



# Preston Hollow United Methodist Church Child Development Center

2022-2023

## Family Handbook

***\*\*Please note:*** Policies and procedures mentioned in this handbook may be adapted in the case of a public health or other local emergency. Parents will be notified of any changes to the policies and procedures through various forms of communication: revised handbook, email communication and/or notifications by phone or posted on our website.

## **Mission Statement**

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

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

## **School Philosophy**

Established in 1971, Preston Hollow United Methodist Church Child Development Center maintains its original vision:

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

**Hours of Operation**

Preston Hollow United Methodist Church Child Development Center is open from 8:00 a.m. to 5:00 p.m., Monday-Friday, year-round. We are closed for Holidays, religious holidays, In-service days, and inclement weather. Please see your yearly calendar for details.

**Texas Child Care Licensing Contact Information**

Preston Hollow UMC Child Development Center is licensed by Texas Health and Human Services. Our license number is 31763. You can view our most recent inspection report on our Parent Information Board. Families may contact the local Child Care Licensing office located at: 8700 Stemmons, Suite 104, and Dallas, Texas 75247 by calling (214) 951-7902. The Child Care Licensing website is: <https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

Texas Administrative Code

<u>TITLE 40</u>	SOCIAL SERVICES AND ASSISTANCE
<u>PART 19</u>	TEXAS HEALTH AND HUMAN SERVICES
<u>CHAPTER 745</u>	LICENSING
<u>SUBCHAPTER K</u>	INSPECTIONS AND INVESTIGATIONS
<u>DIVISION 1</u>	OVERVIEW OF INSPECTIONS AND INVESTIGATIONS
RULE §745.8415	What can Licensing inspect and/or investigate?

*We may investigate any part of your operation that could affect the health, safety, or well-being of children. This includes, but is not limited to, access to all children in care, employee records, and any area of the building, home or grounds where your operation is located.*

Source Note: The provision of this RULE §745.8415 adopted to be effective March 1, 2002, 27 TexReg 965

**Gang-Free Zone**

House Bill 2086. This law adds §42.064 of the Human Resource Code and designates certain areas around childcare centers as “gang-free zones”. Under the Texas Penal Code, any area within 1000 feet of Preston Hollow United Methodist Church Child Development Center at Preston Hollow UMC is a gang-free zone, where criminal offenses related to organized criminal activities are subject to harsher penalty. For detailed information about gang-free zones, please consult sections 71.028 and 71.029 of the Texas Penal Code.

## Administrative Policies & Procedures

### State Licensing

Current licensing inspection reports are required and posted outside the office. Preston Hollow United Methodist Church Child Development Center is licensed by Texas Health & Human Services. State licensing ensures legal compliance regarding staff qualifications and training, facility safety and maintenance, communicable disease control, appropriate equipment, and stimulating student activities and environment.

### Student Forms

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

- Student Application Form filled out. (\$325.00 non-refundable annual registration fee due at time of registration)
- Family Handbook Agreement Form signed.
- Current immunization record signed by physician (all immunizations required for the child's age must be completed by the date of admission.)
- Doctor's statement signed by physician that child/children can attend school.
- Driver's License of Emergency contact other than parents.

### Admission

Preston Hollow United Methodist Church Child Development Center serves all families. We value the differences each family and child bring. We do not discriminate based on gender, race, color, religion, or other national or ethnic origin in admittance, education, or other administrative policies. This extends to all the rights, privileges, programs, and activities generally made available to students at the school. We look forward to learning about your family.

Some of the children in our School may have special needs. We do our best to accommodate children diagnosed with disabilities. If we suspect a child has a developmental delay, we will first work with the family within our own system and then make appropriate referrals and collaborate with area agencies. Non-enrolled siblings of currently enrolled students must also complete the admission process. The admission process includes:

- Tour of Preston Hollow United Methodist Church Child Development Center
- Application for Admission Form
- Non-Refundable Holding Fee

### **Enrollment Eligibility**

Preston Hollow United Methodist Church Child Development Center serves children 3 months of age thru Prekindergarten. We take classroom placement very seriously and have low teacher/child ratios. We base your child's placement on three factors: birthday as of September 1, developmental needs, and the current spaces available in classrooms. Licensing regulations limit the number of children we put in a classroom along with our school's commitment to maintaining low ratios.

Our school reserves the right to first admit currently enrolled children of the Preston Hollow United Methodist Church Child Development Center, siblings of currently enrolled students, and the employees of Preston Hollow United Methodist Church Child Development Center, in line with our normal admission policies. Admission is accepted in the following order:

1. Current families
2. Employees
3. Church members
4. Waiting list
5. Open

### **Tour Appointments & Waiting List Application**

Tours to prospective families are by appointment only. Tours take place on Tuesdays and Thursdays, between 10:00 a.m. to 12:00 p.m. Tour visitor must have their temperature taken and wear a mask. One tour parent will be allowed in at a time to do the tour. A nonrefundable \$400 deposit fee must be submitted to have your child placed on the waiting list. Classroom placement is based on birth dates, development, and space availability. When a spot becomes available, priority is given in the above listed order. If a family changes the date they reserved for their child, another \$400 deposit fee must be submitted to hold the new spot. For example: A family reserves a spot for their child in October. The family then phones before beginning their start date to say they want to enroll instead in December. If available, the placement spot will then require another \$400 to hold for December.

### **Admission Procedures**

Once you have been offered placement in our program, you must complete our Student Application Form. This form is required for enrollment. All paperwork must be turned in before or at time of start date: applications, health requirements and emergency contact information. This is a State Licensing requirement we must have in our records before any child is enrolled.

### **Withdrawals/Refunds**

If you need to withdraw your child from Preston Hollow United Methodist Church Child Development Center before the end of the school year, two weeks written notice must be given to the office. Annual non-refundable enrollment fees will not be credited. We do not reimburse partial tuition fees if you choose to withdraw.

## 2022-2023 Tuition & Fees

Except for the Infant classrooms, Preston Hollow UMC Child Development Center believes in moving children from one room to another **once** a school calendar year. However, there are some occasions when we may need to move a child. This is at the discretion of the Administrators.

Preston Hollow United Methodist Church Child Development Center is a non-profit organization and tuition rates are determined by the school's yearly budget requirements. Your child is considered officially enrolled at Preston Hollow United Methodist Church Child Development Center when the Annual Student Registration Fee is received along with all other required forms. The Annual Student Registration Fee is for each child. The non-refundable Annual Student Registration Fee for each child is \$325.00 and due by the end of every January.

For potential families and current families expecting a child, a non-refundable holding fee of \$400.00 is required to hold a classroom spot for your child. Your child's spot may be forfeited if they do not attend school the week of your reported starting date. Any fees collected are non-refundable.

Tuition is priced on a yearly average, month to month basis and must be paid in full on the 1<sup>st</sup> of every month. There is **NO REDUCTION** for holidays, religious holidays, school closures due to inclement weather, "mother nature" issues such as tornadoes, rainstorm, snowstorm, viral/bacterial illnesses, pandemics, school/church maintenance issues, City of Dallas issues, absences, staff shortage or during Christmas holiday break. Full tuition is due even if your child is absent one day or a month. Full tuition is due if your child leaves our school in August if not renewing registration for the following school year. There is no family vacation credit. There is no prorated tuition.

Auto draft from your bank for tuition payment is our only form of tuition payment. We do not accept credit cards or personal checks. Tuition payment is due at the first of each month.

### **Tuition rates for 2022-2023:**

- Infant Class: \$1415.00
- Transitional Class: (older infant/young toddler) \$1335.00
- Toddler Class: \$1255.00
- 2-Year-Old Class: \$1150.00
- 3-Year-Old Class: \$1075.00
- 4-Year-Old Class: (Pre-K) \$1050.00

### Late Payment Fees/Returned Check Fees

Payment is due on the 1<sup>st</sup> of every month. A \$30.00 charge will be assessed for all returned ACH transactions. It's the parent's responsibility to inform the school office of new billing/banking changes **BEFORE** the 1<sup>st</sup> of each month's billing is processed. No refund/credit will be given if the school office is not notified of new billing information within the due time frame.

## **Tuition Refund**

If a family decides to withdraw from our school, Preston Hollow United Methodist Church Child Development Center does not provide a tuition refund for any reason.

## **Registration**

Once accepted to Preston Hollow United Methodist Church Child Development Center you will receive the following:

- Registration form
- Enrollment packet (including immunization record & signed statement of health by health care professional)

The Registration fee is due at the time of registration. Failure to turn in the forms listed above and provide payment may result in losing the registered spot. Applications must be returned by the specified date in February of the calendar year to secure a spot. This policy also applies for currently enrolled students.

## **Enrollment**

Before a child may attend Preston Hollow United Methodist Church Child Development Center, the enrollment form must be fully filled out with Page 4 of the enrollment form (Healthcare Professional Statement) signed by your doctor and returned to Preston Hollow United Methodist Church Child Development Center before school begins.

Preston Hollow United Methodist Church Child Development Center only enrolls immunized students.

No child is permitted to attend school without a current health statement, updated immunization record, and completed Allergy Action Plan, if applicable.

Currently enrolled children with health statements already on file, must meet and continue to meet applicable immunization requirements specified by the Texas Department of State Health Services.

## **Age & Classroom Placement**

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

Children are placed in classrooms according to several factors: age, based on the age requirement of public schools in the State of Texas (by September 1 of the current school year), the different learning style needs of children, recommendations from teachers, and the special needs of each child. Placement of children in the classrooms is determined carefully and

prayerfully by the School Director, the Assistant Director and a committee of teachers which includes child's current teachers and other teachers from the same age level. **However, the final decision on the placement of children in the classrooms is decided by the School Director.**

Following are a few guidelines the Directors use when deciding where children are placed in classrooms during the move up. Before your child moves up into an older classroom, they must be that age by September 1<sup>st</sup>. Except for our infant classroom, all children stay in the same class throughout the school year.

- The requirements to move from an Infant class to a Toddler class: Child must not use a pacifier or a bottle and must be able to walk independently. The child must be able to eat table food and use open cups. Shoes must always be worn. The child must be able to follow a toddler schedule vs. infant schedule regarding eating and napping schedule. Moving up to a Toddler class is also based on space availability.
- To move from a Toddler class to a Two-year-old class: Child must be at least 24 months old, eating table foods and use open cups.
- To move from a Two-year-old class to a Three-year-old class: Child must be at least 36 months old and fully toilet trained. Child must be fully potty trained and take care of self-care needs such as dressing themselves.
- To move from a Three-year-old class to Pre-K: Child must be 4 years old by September 1. No exceptions. Child must be fully potty trained and take care of self-care needs such as dressing themselves.

### **Class Rosters**

Children are assigned to specific teachers for the entire school year. Preston Hollow United Methodist Church Child Development Center makes class rosters available for teachers to share with parents during Transition Week. Preston Hollow United Methodist Church Child Development Center does not share class roster information outside of this time frame.

### **Curbside Drop-off & Pick-Up**

Carpool in the morning time is from 8:00 a.m. to 9:00 a.m. A staff member will greet face masked families outside the front entrance of our school. Teachers will gather the children from the morning carpool drop off, take their temperature, sanitize their hands, and then proceed to walk them down the hallway to their coworker who is waiting for their students. Please make sure to arrive during this time frame since teachers begin their Circle Time with the children at 9:00 a.m. If you arrive after 9:00 a.m., please pull your car up to the end of the circular drive, walk your child to the front door and ring the bell. A member of the office staff will take your child's temperature, sanitize their hands, and walk them to their classroom. Everyone dropping



off a child and/or handing them to a staff member must wear a face mask/covering. Staff will not accept a child from someone who is not wearing a face mask during drop off/pick up.

Carpool in the afternoon time is from 4:00 p.m. to 5:00 p.m. When arriving, please drive up and go to the end of the driveway to allow all cars to enter our drive through. A teacher will walk your child to your car. Cell phone use during curbside drop off and pick-up is always discouraged.

### **Arrival**

Preston Hollow United Methodist Church Child Development Center is open from 8:00 a.m. until 5:00 p.m., Monday through Friday, year-round. We close for national holidays, religious holidays, school closures due to inclement weather, “mother nature” issues such as viral/bacterial illnesses, pandemics, school/church maintenance issues, absences, In-service days or during Christmas holiday break. Please see your yearly calendar for details. The school is an early learning program based on multisensory discovery of experiences enhanced by a classroom daily routine and schedule. Timely arrival is important to the child and to the class. Our learning activities begin at 9:00 a.m. with an opening prayer, circle and story time. Families are encouraged to have their children arrive earlier, so they can have breakfast with their friends and participate in free choice center play before starting their learning activities.

Upon arrival, a brief wellness check will be made by the greeting teacher. If your child is showing signs of any type of illness, a teacher will notify the front office to determine if the child can remain at school, in accordance with requirements through Texas Health & Human Services and the Centers for Disease Control (CDC).

A school breakfast snack is served at 8:30 a.m. and the children are finished by 9:00 a.m. If you arrive after 9:00 a.m., please have your child fed breakfast before coming to school. The kitchen will not serve a breakfast snack after 9:00 a.m.

### **Departure**

The school day ends at 5:00 p.m., Monday thru Friday. If a child leaves early for the day, we ask that they be picked up at transition times during the day to avoid interruptions to learning time. Please see your child’s classroom schedule.

All structured learning activities end at 4:00 p.m. Informal learning (open play centers) takes place as children and staff prepare to go home. Evening pickup is from 4:00 p.m. to 5:00 p.m. Remaining children in the school after 5:00 p.m. will be brought to the front office with their belongings, ready for departure. Families picking up after 5:00 p.m. will automatically be billed a late fee on their family account. This fee will automatically be billed even if a family calls to say they were stuck in traffic, late leaving work, etc.

### **Absences**

If your child is going to be absent, please call the office (214)369-4630 to let us know.

## **Release of Children**

Children will be released only to authorized adults listed on your child's enrollment authorization pick up form. It is your responsibility to notify the front office and fill out a new authorized pick-up form if there are any changes to your authorized pick-up list. Please inform relatives of our arrival/dismissal policies and that we will ask for proper photo identification.

You must notify the front office if your child is to be picked up by someone other than yourself even if they are on your pick-up list. We will not release a child unless we have your permission. If notification is made by phone and we do not recognize your voice and/or caller ID, we may ask you to provide your driver's license number.

If family members are separated or divorced, the law states we cannot prevent either parent from picking up the child unless there is a court order. If that is the case, we must have a copy of the court order in your child's file. **Your child's safety is our sole concern.**

## **Closing Policy**

Our school closes promptly at 5:00 p.m. Please arrive at the school no later than 4:50 p.m. This will allow you time to properly greet your child, speak to their teacher outside and exit the school driveway by 5:00 pm., closing time. Our operation's license from Texas Health & Human Services permits us to allow occupancy in the building from 8:00 a.m. to 5:00 p.m. only. If a child remains in our care outside of the operation hours, we are subject to citation through Texas Health & Human Services.

In the event of an emergency and you are running late or unable to pick up, we ask that you contact the school as soon as possible. Late fees will automatically be billed to your account. If a child remains at the school after 5:00 p.m. closing and there has been no contact from a family member, the front office takes the following measures:

- Tries to contact you by phone.
- If there is no answer, we will then call your emergency contacts.
- If unsuccessful after 30 minutes, we are mandated by law to contact Child Protective Services and local law enforcement authorities.

## **Late Pick Up**

Preston Hollow United Methodist Church Child Development Center charges a \$50.00 late fee PER CHILD from 5:00 p.m. to 5:15 p.m. From 5:15 p.m. to 5:30 p.m. the school charges a \$75.00 late fee PER CHILD. After 5:30 p.m. the school charges \$100.00 PER CHILD. Late charges will be automatically applied to your account. **Phoning the school to say you are running late to pick up your child does not excuse from paying the late pick-up fee.**

## Health & Wellness

Preston Hollow United Methodist Church Child Development Center is licensed and staffed for **Well Children only**. It is important everyone take precautions to prevent the spread of contagious illnesses. Certain symptoms in children may suggest a communicable disease.

We do not serve children who have the following symptoms:

- A temperature of 100 degrees.
- A skin rash that has not been identified by a phone call or in writing from a doctor who has seen the rash.
- Diarrhea (2 or more incidents and we require child to be picked up and kept home for 24 hours)
- Vomiting (2 or more incidents and we require child to be picked up and kept home for 24 hours)
- Severe coughing
- Strep throat – child can return 24 hours after treatment has begun.
- Respiratory symptoms - rapid or difficult breathing or severe coughing, child makes croupy or whooping sound after they cough.
- Conjunctivitis (pinkeye) – child can return 24 hours after the treatment has begun and there is an absence of drainage.
- An infected sore – sores with crusty, yellow, or green drainage which cannot be covered by clothing or bandages.
- Evidence of infection
- Pain of which the child complains and interferes with normal activity.
- Persistent itching
- Lice- child can attend after treatment and when all nits have been removed. Please bring your child to the school office for permission to return to class.
- Ringworm, scabies – child can attend once treatment has begun.
- Nasal drainage – thick mucus draining from nasal passages.
- Chicken pox – each sore must be crusted over and no fever present for 24 hours before child can return to class.
- Appearance, behavior, unusual color – child looks or acts differently: unusually tired, pale, lacking appetite, confused irritable, difficult to awaken.

The front office and staff will monitor the health of the children upon arrival and throughout the day. Children should be fully able to participate in all activities of the day, including being able to go outside on the playground. If your child is too ill to go outside to play, eat, or participate normally in all activities, then your child is too sick to attend school.

Families will be notified if your child develops symptoms listed above. We make every effort to contact families but after 30 minutes we are unable to reach you, we will contact your emergency contacts you listed on your enrollment form.

## **Runny Nose**

The Preston Hollow United Methodist Church Child Development Center is aware seasonal allergies can affect young children. However, if this symptom interrupts the daily routine and activities of the classroom and it becomes a distraction to teaching, you will be asked to pick your child up from school.

## **Flu Season**

Influenza (“the flu”) is an infectious disease caused by a virus. When children are in a group with other children, they are more likely to get infectious diseases like influenza. Our teachers and cleaning crew are working overtime with extra cleaning and disinfecting of the classrooms, toys, cots, rugs, carpets, bathrooms, etc...

We need our families to do their part: Do not bring your children to school if they show signs of a runny nose, a fever, acting lethargic, unusually fussy, a persistent cough, etc.... Take your children to the doctor to rule out the Flu. **During the cold/Flu season if we send children home with temperatures and/or with any of the signs of illness listed above, we will request a doctor’s note for them to return to school.**

Here are some ways we can work together to promote health and reduce illness:

- Get vaccinated for seasonal influenza every year.
- Use good hygiene. Whenever children are together, there is a chance of spreading infections. This is especially true among infants and toddlers who use their hands to wipe their noses or rub their eyes and then handle toys or touch other children. In turn, these children then touch their noses and rub their eyes, so the virus then goes from the nose or eyes of one child to the next child who then rubs his own eyes or nose.
- Keep your children home if they are sick.
- Wash your children’s items in their backpacks every Friday.
- All items of your child’s need to be taken home every Friday to be cleaned and disinfected.

## **Remittance to School**

Children can return to school with the following criteria:

- With a physician’s statement that the child is free from communicable disease and that returning to school poses no risk to the other children or staff.
- A doctor’s diagnosis for us to communicate with other parents in the classroom as mandated by the Health Department and Texas Department of Family and Protective Services.
- Is visibly free from communicable disease, fever free without use of fever-reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours while on a normal diet.

Please notify the front office if your child has a communicable disease (fifth's disease, strep throat, flu, chicken pox, etc...) We are required by Licensing to report certain communicable diseases to other families. The identity of the infected child is kept confidential.

If your child arrives with scrapes, bruises, or bumps which have occurred while not in our care, you will be asked to complete a written report and we will put documentation in your child's file.

**\*\* This information does not pertain if a child has tested positive for COVID-19. Please see the added information sheet specifically relating to COVID-19 as the criteria for remittance to our school.**

### **Immunizations**

Preston Hollow United Methodist Church Child Development Center only accepts immunized children. We do not accept affidavits for exemptions from immunizations, nor delayed immunization schedules from individual health care providers. Immunizations are required and must always be current. Each child enrolled at Preston Hollow United Methodist Church Child Development must meet and continue to meet applicable immunization requirements specified by Texas Health & Human Services. This requirement applies to all children in care from 3 months of age to 5 years of age.

All required immunizations for your child's age must be completed by the date of admission. The recommended childhood and adolescent Immunization Schedule are found at [www.dshs.state.tx.us/immunize](http://www.dshs.state.tx.us/immunize).

### **2021-2022 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities**

\*Please see attached chart (2022-2023 Requirements not available as of this publication)

\*Employees of Preston Hollow United Methodist Church Child Development Center work to protect children from vaccine-preventable diseases. Every year our staff are required to receive a flu vaccine. Every 5 years employees receive a Tdap to protect against vaccine-preventable diseases. The Tdap vaccine prevents the spread of Diphtheria, Tetanus, and Pertussis.

### **Dispensing of Medication**

Medication is given only if families fill out and sign a permission form. Prescription and non-prescription medication must be in the original container labeled with:

- Child's name
- Date it was brought into the school
- Dosing amount and directions
- Pediatrician's name (prescription medication)

We will keep a record of each dose administered. We follow the instructions only given on the labels for both prescription and non-prescription medications. Any variance in the label must be approved in writing by a doctor. If label requirements do not meet the age and weight of the intended child, written instructions from the child's doctor must accompany the medication.

### **Procedures for Handling Medical Emergencies**

The safety of the children that attend Preston Hollow United Methodist Church Child Development Center is of the utmost importance. Accidents are reported to the Director and the family is then notified. Written documentation (incident report form) is filled out by attending teacher, signed by the Director or Assistant Director and family member. A copy of the written documentation is handed to the family member and another copy is kept in the child's file. If an accident results in an injury that requires medical treatment by a health care professional, please report it to the office. Preston Hollow United Methodist Church Child Development Center is required to contact licensing in this situation. Licensing will investigate the accident to ensure the correct protocol and procedures were followed by Preston Hollow United Methodist Church Child Development Center.

If your child becomes seriously injured, you will be immediately notified. By signing the Emergency form, you have granted permission for the staff to take the necessary steps to obtain emergency medical and dental care if warranted.

If we are unable to contact primary caregiver/family member we will do any or all the following.

#### **Expenses will be the responsibility of the child's family:**

- 911 will be called.
- If needed, child is given first aid or CPR.
- The child will be accompanied by a Preston Hollow United Methodist Church Child Development staff to an emergency room.

**In the event the emergency is that a child's life is determined to be in danger, 911 will be contacted first before attempting to contact a primary caregiver/family member.**

### **First-Aid**

Preston Hollow United Methodist Church Child Development Center employees maintain current pediatric first-aid certifications. Teachers provide reasonable first aid to cuts, scratches, bruises, etc. with appropriate first-aid supplies. First-aid kits are provided in each classroom, playground, and school office.

## **Hand Washing**

Hand washing is an important method in reducing the spread of disease. Preston Hollow United Methodist Church Child Development Center teachers and staff follow the Centers for Disease Control and N.A.E.Y.C. guidelines for hand washing. Children and staff are to wash their hands upon arrival to the classroom. Children and staff also wash their hands after diapering or use of the toilet; after blowing their nose; and before lunch and snack.

## **Allergies & Epinephrine Injector Procedures**

Preston Hollow United Methodist Church Child Development Center protects children with food allergies from contact with the problem food to the best of its ability. We ask families of a child with food allergies to give consent for posting information about that child's food allergy and if consent is given, then the information about the child's food allergy is posted in the kitchen and in the child's classroom. Visual contact information is discreetly placed in the child's classroom (inside a cabinet door) and all teachers and kitchen staff who have daily contact with child are made aware of the allergies. If your child has a food allergy and cannot eat what is on our CDC menu, we must receive a note from your child's pediatrician stating what they can/cannot eat. You will be responsible for bringing your child's meals to school. **We are a nut free/tree nut free school. No exceptions.**

Children with Epinephrine injectors are required to have an Allergy Action/Emergency Plan on file in the Preston Hollow United Methodist Church Child Development Center office. The Allergy Action/Emergency Plan is given to the child's teacher and the kitchen staff to post. The office staff keep a copy in the child's file. It must be signed by parent and physician.

## **Vision and Hearing Screenings**

The requirements for Vision and Hearing Screening apply each year. At age 4 your child is required to have a vision and hearing screening. They must be screened within 120 days of the first day of school. It is the parent's responsibility to provide the documentation and it will be placed in your child's file.

## **Curriculum**

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

The Directors approve the thematic curriculum developed by the teachers (Creative Curriculum) and help them create flexible and effective daily schedules. Each teacher plans for their class based on the age, developmental level and needs of each child.

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

## **Academic Goals**

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

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

## **Religious Teaching Concepts**

At Preston Hollow United Methodist Church Child Development Center, our staff teaches and incorporates developmentally appropriate religious teachings. Young children are best taught through adult modeling age-appropriate concepts and through life experiences. The following concepts below are some ways we teach our young children:

***Love:*** by accepting and forgiving a child's behavior, teachers help children experience God's unconditional love.

***Trust:*** by being there each day, caring for the daily needs of the children and by being consistent in their expectations and reactions, teachers help children develop trust.

***Acceptance:*** by listening attentively to each child in the class as they talk about what is important to them, teachers are saying that everyone is special.

***Responsibility:*** by encouraging children to complete a task and to put toys away when they are through with them, teachers are helping the children become responsible members of the class.

***Thankfulness:*** There are many opportunities for the children to experience the awe and wonder of God's world as they observe nature and growing things. We show our children how we take care of our planet by recycling, reusing, and reducing. Another area we show our thankfulness to God is during our mealtimes. This is a wonderful opportunity to thank God for all he has provided.

*As children attend school on a regular basis, they will know the school as a pleasant place to be, a place where people show God's love and care. By forgiving mistakes and encouraging good behavior, adults are creating an image of a loving teacher. As children mature this image will transfer to the image of God as one who loves and cares for them.*

## **Learning Centers**

Learning centers are present in each classroom. Learning centers include dramatic play, reading, science, blocks, writing, art, music, sensory and age-appropriate access to math manipulatives, puzzles, fine motor, and gross motor skills.



## **Early Intervention**

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

## **Child Assessments**

Assessment is the process of tracking the developmental progress of your child. We begin the assessments in the Older 2's, 3's and Pre-K classrooms. This process helps us gain insight into your child's social/emotional, cognitive, language, physical development, and classroom behavior. The assessments also address areas of self-help. We assess 3 times a year. The beginning of the academic school year, the middle of the school year and the end of the academic school year.

## **School Recommendations**

When some children move on to private schools, the school they apply to may request recommendation letters, assessments, or online surveys from administrators and teachers. Preston Hollow United Methodist Church Child Development Center only fills these forms out only if they come directly from the school you have applied for. **The requested recommendation forms must officially come from the school, not by the parent.**

It is not the policy of Preston Hollow United Methodist Church Child Development Center to write a personal letter of recommendation on a student. Recommendation letters are confidential and sent directly to the school you are applying your child to. If the school you are applying to ask us to mail the recommendation letter to them directly, you must provide the envelope with a stamp attached to it. We will then mail it directly to the school. We will not hand deliver it to the parent.

## **Classroom Parties**

Classroom parties are arranged by individual class and organized by the classroom teachers and/or the home room parent. Due to COVID-19 guidelines, food brought into the school must be store bought with the label attached to the container. Please read ingredient labels. We do not accept any outside food without a label. Homemade baked goods are not allowed. **We are a nut/tree nut free school.**

## **Birthday Parties**

A child's birthday is something to celebrate. We celebrate each child's birthday. Due to COVID-19 guidelines, only children in the birthday child's classroom can celebrate in the class. Previously we encouraged parents, grandparents, and siblings to join the classroom to celebrate, but due to COVID-19 guidelines, we no longer allow this practice. Only children in the birthday child's classroom can celebrate in the class with their teachers.

## **Balloons**

Balloons are a choking hazard for children under the age of five. Balloons are not permitted in our school.

## **Water Activities**

Preston Hollow United Methodist Church Child Development Center does not participate in water and/or "Splash Day" activities.

## **Weather & Outside**

Weather permitting and as part of our daily activities, state standards require us to go outside daily. Going outside provides social interaction, physical exercise, and an outside learning environment for enhancing their learning. If your child is unable to participate in the classes' daily activities that include outside time, please have your child stay home. Preston Hollow United Methodist Church Child Development Center does not have adequate staff for supervising children who are unable to play outside. Please send your child with appropriate outerwear, including close-toed shoes. We go outside if the temperature is not below 50 degrees to not higher than 89 degrees.

## **Building Security**

Preston Hollow United Methodist Church Child Development Center takes the security of children seriously. School hours are from 8:00 a.m. to 5:00 p.m., Monday thru Friday. Currently, the staff of Preston Hollow United Methodist Church Child Development Center, enrolled children and members of the Church maintenance team are permitted inside our school building. The Church maintenance team adheres to the same safety protocol.

## **Facilities**

The indoor and outdoor facilities of Preston Hollow United Methodist Church Child Development Center are the property of Preston Hollow United Methodist Church. Each morning a member of Preston Hollow United Methodist Church Child Development Center walks throughout the facility and outdoor play areas to ensure they are free from trash, glass, sharp or hazardous items, harmful animals, insects, and other pests.

## **Parent Responsibility**

Preston Hollow United Methodist Church Child Development Center is not responsible for any valuables left in vehicles parked on the school/church property. HIDE your things, LOCK your car, and TAKE your keys.

## **Playground**

The playground is a favorite area for the children. The children's playground is divided into 2 sections: A Toddler playground (Transitional class to 2's) and an Older playground (Older 2's to Pre-K). Each class has their own playground schedule: once in the morning time and once in the afternoon time. To keep this a safe place for all children, as well as protect the landscape, equipment, and structures of the playground, please abide by the following:

- Playing in and tearing branches off the bushes is prohibited.
- Standing and climbing on the storage shed is prohibited.
- Bikes and toys are for Preston Hollow United Methodist Church Child Development Center only
- Do not open locked shed.
- Standing on the bench on the Older playground is prohibited.

## **Sunscreen & Insect Repellent**

During the warmer months, please send your child to school with sunscreen already applied. Teachers do not apply sunscreen lotions and/or gel on children. If you wish for your child to wear mosquito repellent, it must be applied at home.

## **Animals on the Premises**

No animals are permitted on the premises.

## **Transportation/Field Trips**

Preston Hollow United Methodist Church Child Development Center does not offer transportation services. We do not participate in off-site field trips.

## **Nap Time & Rest Periods**

Although children are not required to sleep, everyone is required to sit on a mat and rest quietly. Nap time/rest period is from 12:30 p.m. to 2:30 p.m. Infants have their own schedule. Preston Hollow United Methodist Church Child Development Center provides a mat for each child. A crib and crib sheet are provided for each infant. If your child is disruptive during the rest time, a

parent or guardian may be contacted. Per licensing guidelines children are not allowed bottles and/or training cups while in a crib or on a nap mat.

If you choose to not have your child nap/rest, please plan on picking up your child prior to our naptime schedule. If you do not want your child sleeping the entire nap time/rest period, plan on picking up your child prior to our nap time schedule. We **DO NOT** wake children up before 2:30 p.m. and we **DO NOT** keep children awake if you are picking up your child during nap time/rest time.

### **Nap Time Comfort Items**

Children in our Transitional infant/toddler room to Pre-K are allowed one blanket and one “lovey” item from home for nap time/rest time. Preston Hollow United Methodist Church Child Development Center does not provide these items.

Infants are not allowed to have blankets, pillows, soft toys, stuffed animals, bumper pads, or comforters in cribs. Infants are allowed a pacifier during sleep; however, the pacifier must not be attached to a stuffed animal or clothing by a string, cord, or other attaching mechanism.

### **Infant Feeding Policy**

Formula should be sent in factory sealed containers. Bottle feedings do not contain solid food unless the child’s health care provider supplies written instructions with a medical reason. Teaching staff offer children fluids from a cup as soon as families and teachers decide together a child is developmentally ready to use a cup. If staff warm formula or human milk, the milk is warmed in hot water at no more than 120 degrees Fahrenheit not longer than 5 minutes. For an infant not ready for table food, written feeding instructions are signed and dated on a ‘Infant Feeding Schedule’ by the family. This information is reviewed and updated every month.

### **Breast Milk Policy**

The following steps are our breast milk policies:

1. Preston Hollow United Methodist Church Child Development Center accepts, stores, and serves expressed breast milk for feedings.
2. Preston Hollow United Methodist Church Child Development Center gently mixes, not shakes, the breast milk before feeding to preserve special infection-fighting and nutritional components in breast milk.
3. Preston Hollow United Methodist Church Child Development Center only accepts breast milk in ready to feed sanitary containers.
4. Breast milk is labeled with infant’s name, date it’s stored and kept in a refrigerator no longer than 24 hours.

## **Safe Sleep Practices**

Infants 12 months and younger are placed on their backs to sleep. Mattresses in our cribs are firm. Cribs are manufactured for sale as infant sleeping equipment that meets the standards of the U.S. Consumer Product Safety Commission. If infants can turn themselves from the back position, they are then allowed to assume any sleep position that is comfortable. Infants are assigned to a crib and it is only used by that infant. Cribs only have a tight-fitting crib sheet on the mattress. Blankets, comforters, quilts, toys, pillows, stuffed animals, and bumper pads are not permitted in the cribs. Infant sleep devices are not permitted in the crib. Infants' heads, faces and cribs remain uncovered during sleep. Infants are not swaddled for sleep or rest. Only sleeveless sleep sacks are permitted for use in the classroom. Pacifiers may be used during sleep, but it must not be attached to stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism.

If an infant arrives at Preston Hollow United Methodist Church Child Development Center asleep or falls asleep in a restrictive device other than a crib (highchair, bouncy chair, stroller, etc.) the infant will be moved to a crib at the earliest opportunity. Preston Hollow United Methodist Church Child Development Center teachers actively observe sleeping infants by sight and sound. When infants awake, they participate in "tummy time".

Preston Hollow United Methodist Church Child Development Center ensures that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.

Preston Hollow United Methodist Church Child Development Center is smoke-free. The use of any type of cigarettes, e-cigarettes and vaporizers are prohibited.

**\*\* Please see additional information on Safe Sleep Practices at the end of our Family Handbook.**

## **Food Service Practices**

Preston Hollow United Methodist Church Child Development Center provides a breakfast snack, a cold lunch (wraps, salads, sandwiches, etc.) and afternoon snack. Our meal menu has altered from previous years. This is due to the rising costs of groceries while also incurring additional costs to meet COVID-19 protocols to continue keeping everyone safe. Meals will continue to be nutritious and meet the daily dietary guidelines required.

- Our goal is to provide nutritious snacks and include at least one of the following, which can be included in the child's daily food needs:
- One serving from the fruit or vegetable group.
- One serving from the dairy group.
- One serving from the grain group.
- One serving from the meat or meat alternative group.

Unless your child has a food allergy (with a pediatrician's note stating this) please do not bring outside food into the school. We do not provide refrigeration, nor can food be heated. A supply of drinking water is always available to each child and is served at every snack and after active play. Please send your child to school with a water bottle.

Preston Hollow United Methodist Church Child Development Center is a tree nut/nut free school.

### **Food Safety Policy**

We will not serve children the following items on our menu: hot dogs, whole grapes, popcorn, hard pretzels, chunk of carrots and cheese cubes. These food items are considered a choking hazard by N.A.E.Y.C. guidelines.

All fresh fruit and vegetables are washed thoroughly prior to eating.

Liquids and foods hotter than 100 degrees Fahrenheit are always kept out of children's reach. Expiration date of all food and liquids is closely monitored. Any food with expired dates is discarded.

### **Staff**

Each of our teachers at Preston Hollow United Methodist Church Child Development Center has teaching experience and/or degrees in various backgrounds including Early Childhood Development. Teachers receive 24 hours of continuing education training annually, including topics on child development, guidance and discipline, curriculum, health and safety, and the prevention, recognition and reporting of child abuse and neglect.

All Preston Hollow United Methodist Church Child Development Center staff have state & national criminal history background checks and are fingerprinted. Background checks are updated every 2 years per Licensing.

All Preston Hollow United Methodist Church Child Development Center staff complete Ministry Safe training every 2 years. Employees of Preston Hollow United Methodist Church Child Development Center work to protect children from vaccine-preventable diseases. Every year our staff has the TB vaccine shot.

Each of our teachers at Preston Hollow United Methodist Church Child Development Center has COVID-19 training hours that is required by Texas Health & Human Services.

All Preston Hollow United Methodist Church Child Development Center staff are fully COVID-19 vaccinated.

## **School Closings**

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

In the event of snowy or icy inclement weather conditions, Preston Hollow United Methodist Church Child Development Center follows the Dallas Independent School District and/Highland Park School district closing schedule. In some instances, the Directors will make the decision to close the school if weather is a safety concern for staff and our families. You will be notified by Text by Choice from the Director or Assistant Director to pick up your child. Children will be released only to persons stated on your enrollment form. It is your responsibility to enroll in Text by Choice; a service we provide free to our families. **Your child's safety is always our utmost concern.**

No refunds or credits will be given if Preston Hollow United Methodist Church Child Development Center is closed due to unavoidable circumstances such as inclement weather or any other circumstances beyond Preston Hollow United Methodist Church Child Development Centers control. Days missed due to closings will not be made up later.

## **Pandemic or Other Disastrous Events**

During an outbreak of contagious illness or other unexpected disastrous event, Preston Hollow United Methodist Church Child Development Center will follow the recommendations and requirements of federal, state, county and local authorities and may close, reopen, and resume closure for varying periods of time in consideration for the health and safety of our preschool community. Tuition would continue to be charged in full during periods of closure. Special policies and procedure may be implemented for the health and safety of all and to allow for program continuity. Parents will be notified of temporary or long-term changes to policies and procedures due to pandemic or other disastrous events as they occur via email updates.

## **Mandatory Remote Evacuation Away From Center**

In the event the school is told by a fireman, police officer, or safety official that a remote evacuation is required for the safety of all persons, your child will be taken to Preston Hollow Presbyterian Church.

Toddlers, (Hallway A) will exit through the glass doors closest to their classroom and go down the Church Hallway and exit the Church front doors. The children will walk to the end of the parking lot, down the sidewalk of Stichter Ave. to Preston Hollow Presbyterian Church-Fellowship Hall.

2's & 3's (Hallway A) will exit down the hallway closest to the Front Office and walk down Hallway B out the glass doors to the end of the employee parking lot, down the sidewalk of Stichter Ave. to Preston Hollow Presbyterian Church-Fellowship Hall.

Infants & Pre-K, (Hallway B) will exit and walk down Hallway B through the glass doors, out the end of the employee parking lot, down the sidewalk of Stichter Ave. to Preston Hollow Presbyterian Church-Fellowship Hall.

Immobile children (infants) will be placed in emergency cribs and wheeled out their designated exit area; down the sidewalk of Stichter Ave. to Preston Hollow Presbyterian Church-Fellowship Hall.

Immobile children unable to walk will be placed in a buggy and wheeled out their designated exit area (depending on their age/class); down the sidewalk of Stichter Ave. to Preston Hollow Presbyterian Church-Fellowship Hall.

Families will be notified through various forms of communication when the children have been safely evacuated or relocated: phone, email, Text by Choice and/or classroom parent representatives by email. Teachers will always carry their cell phones during any evacuation, relocation, or sheltering/lock down event.

**The primary REMOTE SITE is:**

**Place:** Preston Hollow Presbyterian Church – Fellowship Hall

**Address:** 9800 Preston Road  
Dallas, Texas 75230

**Phone:** 214-368-6348

**Security Cameras**

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

**School Drills**

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

**Sheltering/Lockdown**

Preston Hollow United Methodist Church Child Development Center staff remain in the school. We utilize the (concrete) hallways by having the children quietly line up alongside the hallways, and sit down facing the walls, away from glass windows/door structure. Teachers have their clip board with names of children/family addresses and phone numbers. They will also have their cell phones with them during this event.



During Lockdown, children and Preston Hollow United Methodist Church Child Development Center staff quietly relocate to an area of the classroom or office that is out of the line of sight of windows. Doors are locked.

**\*During this procedure, the staff communicates to teachers using walkie talkies. Each classroom has one that communicates to the front office.**

### **Essential Documentation**

Teachers take their clipboards with parent address/phone numbers, roster of students, cell phones and first aid kits during any evacuation, relocation or sheltering event.

### **Procedures for the Release of Children**

In the case of an evacuation or relocation event where children, staff and teachers are unable to return to Preston Hollow United Methodist Church Child Development Center, families will be reunited with their child/children at a designated safe area. The designated safe area is our primary remote site: Preston Hollow Presbyterian Church-Fellowship Hall, 9800 Preston Road, Dallas Texas 75230. Their phone number is 214-368-6348.

In the case of a shelter in place/lockdown event, children will be released to families at Preston Hollow United Methodist Church Child Development Center.

### **Important Documentation**

Office staff sign in/out the children daily. The sign in/out documentation is located inside the front office. Along with this important documentation of attendance, staff each have a classroom sign in/out roster with an emergency evacuation map of the school in case of an emergency. This is used in case of an emergency, evacuation, relocation or sheltering event.

### **Safety Seat System Requirements**

All children younger than 8 years of age or less than 4 feet 9 inches tall are required by law to be in a child safety seat system (car seats, and booster seats, including high-back and backless boosters.) The law also requires that safety seats be used according to the manufacturer's instructions, including height and weight guidelines.

### **Fundraisers**

Preston Hollow United Methodist Church Child Development Center is a nonprofit school. Tuition and registration fees do not always cover all items needed for the school. Therefore, to purchase special equipment or schedule special events we host several fundraisers during the school year. Fundraisers include Scholastic book fair, Parent Night Out, a school garage sale and a Christmas fundraiser. If you are interested in getting involved with our school events, please contact the school office.

## **Toys**

Outside toys are to be left at home. The school has plenty of developmentally age-appropriate toys and books for your child to play and read throughout the day. If your child comes to school with a toy from home, the teacher will collect and put it in your child's cubby to be taken home. We are not responsible for outside toys that get lost, broken or "borrowed" from classmates.

## **Pacifiers**

To encourage language development, pacifiers are not used in the transitional toddler rooms and above. If your child is using these items, they should be placed in their backpacks before entering the school.

## **Biting**

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

## **Educational/Developmental Differences**

Preston Hollow United Methodist Church Child Development Center makes every effort to meet the needs of each child, including those with special needs. If possible, we will seek to create the best situation for inclusion. These modifications must work within the resources and capabilities of our school.

## **Parent Resources**

The administrative office keeps a list of therapeutic service providers available for any families seeking outside assistance for their child or family. This list is made up of agencies and professionals that are local.

## **Outside Therapeutic Services**

Preston Hollow United Methodist Church Child Development Center is unable to accept therapeutic professionals into the school building to conduct therapy. Please plan for these services to meet at your place of residence.

## **Clothing**

Our school believes in being hands on in our art, play and learning. We believe in making messes! Families should send their children to school in washable play clothes that can get dirty. Tennis shoes are best. Patent shoes, cowboy boots, skates, and open-toed sandals are not safe on the playground or in group settings.

Please bring a change of appropriate seasonal clothing including socks and underwear that can be used in the event of accidents/emergencies. Everything should be labeled with your child's name. Items not claimed by the end of the school year will be donated to charity. If your child insists on wearing inappropriate clothing or shoes to school, please send a change of clothes in your child's tote bag.

Preston Hollow United Methodist Church Child Development Center does not reimburse for stained or ruined clothes.

## **Diapers**

Preston Hollow United Methodist Church Child Development Center does not provide diapers, wipes, or diaper cream. If your child requires these items, please bring them to school labelled with your child's name on them.

Only disposable diapers are used at Preston Hollow United Methodist Church Child Development Center. Please do not send your child in cloth diapers. Clothing that is soiled by urine or feces will immediately be placed in a plastic bag (sent home without rinsing or avoidable handling) and sent home to be laundered.

## **Toilet Training**

Children develop muscle and bladder control to start the toilet training process between the ages of 18 to 24 months. The following signs indicate your child may be ready to begin toilet training:

- Diapers are dry for at least 2 hours at a time
- Child knows and can let a teacher know when they are wet or has a bowel movement
- Child is uncomfortable and indicates they are wet and/or has soiled diaper
- Child answers simple yes-and-no questions
- Child follows simple directions
- Child can go to the toilet
- Child shows pride, joy, or excitement when they learn new skills

We believe toilet training should be a positive experience. This is a developmental milestone that should be celebrated and stress free. At times there are circumstances that can affect your child's readiness such as recent household changes or a change in school. If this applies to your child, you may decide to wait for a time. We toilet train ONLY if the family is doing the same practices at home as the school. We all must work together and practice the same process for your child to succeed in toilet training.

## **Clothing for toilet training**

When your child is ready to begin the process of toilet training, you will want to make sure that they have clothes that make this process as easy as possible for them. Especially at the start of toilet training the time between when your child realizes that they need to use the toilet and when they do will be very short. They will not have time to struggle with their clothes. Being able to get their own clothes off and to go when they need to without assistance is very important. Toilet training cannot become a self-help skill if the child can only accomplish it when an adult is available to undo buttons, snaps, and buckles.

### **Clothing that will help children master toilet training:**

- Elastic waist, loose-fitting pants. We recommend these pants over those with buttons or snaps because they are easy for children to pull up and down by themselves.
- Waist length undershirts
- Longer undershirts interfere with the toileting process
- Thickly padded cotton training pants. Use thickly padded training pants when toilet training starts. They absorb better when children have accidents, and children can pull them up and down themselves.
- Regular Underwear. As children experience success, allow them to wear underwear. Children can easily pull the underwear up and down themselves; they also give immediate feedback when children have accidents.
- Lots of extra clothes including training pants, extra pants, socks, and shoes. We want to be able to clean children up as quickly as possible and with as little fuss as possible.

### **Clothing that makes toilet training difficult for children:**

- Bib overalls or pants with belts, buckles, snaps, or buttons. Many toddlers may not have the fine-motor skills or the finger strength to unfasten these on their own.
- Tight fitting pants. Many toddlers may not have the strength or patience to pull them down.
- One-piece outfits and jumpsuits. One-piece outfits require a lot of time to get off. Some jumpsuits that snap in the crotch, but not all the way down the legs, are especially difficult to get out of.
- Onesie-type undershirts or bodysuits. Many toddlers cannot unsnap these shirts. In addition, the long backs frequently fall in the toilet and get wet.
- Dresses, skirts, and tights. Toileting can be difficult when toddler try to use one hand to hold the dress or skirt up and have only one hand available to pull down underwear. Tights are usually difficult to pull down and pull back up. Skirts can work if they can be pulled down easily like slacks.
- Pull up type disposable diapers. Disposable pull up type diapers are marketed as a type of underwear that is especially good for toilet training. They may be designed to look like underwear, but they function like a diaper, making it difficult for a toddler to feel when they are wet. Toddlers also have a difficult time making the connection between the feeling of a full bladder and the need to use the toilet. These outfits require a lot of time to get off.

## **Communication Regarding Policies & Procedures**

If you have any questions or concerns regarding our school policies and procedures, please either phone the school or email us to discuss the situation. Communication is extremely vital in making your child's early childhood experience a positive one. We take your concerns seriously. Our school communicates important information to you throughout the year and in a variety of ways:

- Daily report schedules
- Monthly calendars
- Text by Choice
- Front door notices
- Yearly school calendar
- Family Handbook
- Emails
- Facebook
- School website
- Morning drop off
- Evening pick up
- Classroom Welcome Folder
- Parent/Teacher conferences

The primary method of communication is through email and by phone. If your email address or your phone number changes during the school year, it is your responsibility to notify the front office immediately. Our email address is [cdc@prestonhollowumc.org](mailto:cdc@prestonhollowumc.org) if you need to contact us.

## **Notification to Policy Changes**

It is important Preston Hollow United Methodist Church Child Development Center has current and correct contact information on enrolled families, including email, phone numbers and address. All families will be notified in writing and in person by office staff of any changes made to the Preston Hollow United Methodist Church Child Development Center's operational policies and admissions agreement. Families will be asked to sign and date the updated information which will be kept in your child's file.

The primary method of communication is through email and by phone. If your email address or your phone number changes during the school year, it is your responsibility to notify the front office immediately. Our email address is [cdc@prestonhollowumc.org](mailto:cdc@prestonhollowumc.org) if you need to contact us.

## **Communication with Staff**

Preston Hollow United Methodist Church Child Development Center encourages families to contact the Director and/or the teachers with questions or concerns.

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

## **Records of Children**

Children's records are accessible to the parents/guardians per licensing requirements. These records are available to parents or legal guardians to view during our hours of operation. Parents or legal guardian always have the right to access any of their child's records.

## **Records Request**

### [For a Non-Legal Matter](#)

Any request for records (tuition account statement, a child's assessment, portfolio, etc.) must be made by the parent or legal guardian in writing (letter, email) to the Director or Assistant Director of Preston Hollow United Methodist Church Child Development Center. The request must specify the following information:

1. Name of child
2. Purpose for the record request
3. Record requested
4. Name of requestor
5. Relationship of requestor to child

### [Records Requested for a Legal Matter – Pre- or Threatened Litigation](#)

Preston Hollow United Methodist Church Child Development Center complies with Licensing requirements which states all parents have reasonable access to their child's school records. Preston Hollow United Methodist Church Child Development Center remains neutral in any legal matter concerning Preston Hollow United Methodist Church Child Development Center's families. As such, any records requested pursuant to a potential legal matter must conform to the requesting procedures set forth above. The requesting party must also disclose such records are being requested for legal purposes. Upon receiving such a request, the Director will copy the requested material to the requested parent and a copy will be provided to the other parent (non-requesting).

### [Records Requested for Pending Litigation](#)

Any material requested for a use in a pending litigation matter (divorce, sole custody, guardianship) must be made pursuant to a subpoena to Preston Hollow United Methodist Church Child Development Center.

## **Academic & Behavior Philosophy**

### **Discipline and Guidance**

- 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.
  - (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, Subchapter L, Discipline and Guidance*

## **Suspension and/or Dismissal of Child**

Good discipline teaches children the qualities of fairness, being heard, generosity and responsibility.

Preston Hollow United Methodist Church Child Development Center believes in a positive approach leading to self-discipline by the child. Our goal is not to punish a child but to develop generous and kind instincts in children who will be proud of and take ownership of their actions. “Catching children doing the right thing” accompanied by an adult’s smile is both encouraging and rewarding to a child.

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

If the inappropriate behavior continues and it is determined after thorough evaluation that the placement of a child would not be in the best interest of the child, the other children in the program, or the staff of Preston Hollow United Methodist Church Child Development Center, the family will then be informed the school can no longer accommodate their child.

The child will then be withdrawn from our School program. Preston Hollow United Methodist Church Child Development Center has sole discretion to dismiss any child from the school program.

## **Tips for a Successful Preschool Experience**

- Exhibit a positive attitude toward school.
- Allow ample time getting ready for school so that your child will not be hurried.
- Bring your child to school on time. Entering a classroom already in progress is difficult for many children. We highly recommend all children arrive at school by 8:30 a.m.
- Please be prompt for pick-up. Many children become upset and worry when the parent is late.
- Think of the teachers as friends who want to know about your child to provide them a happy and successful preschool experience.
- Please let us know of any changes that might affect your child, such as medications, new baby, family circumstances, visitors, or moving.
- If problems arise, please talk to your child’s teacher and/or the Director.
- When looking at the work your child brings home, please remember that the process (thinking, doing, feeling, experimenting) is more important than the finished product.
- Please check your child’s tote bag and file folder each day for notes from school.



## INFORMATION ON REPORTING CHILD ABUSE

Child abuse and neglect are against the law in Texas, and so is failure to report it. Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

If you suspect a child is being abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency. You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

**What is Abuse?** Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

**What is Neglect?** Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care and/or (2) leaving a child in a situation where the child is at risk of harm.

### How do I make a report?

1. Call the abuse and neglect hotline at 1-800-252-5400.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including date (s) and time (s) of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Provide at least the following information in your report:
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Primary family caregiver's name and names of siblings in the home

**Will the person know I have reported him or her?** Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, make the report. If you have doubts about whether it is abuse, call the hotline. They can advise you if the sign you have observed are abuse.

## **SIGNS OF PHYSICAL ABUSE**

Consider the possibility of physical abuse when the child:

- Has unexplained burns, bites, bruises, broken bones, or black eyes.
- Has fading bruises or other marks noticeable after an absence from school.
- Seems frightened of the primary family member and protests or cries when it is time to go home.
- Shrinks at the approach of adults.
- Reports injury by a primary family member or another adult caregiver.

Consider the possibility of physical abuse when the primary family member or other adult caregiver:

- Offers conflicting, unconvincing, or no explanation for the child's injury.
- Describes the child as "evil" or in some other very negative way.
- Uses harsh physical discipline with the child.
- Has a history of abuse as a child.

## **SIGNS OF NEGLECT**

Consider the possibility of neglect when the child:

- Is frequently absent from school.
- Begs or steals food.
- Lacks needed medical or dental care, immunizations, or glasses.
- Is consistently dirty and has severe body odor.
- Lacks sufficient clothing for the weather.
- States that there is no one at home to provide care.

Consider the possibility of neglect when the primary family member or other adult caregiver:

- Appears to be indifferent to the child.
- Seems apathetic or depressed.
- Behaves irrationally or in a bizarre manner.
- Is abusing alcohol or other drugs.

## **SIGNS OF SEXUAL ABUSE**

Consider the possibility of sexual abuse when the child:

- Has difficulty walking or sitting.
- Experiences a sudden change in appetite.
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior.

Consider the possibility of sexual abuse when the primary family member or other adult caregiver:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex.
- Is secretive and isolated.

### **SIGNS OF EMOTIONAL MALTREATMENT**

Consider the possibility of emotional maltreatment when the child:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression.
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development.
- Reports a lack of attachment to the primary family member.

Consider the possibility of emotional maltreatment when the primary family member or other adult caregiver:

- Constantly blames, belittles, or berates the child.
- Is unconcerned about the child and refuses to consider offers of help for the child's problems.
- Overtly rejects the child.

To report abuse, neglect, or exploitation please phone Texas Health & Human Services, 24 hours a day, 7 days a week, toll-free hotline at 1-800-252-5400 or file an on-line report at <https://www.txabusehotline.org>

All employees of Preston Hollow United Methodist Church Child Development Center receive Ministry Safe training. This training is offered through our North Texas Methodist Conference. Trainings which address abuse, neglect, or exploitation issues are provided yearly during the summer month in-service training days.

### **Abuse Assistance and Intervention Phone Numbers**

The following agencies can be contacted to obtain assistance and intervention for cases of abuse:

1. Victims Outreach 214-358-5173
2. Family Counseling 972-724-2005
3. Children First Counseling Center 972-264-0604
4. Child and Family Guidance Center 972-351-3490
5. Jewish Family Services of Greater Dallas 972-437-9950

### **Emergency Telephone Numbers**

*\*Please see attaching information regarding Emergency Telephone Numbers.*

**Emergency/Evacuation Plan**

The staff at Preston Hollow United Methodist Church Child Development Center is committed to keeping your children safe in the event of any emergency. You may visit the web site of [www.ready.gov](http://www.ready.gov) to receive information about what to do at your home or work.

If we need to evacuate the school for any reason, such as a gas leak, we will take the children to Preston Hollow Presbyterian Church in their Fellowship Hall. Their address is 9800 Preston Road on the corner of Walnut Hill & Preston Road. Their phone number is 214-368-6348.

The suggested advice of [www.ready.gov](http://www.ready.gov) is to stay put and “Shelter-in-Place if possible. In the event of any emergency in which we can stay at our center, we will relocate in the “Safe Place”. These areas are window free and safest areas of the school. Those are the locations we will use in the event of a Tornado Warning also. An example of a location is: The Infant rooms go into the adult bathroom.

In the event of relocating the children, a transportation release form must be signed by persons responsible for the children.

My child, \_\_\_\_\_, has my permission to be transported in any vehicles used to transport children to a safe shelter in the case of any emergency. I will not hold Preston Hollow United Methodist Church Child Development Center and/or the staff of the Church or School responsible for any accident that could occur.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Acknowledgement Of The Preston Hollow United Methodist Church Child Development Center Family COVID-19 Policy**

This acknowledgement confirms that I received and read Preston Hollow United Methodist Church Child Development Center COVID-19 Policy. I understand the Policy is not intended to cover every situation, which may arise during the school year but is a general guide to the goals, policies, practices, and expectations of Preston Hollow United Methodist Church Child Development Center as it relates to COVID-19.

I understand Preston Hollow United Methodist Church Child Development Center will comply with guidance and directives from the state and federal governments and agencies (Centers for Disease Control, Texas Health and Human Services Child Care Licensing, Texas Department of State Health Services etc.), may revise the Policy, as necessary.

I agree to comply with the Policy for my child to attend Preston Hollow United Methodist Church Child Development Center. I further agree that if my child remains enrolled with Preston Hollow United Methodist Church Child Development Center following any changes to the Policy, I thereby accept and agree to such changes.

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

Printed Name of Parent or Legal Guardian \_\_\_\_\_

Child/Children Attending Preston Hollow United Methodist Church Child Development Center

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please sign and return to the school office. Please note, this acknowledgement form must be completed and on file in the school office before a child may attend Preston Hollow United Methodist Church Child Development Center.

**Family Handbook Acknowledgement Form**

Preston Hollow United Methodist Church Child Development Center is a year-round school. By signing this form, you agree to pay tuition for the entire school year. Should your child leave the program during the school year, 2-week written notice is required.

Family Handbook Compliance:

I, \_\_\_\_\_, have read, understand, and will comply with the policies and payment schedule listed on this form and in the 2022-2023 Preston Hollow United Methodist Church Child Development Center Family Handbook.

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

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_