even to the owner. We suggest a school bag or backpack to hold belongings. **BACKPACKS SHOULD BE BIG ENOUGH TO HOLD JACKETS, A LUNCH, CHANGE OF CLOTHES, AND A FOLDER.**  This cuts down on lost items. We prefer tennis shoes. Remember that we are here to play and have fun, and that may be messy. **ALWAYS make sure there is a change of clothes in the backpack in case of an accident or we get too messy.**

**SNACK & LUNCHES**

*You are responsible for providing the child’s meals and/or snacks from home and understand that All Faiths is not responsible for its nutritional value or for meeting the child’s daily food needs.* Please send a nutritious snack and drink each day with your child. If your child stays for lunch, you will need to send a nutritious balanced lunch and a drink that your child will enjoy! We encourage water. We discourage carbonated drinks and candy. Do not forget plastic spoons, straws, or napkins. Please prepare fruits for eating, and have all foods ready for eating. We prefer a thermos with Sippy tops or juice boxes. Please NO GLASS CONTAINERS or LARGE BOTTLES. Please label and keep lunch boxes and thermoses clean and sanitary.

**SUPPLIES**

The school will purchase all the supplies with the fee collected at time of registration. We order in large amounts, therefore they are cheaper and all children will have the same brand. This includes name tags to put on the child’s backpacks. Extras are $1.00.

**EARLY BIRD AND EXTENDED CARE**

In an effort to better serve parents, we offer Early Bird and Extended Care for those enrolled in Day School.

Early Bird is $2.00 a day, and begins at 7:15 a.m. If your child arrives before 8:00 a.m. you will be charged $2.00.

We offer Extended Care and Early Bird for a flat rate of $10 per day or $40 per week. You will not be billed for this during Thanksgiving, Christmas or Spring Break.

If you are late, and you pick your child up after 6:00 p.m., there will be a late fee of $10.00 for the first 10 minutes and $5 for every 10 minutes after that. Please use our clock by the sign in /out book.

**MEDICAL EMERGENCIES**

Parents will be notified and emergency transportation will be secured (If necessary) to transport the student to the hospital. In case of the onset of a critical illness or injury:

1. Emergency personnel will be notified (911)
2. The physician named by the parent will be called.
3. The child will be taken to the nearest emergency room by ambulance. A staff member will accompany your child.
4. Another staff member will contact the parents/guardians immediately while the child is in transit.

**SICKNESS AND ABSENCES**

Please do not bring sick children to school. No child will be accepted if he appears ill or has fever. (Oral temperature 100.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness, until medical evaluation indicates that the child can be included in the facility’s activities.)

Symptoms and signs of possible include illness such as lethargy, uncontrollable breathing, uncontrollable diarrhea, vomiting, and rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs. The child should be excluded from attendance until medical evaluation indicates that the child can be included in facility’s activities. **A child must be free of fever for twenty-four hours before returning to school.** *Remember you would not like another parent to bring their child to school and expose your child to an illness. Be considerate.*

Any communicable disease which your child contracts (such as measles, mumps or chicken pox) should and must be reported to the school. This also includes head lice or other infestations. A child must be nit free, and all children returning after having lice must be checked in through the office BEFORE they may attend class. A child should not return to school until medical evaluation determines that the child is no longer communicable and is able to participate in the facility’s activities. Notes will be sent home and posted whenever an exposure to a contagious disease has occurred. If a child does become ill, he will be isolated, and the parents contacted.

No medicine will be given at school without the approval of the Director. It must be in the original container with the child’s name, date, directions to administer the medicine and if prescribed, include the name of the physician prescribing the medication. **PARENTS MUST SIGN A CONSENT FORM IN THE OFFICE BEFORE MEDICINE IS TO BE GIVEN AS PER STATE REGULATIONS.** If directions to administer the medicine are different than that on the label, it must be amended by a physician. If the medication does not have the correct dosage for the age of the child, a doctor’s note or pharmacy label must accompany the medication. If medication is to be given 3 times a day, only one dose will be administered at school.

**VACCINE PREVENTABLE DISEASES**

All Faiths Day School encourages, but does not require employees to receive vaccinations for preventable diseases. (example: flu shots)

**INSECT REPELLENT/SUNSCREEN**

We will administer insect repellent and sunscreen to your child only if it is provided by the parent. We will have to follow the manufacturer’s instructions.

**REST**

We ask that you provide a rest mat with cover. A king-sized pillowcase works well. Please label the mat with your child’s name. Most children like to bring a small pillow, and a light blanket. Please label these items as well. If a mat becomes torn during the year, it will have to be replaced.

**CHAPEL**

We offer a non-denominational Chapel on Wednesdays. We ask that the children wear the Day School T-Shirt on that day.

**BREAST FEEDING**

We will provide a comfortable place with a seat for breast feeding mothers to nurse. You have the right to breastfeed your child while he/she is in our care.

**HEARING AND VISION SCREENING**

The Health Department requires that all children entering pre-school who are four years of age be screened for vision and hearing difficulties within a year of enrollment or 120 days after enrollment. There will be a nominal fee for these screenings.

**PARTIES**

Planned parties are: Pumpkin Contest and party, Thanksgiving Feast, Christmas, Valentine’s, Easter, and End of the Year Field Day. The children honor their Mothers each year with a Mother’s Day Tea. These teas are held the week before Mother’s Day.

**BIRTHDAYS**

Birthdays will be recognized as they occur. Summer birthday celebrations may be arranged any time during the spring. The teachers are also more than happy to pass out party invitations. WE ask that EACH CHILD In the class receive one.

**FIELD TRIPS**

The four year old classes usually go on at least one field trip during the school year. You will be notified in advance. There must be proper supervision. Safety guidelines must be met. Chaperones will be needed.

**OPEN HOUSE/ART SHOW**

The Open House/Art Show will be held at night in the spring. This is a BIG event and we encourage everyone to attend. You will notice that we keep the majority of the ‘work’ that we do at school. This is held and displayed during open house/art show! So you child will come home with very little artwork during the school year. We will display it during the year as well.

**END OF THE YEAR FIELD DAY**

A Field Day is held during the last week of school. Everyone brings a sack lunch. It is great FUN for all and an excellent way to close the year. **Each child must be accompanied by an adult**.

**MINIMUM STANDARDS**

A copy of the “Minimum Standards for Day Care Centers” is available for all parents to review. It contains important information about day-care licensing and suggestions for working with our day-care facility.

**DISCIPLINE POLICY**

Appropriate behavior will be modeled, encouraged, recognized and reinforced. Guidance will at all times be gentle and understanding, yet firm, with the emphasis on teaching appropriate behavior rather than punishing the inappropriate behavior.

Fair, consistent rules will be established, with clear expectations stated as simply as possible, and in positive terms whenever possible.

Children will be supervised at all times in an environment designed to provide adequate choices of experiences to engage the child at his/her developmental level to prevent misbehavior caused by either boredom or frustration.

Children will be helped to understand the causes and effects of their behavior. One-on-one of group discussions as situation occur, as well as stories, games, songs finger plays, activities, or other opportunities for presenting object lessons to teach positive values as part of the general curriculum may be employed as determined by the teacher. Chapel stories presented by the minister may also address examples of Christian values and how they can be applied to everyday life.

Redirection of behavior shall be employed when unacceptable behavior occurs. Children will be removed from the distressing situation, and assisted in regaining self-control. Usually, the child can be redirected to another activity or group of children within the classroom or play yard, with no further incident or distress.

Occasionally, a child will require individual attention to help him/her regain self control. If a child is especially upset, or needs extra help in understanding appropriate behavior, he/she may be given additional assistance or counseling either within the classroom or in the school office. The emphasis is always on teaching appropriate behavior and trying to determine the individual needs of the child, which may have led to distress or misbehavior rather than on punishment for misbehavior. If the child’s behavior is detrimental to the other children either physically or verbally, the teacher or Director will call the parents to take the child home. If the inappropriate behavior continues and cannot be modified, the Director can remove the child from school.

A child’s behavioral problem solving will include learning from mistakes as well as from successful experiences. Our discipline policy does not include physical or psychological punishment.

**PARENT-CONFERENCE**

All staff members are available for telephone conferences or scheduled conferences whenever the parent feels a need. DO NOT HESITATE TO CALL. The teacher may request a conference when they feel they need your help. However, we discourage “door conferences”. The teacher’s attention needs to be devoted to the children at the arrival and dismissal times.

The Director’s door is always open to parents to talk about matters large or small. Progress reports will be sent home monthly (excluding December). The director may call a parent conference at anytime when deemed necessary.

**STUDENT WITHDRAWL**

If you decided to withdraw your student, please contact the director to make arrangements.

**SPECIAL NEEDS**

Acceptance of children with special needs or disabilities will be considered on a case by case basis after an individualized assessment. These considerations will be made by the Board of Directors, upon recommendation by the director in compliance with the Americans with Disabilities Act.

**PARENT PARTICIPATION**

You may visit our school at any time during the child-care center’s hours of operations to observe your child, the center’s operation, and program activities, without having to secure prior approval.

Any important information concerning your child, the center’s operations, programs, etc. will be posted either in the glass case located in the main hall or in your child’s classroom. In addition, notes, letters, etc. will be sent throughout the year to notify you of any changes or reminders.

**IMPORTANT NUMBERS**

CHILD CARE LICENSING 409-730-2424

ABUSE HOTLINE 1-800-252-5400

WEBSITE [WWW.TXCHILDCARESEARCH.ORG](http://WWW.TXCHILDCARESEARCH.ORG)

**PROBLEMS**

Please direct any questions or constructive criticism about this program to the director at 409-385-2741.