



FINGERPRINTS

PRIVATE CHRISTIAN PRESCHOOL

**Parent Handbook
(Operational Procedures)**

Dear Parents,

Welcome to Fingerprints Christian Preschool for the 2018-2019 School Year! This book is intended to acquaint you with Fingerprints philosophy, staff, and policies. We hope the information will help us work together so that your child's development will be enriched with Christian based philosophies and filled with happiness.

Please remember that you are always welcome at Fingerprints. Come and visit, observe, or participate in a craft or activity. We encourage you to be involved in your child's learning as often as possible because you are your child's first and most important teacher.

PROGRAM

Get Set for School® helps young learners gain the skills and experiences they need for lifelong learning success. Our hands-on curriculum focuses on the three core learning areas—readiness & writing, language & literacy, and numbers & math. We get preschoolers singing, dancing, coloring, building, and exploring on a joyous journey to school.

Young Two and Two Year Olds

Through play situations, our two year olds learn to master their surroundings. Our program stresses use of large motor skills and development of language and academic skills such as colors, shapes, size, location, and numbers. The children are taught sign language to build communication and create additional foundation for future development. The teacher uses a curriculum specifically designed for this age, which combines fun in learning self-control, communication, and cooperation.

Three Year-Olds

By nurturing the natural curiosity of this age group, the teacher guides your child as they discover the world. Their vocabulary is increased as they listen to stories, discuss feelings in circle time, and engage in play with fellow classmates. Fine motor skills are developed by cutting, pasting, block building, and clay play, while letters and numbers become more important to the child as they learn the functions of each one.

Four Year-Olds

This program provides a strong educational foundation for the child who will be in Kindergarten the following year. The curriculum includes development of pre-reading, pre-math, and social skills, as well as physical development in both large and small motor skills. Learning materials are age appropriate and exciting to master.

Transitional Kindergarten

Our transitional kindergarten program is much more than just preparation for the next grade. It is days of exciting activities, creative dramatics, phonics, games, and more. Our reading academics are phonetic in nature and our math is presented systematically. Each child progresses throughout the year, learning and growing in many ways.

Stay-N-Play ~ Morning & Afternoon

Stay-N-Play offers a choice to play and have fun, while creating art projects, reading stories, and listening to music, along with an opportunity for outdoor fun.

Summer Camps

We step out of our formal role of school once summer begins with three, three-week summer camps. The child is treated to a themed based camp, picnics, special cooking activities, handwriting and reading clinics, plays, as well as arts and crafts.

PHILOSOPHY

It is our priority to give top quality preschool education. We believe a child is born with an internal motivation to learn, as well as an unbelievable intellectual curiosity to grasp new things. With love and nurturing, a child is capable of learning more from infant to six years of age than at any other time in their lives, emphasizing the importance of first class pre-school programs. Our goal is that our children develop a sense of trust in their environment, conveying to children that this is a safe, comfortable place where everyone is respected. Because children have learned to understand, and speak before the age three, we continually expose them to new ideas and learning experiences. Helping them believe in themselves directly affects their learning; combined with some degree of organization and discipline, we will make a difference in a child's life.

We encourage our parents to be an additional conduit for academic and faith development for our students. Therefore, we invite open communication between Fingerprints' and the families we serve.

STAFF REQUIREMENTS

Our specialized staff greatly enhances the quality of education offered at Fingerprints Christian Preschool. Our staff is required to meet and/or provide the following:

- Degree, certified, and/ or experienced teachers
- A learning curriculum planned each month in advance
- A genuine respect for the individual worth of each child
- Love and nurture each child individually
- Constantly maintain a safe environment for each child
- Positive redirection for discipline with Christian principles
- Acceptance of each child as they are

Fingerprints has regular staff meetings, in-service training and also sends staff to training seminars. We feel the way to keep quality staff members are to keep them informed and motivated.

Fingerprints does not authorize or accept any responsibility for services our employees may offer to you outside the School's working hours or off our school campus. These services include but are not limited to: babysitting, pet sitting, carpooling, house sitting, nanny services, etc. Please note that all staff at Fingerprints is prohibited from offering or accepting offers for any service from Fingerprints families.

PARENT TEACHER CONFERENCE

Conferences are conducted in classes for three year olds and higher. The first conferences are scheduled beginning in January with a second "optional" conference in May.

HOURS

Hours of operation are 8:45 a.m. to 2:30 p.m. (Stay & Play is 7:45 to 8:45 a.m. and 2:30 to 4:00/5:00 p.m.). (PLEASE NOTE: We must have at least 5 children signed up for Stay & Play

from 4:00 p.m. – 5:00 p.m. Otherwise, we will close at 4:00 p.m.) Summer hours are 8:45am to 4:00pm

LATE POLICY

A late fee of \$3.00 is charged for each minute any child is left in the facility after the designated time. For regular school hours, this is 2:30 p.m.; for Stay & Play, the hours are 4:00 p.m. or 5:00 p.m., depending on the time for which you registered. Charges for late pick-up are due at the time of pick-up. PLEASE make arrangements to pick your child up on time.

OPEN DOOR POLICY

Parents of children currently enrolled at Fingerprints are welcome to visit anytime. As an extra security measure and to promptly meet the needs of our families, all visitors, including parents, are required to check in at the office before proceeding to the classroom areas.

We want to know about your satisfaction, questions and concerns regarding any issue about our program. We welcome parents to call or stop by the office anytime.

PARENT INVOLVMENT

Please take the time to get to know your child's teacher so that you can work together to make your child's school experience pleasant and enriching. If you ever have a question or suggestion, please do not hesitate to contact the director. The effectiveness of any program depends on the mutual understanding and respect of parents and teachers. With this cooperation, the child will benefit from the preschool experience. Also, feel free to donate any usable supplies or equipment you might have.

REGISTRATION

A complete registration file is required for all children. This includes the following:

- Application form
- Registration fee (non-refundable)
- Supply fee (non-refundable)
- Current health record and current immunization record
- Hearing/Vision - 3 years and up

A signed Physician's Statement form, including a record of immunizations and other pertinent medical information, must be received by Fingerprints within the first week of enrollment. This form will become a permanent part of your child's file and will be updated as you provide the information to us. A completed enrollment form is required for admission. Annual registration is due for the following year, during priority registration, for students who pre-register for the next school year (non refundable).

SUPPLY FEE

All supplies will be purchased by the school with the exception of a backpack and nap mat. The first semesters' supply fee is due at the time of registration, or before September 1st. The second

semester supply fee is due no later than January 10th. All supply fees are non-refundable.

TUITION/ STAY & PLAY

Tuition must be paid monthly, and is due on the 1st of each month. You will not be billed. A \$25.00 charge will be assessed if tuition is not received by the 5th of each month. **A two week paid, written notice is required on withdraw of a child.** Pricing is subject to change, at Fingerprints' sole discretion, upon posted or written notice. Stay & Play is due with tuition or may be paid at time of service. **PLEASE NOTE: If you sign your child up for Stay and Play, you are responsible for payment, even if you cancel or your child does not attend.**

EXTRA DAYS

Should you need to enroll your child in an extra day, we will do our best to accommodate requests based on class availability, for a charge of \$65 per day. Please note that because your child is not included in our lunch numbers for that day, you will need to provide a nut-free lunch.

REFUNDS

There will be no refunds for sick days, vacation time, bad weather, or emergency closing of the school. This policy is necessary to enable us to provide quality staff on a consistent basis.

RECEIVE

Upon arrival, please take your child to the assigned classroom and ensure that s/he is greeted by the teacher. Children are not permitted to be alone in the school. Please **DO NOT** allow your child to walk themselves to their classroom. In order to receive the most benefit from Fingerprints academic program, we recommend that your child arrive by 9:00 AM on a consistent basis. If your child will be late, please call the office so that we can notify your child's teachers to include your child in the counts for the day's activities. Children must arrive and depart through the front door of the school only **INCLUDING PLAYGROUND GATES.**

RELEASE

We take our responsibility to children very seriously and reserve the right to ask anyone for a photo ID before releasing a child. Anyone picking up a child from Fingerprints should bring photo ID in hand. Children will be released only to adults age 18 and older whose names appear on the enrollment forms and who also provide proper photo identification. If there is an alternative designee that will be picking up your child, this request needs to be made in writing. If you need someone whose name is not on the enrollment forms to pick up your child, please submit a note (include signature) when you bring the child to school that day or send an email to info@fingerprintspreschool.com.

NUTRITION

After prayer, table manners and quiet social skills are emphasized for a pleasurable meal and nutritious snack. A hot lunch is served Monday through Thursday. Morning snacks are provided daily. You are required to provide your child with a **NUT-FREE** sack lunch on Fridays. A menu will be sent home monthly. **ALL** children issued epi-pens are only permitted to eat food brought from home. These children must provide their daily snack, lunches, and any special event goodies. (no exceptions)

CLOTHING/PERSONAL ITEMS

- Children need to bring a comfortable, washable mat/blanket that is used at nap time.
- All clothing should be permanently marked with your child's name.
- Comfortable, weather appropriate play clothes are recommended.
- Each child should have an extra set of clothing marked with his/her name.
- Clothes should be washable in order that your child can participate in all activities, crafts, and outside play.
- We suggest rubber soled shoes. Please refrain from wearing flip flops, sandals or cowboy boots.
- We are not responsible for lost belongings.
- Please do not allow children to bring special toys from home (except for show and tell). We wouldn't want it to be misplaced or broken.

MEDICAL

We will isolate any child, when necessary, with a fever 100 degrees or greater, and will notify the parent to pick up their child IMMEDIATELY (within 20 minutes) - they may not return to school for 24 hours. They will also be sent home in the case of vomiting or diarrhea if there are two or more incidents within a period of one and a half hours. They will need to be kept home for a period of 24 to 36 hours AFTER they are clear of the condition. In the event of a rash, we do require a doctor's note stating the child is not contagious. With any symptom, the director may ask you for a note from your physician before your child is re-admitted to the school.

MEDICATIONS

No medication will be given to the child unless it is requested by physician to be given at least three times a day and does not need to be refrigerated. All medications must be in the original container. Medications are to be removed from the school by parents as soon as the child is no longer taking daily doses. Please sign your child's medicine in at the office.

SUNSCREEN AND INSECT REPELANT

Fingerprints does not apply sunscreen or insect repellent. During warm weather months, please ensure that sunscreen is applied to your child prior to arriving at school.

DO NOT BRING CHILDREN WHO SHOW SIGNS OF ILLNESS

The child should be kept at home if:

- Temperature of 100 degrees or greater (under armpit)
- Vomiting or diarrhea
- Undiagnosed rash

COMMUNICABLE DISEASES

If your child is exposed to a communicable disease while in the school, you will be notified. In return, we request that you report to us when your child has been exposed to any communicable

disease outside the school. The state requires a child who contracts a communicable disease not be allowed to attend the school for such a time as a doctor or health officer specifies. Communicable diseases are, but not limited to the following.

CHICKEN POX, MUMPS, DIPHTHERIA, POLIO, GERMAN MEASLES,
RINGWORM, INFECTIOUS HEPATITIS, SCARLET FEVER, MEASLES,
WHOOPIING COUGH, MENINGITIS, PNEUMONIA, HEAD LICE

EMERGENCY ACCIDENTS

In the event of an accident, you will be notified as soon as possible. Fingerprints staff will seek emergency medical treatment for an accident or an illness whenever necessary, usually at the nearest hospital. Payment for this care and treatment is the responsibility of the parents. Fingerprints will furnish your family insurance information from the enrollment form to the doctor and/or hospital.

DISCIPLINE

We want to help your child gain self-control and acceptable emotional behavior. When children are engaged in enjoyable activity, we believe discipline problems are minimal; however, when discipline is needed, it should be positive. It is our policy to never use corporal punishment. Discipline and guidance shall be consistent, based on understanding of the individual needs and development of the child, and directed toward teaching acceptable behavior.

DISMISSAL

Fingerprints values the relationships with its families and will make all reasonable efforts to communicate special needs for its children. The continued enrollment of any child is at the discretion of Fingerprints and any child may be suspended, de-enrolled or expelled without notice if it is in the best interest of the child, the School, or other children at the School.

If a child breaks any school rule such as (but not limited to) intentionally harming another child, a teacher or school property, a "Broken Rule Notice" will be sent home. Upon the receipt of the Third "Broken Rule Notice," the child will automatically receive a 48 hour suspension from school. At that time, further actions will be communicated with the parents and could include expulsion from the School.

ABUSE AND NEGLECT

Fingerprints will comply with the Texas Family Code and the Texas Department of Human Relations law and regulations, which require prompt reporting of any observed or suspected signs of child abuse or neglect. Upon hiring, each staff member is required to complete in depth training on the signs of abuse, proper steps taken and requirements to report suspected abuse immediately. In addition, we require an additional hour of child abuse training for every employee. The parent of a child who is a victim of abuse or neglect should contact the Department of Child Protective services. The school will also report any knowledge of neglect or abuse within 24 hours. Reports to Child Protective Services can be made to any local law enforcement agency or to the Texas Abuse Hotline (800-252-5400).

CAMPUS SAFETY

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

DISCRIMINATION POLICY

Fingerprints does not discriminate against any child because of race, creed, or religion.

CALENDAR

Our school year follows the Fisd (Frisco Independent School District) calendar, including the opening date, all breaks, vacation, and in-service dates.

INCLEMENT WEATHER

No Exemptions. Emergency closings of facility due to weather of dispartations in utilities cannot be announced in advance. For example, if Frisco Schools close or are delayed due to bad weather, Fingerprints will do the exact same (a two hour delay means that Fingerprints will open at 10:45am). Should bad weather begin mid-day, please make arrangements to pick up your child as soon as possible to ensure that your family, your child's teacher and everyone at Fingerprints can get home quickly and safely before traveling becomes hazardous.

Fingerprints Christian Preschool does not make-up bad weather days.

PARTIES AND PROGRAMS

Birthday Parties

For your child's birthday, you are invited to bring a special store bought snack (nut-free). ***Please pay special attention to the label to ensure that it not only contains nut-free products but was also made in a nut free facility.*** Food prepared from home is not permitted for special events. The precautions are for the safety of our children. Drinks can be supplied by the school or by the parent. Please take your treats to the office before 9:00 a.m. with the name and nutritional label on the box or bag. Please let the teacher know if you plan to stay for the party. If you are planning a birthday party for your child and wish to pass out invitations, you may do so through the teacher only if you invite the entire class. Individual invitations to only specific classmates must be mailed to the home.

Holiday Parties

We will host the following holiday parties: Fall Party, Christmas, Valentine's Day, and Easter. Room Moms, in coordination with your teacher, will coordinate the afternoon parties.

Mother's Day Tea

Mothers of our children are our special guest in May. The children delight in presenting their surprises to Mom.

Donuts With Dad

Fathers are invited to have morning donuts with their child. The children love showing off their dad and presenting them with their wonderful surprise.

Christmas Programs

Classes may conduct a Christmas Program for the family. This is a very special time for

everyone.

PHOTOGRAPHY

School Photography:

We will have both classroom and individual pictures taken throughout the school year. In addition, there will be times that teachers take your child's picture for class projects or parent gifts.

Social Media:

We often keep our families updated on daily school happenings via Facebook. Children will have pictures posted, but no names will be used.

Parent Photography

Please be considerate of the desires of other families by not posting any pictures of other children on social media without another parent's written permission. Fingerprints Christian Preschool is not responsible for the actions of those not employed by the school.

Please sign and return to the office. Thank you.

I have received, read and understand Fingerprints Parent Handbook and Operational Policies (August 2018).

Signed: _____

Parent or Guardian: _____

Date: _____