



2020-2021 School Year

Pre-K (4 years): 8:30am-2pm

- 3 days of School: Tues/Wed/Thurs monthly tuition: \$320
- 4 days of School: Mon/Tues/Wed/Thurs monthly tuition: \$370

Three Year Old: 8:30am-2pm

- 3 days of School: Tues/Wed/Thurs monthly tuition: \$320
- 4 days of School: Mon/Tues/Wed/Thurs monthly tuition: \$370

Three Year Old: 4 hr day option - 8:30am-12:30pm

- 3 days of School: Tues/Wed/Thurs monthly tuition: \$270
- 4 days of School: Mon/Tues/Wed/Thurs monthly tuition: \$320

Two Year Old: 8:30am-2pm

- 2 days of School: Tues/Thurs monthly tuition: \$250
- 3 days of School: Tues/Wed/Thurs monthly tuition: \$320

Two Year Old: 4 hr day option - 8:30am-12:30pm

- 2 days of School: Tues/Thurs monthly tuition: \$220
- 3 days of School: Tues/Wed/Thurs monthly tuition: \$270

*Sibling discount of 10% applies to combined total monthly tuition.

*Questions can be addressed to the director via email: acp@wellumc.org or by calling the office at (512) 819-6816.

Note: The 5 1/2 hour day will now include a “rest” period consistent with licensing (a requirement for preschools running more than 5 hours per day)

We look forward to another wonderful year at A Child's Place!



Registration Check List

To register your child you need:

- Completed and signed registration form
- Registration fee II (non-refundable) :
 - \$75 for 1s, 2s and 3s
 - \$90 for Pre-K I &
- Signed Discipline & Guidance Policy
- Signed Physician's Statement*
- Copy of current immunizations*
- Copy of Hearing & Vision Screening Results*
(4 years & above only)

*These items may be faxed directly to the school from your physician's office. Our fax number is 512-863-4089.

Child's Place maintains a waiting list for families interested in attending our school

**For More Information, please contact the
ACP Office at 819-6816**



For office use only
Start date: _____

Enrollment Form

Child Information

Last _____ First _____ Middle: _____

Name the student goes by: _____ Male Female

Date of Birth: _____ Age on September 1, 2020 _____

Parent/Guardian Information

Parent/Guardian (This is the 1st person we will contact in case of emergency)

Name _____

Relationship to Child _____

Home Address _____

PRIMARY PHONE _____

(This is the 1st phone number we will use in case of emergency)

Additional Phone _____

E-Mail _____

If separated or divorced, who has primary custody? _____

Programming Options for 1, 2 and 3 year olds

Please choose which hours your child is enrolling in: 8:30-2pm 8:30-12:30 pm

If your child is 3 years old on Sept 1st, please choose a program:

3-Day (Tues, Wed, Thurs)

4-Day (Mon, Tues, Wed, Thurs)

If your child is 2 years old on Sept 1st, please choose a 2 year old program:

2-Day (Tues, Thurs)

3-Day (Tues, Wed, Thurs)

Pre K I

3-Day (Tues, Wed, Thurs)

4-Day (Mon, Tues, Wed, Thurs)

Pre K II

Emergency Contact

Name of local person to call in case of emergency if parents cannot be reached:

Name: _____ Phone: _____ Relationship: _____

Address: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____

Family Information

Other Children in Family:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Other Adults in Household:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Release Authorization

I hereby authorize A Child's Place to allow my child to leave A Child's Place with the following persons:

Name: _____ Phone: _____

Name: _____ Phone: _____

Authorization of Emergency Medical Attention

If I cannot be reached to arrange emergency medical attention at the time of illness or accident, I hereby authorize the A Child's Place staff to take my child to the nearest hospital. I give consent for necessary emergency treatment when my child is in the care of this hospital and/or physician.

Name of Physician: _____ Phone Number: _____

Address: _____

Name of Hospital: _____ Phone Number: _____

Address: _____

Signed: _____ Date: _____

I authorize my child to participate in the following

- Water play activities
- School photographs for school publications, the website and the private Shutterfly site
- Student Directory

Parent Signature: _____

Hearing & Vision Screening

I understand that it will be the parent's responsibility to have all 4 and 5 year-old children tested for vision and hearing with their pediatrician.

Parent Signature: _____

How did you hear about ACP? Website newspaper The View friend _____

Parent Handbook

I have received a copy of the parent handbook.

Parent Signature: _____

SPECIAL INSTRUCTIONS/ ALLERGIES/ LONG-TERM CONTINUOUS MEDICATIONS: My child has these special problems or needs: (include any allergy, existing illness, previous serious illness, hospitalization in the last 12 months, and any medication prescribed for long-term, continuous use.)
(Please specify N/A if none)

Discipline and Guidance Policy for _____

Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

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

Signature

Date

Check one please:

parent employee/caregiver household member of child-care home



A Child's Place at WellSpring UMC

Physician Statement

This form is required by the Texas Department of Protective and Regulatory Services and must be kept on file at the school before the first day of school attendance.

I have examined _____ within the past year.
He/She is physically able to take part in a school/day care program.

Licensed Physician

Date

A Child's Place
Attn: Stephanie Labay
6200 Williams Dr.
Georgetown, TX 78633
(512) 819-6816

FAX: (512) 863-4089



A Child's Place
at Wellspring UMC

Parent Handbook

Updated 2018

**A Child's Place
Wellspring: A United Methodist Community of Faith**

**Parent Handbook
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PROGRAM ORIENTATION

VISION AND MISSION

Our vision of A Child's Place is to be a Christian environment where the uniqueness of all children is celebrated and all individuals are encouraged to explore and grow to their potential.

We will provide learning opportunities for children, which are: developmentally appropriate, intellectually stimulating, and spiritually nurturing in a safe, loving environment. Our program will strive to be inclusive, to embody a diverse population, and to be affordable.

THE IMPORTANCE OF PLAY

Our program philosophy is based on the premise that children learn about the world around them through play (active involvement with other children, adults, and materials). Learning takes place as young children *touch, manipulate, and experiment* with things and *interact* with people. For example, children will learn about numbers through working with magnetic numbers, puzzles, and participating in real counting experiences such as counting the number of animals in a barn. Because our program is designed to maximize individual development and promote developmentally appropriate practices, our activities focus on the *process* of learning. Therefore, the emphasis is on the experiences of the children rather than the results of those experiences. For example, painting is more important than what has been painted; building with blocks is more important than what is built. Each child has his or her own set of possibilities and we help those possibilities unfold. Days are filled with planned and spontaneous moments of learning. There's time for active outdoor play, imaginative games, independent discovery and group time experiences.

PROGRAM OBJECTIVES

1. Assist children in learning to live comfortably in a social environment in addition to the family.
2. Develop a respect for individual and cultural differences through discussion, literature, and role modeling.
3. Provide opportunities for the children to interact, guided by models of socially acceptable behavior.
4. Enhance the child's self-esteem, self-awareness, and self-confidence by offering many opportunities for a child to succeed, express ideas, and understand his/her emotions and to attain skills to control them.
5. Provide opportunities for math, science, reading, memory skills, language development, and social science.
6. Increase attention span and follow simple directions.
7. Foster creativity and self-expression through art, music, and dramatic play.
8. Provide hearing and vision screenings for 4 year old children if necessary
9. Develop small muscles by using scissors, paste, clay, blocks, puzzles, beads, pegs, etc.
10. Develop large muscles through outdoor activities such as climbing, riding a tricycle, running, etc.
11. Stimulate and encourage curiosity and provide opportunities for problem solving.

12. Encourage children to take care of their own needs with support from the adults in their environment.
13. Foster a belief in God and to know that God loves them and cares for them.

CHRISTIAN EDUCATION

Our Christian education is Bible based and centered on the life of Jesus. Our classes receive most of their age appropriate lessons during advent and lent.

LICENSING AND REGULATIONS

ACP is a State of Texas licensed Child-Care Center that is required to meet or exceed state rules and regulations. Should there be a need to contact the Texas Department of Family and Protective Services (DFPS) they may be reached at;

Texas Department of Family and Protective Services
14000 Summit Drive, Austin, TX 78728
Office: 512-834-3377
Fax: 512-339-5911
PRS Child Abuse Hotline: 1-800-252-5400
PRS Website: www.dfps.state.tx.us

A current copy of the State's Minimum Standard Rules can be reviewed in the FLP office. The preschool center operates under Chapter 746, Minimum Standards for Child-Care Centers. A parent may request to review this publication along with the most recent licensing report. All postings required by the state are located in the main hallway of the Activity Center.

ACP is responsible for following all other laws and rules regarding fire, health, and safety with regard to childcare as mandated by the City of Georgetown, Williamson County, and the State of Texas

DAYS AND HOURS OF OPERATION

SCHOOL CALENDAR

The ACP school year begins the first Tuesday after Labor Day, and ends the third week of May. ACP will follow the yearly calendar of the GISD as far as days off, Christmas vacation, and Spring Break. A copy of our current calendar is in the back of this handbook. School hours are 8:30 – 2:00pm, Monday-Thursday. Partial day programs are available for some classes.

BAD WEATHER DAYS

When GISD indicates they will be closed due to inclement weather or other situations, and will not hold school, the preschool center will be closed as well. The center will also try to follow days that GISD has set aside for bad weather makeup days. Make up days that are not used and that are deemed student holidays will be given to the students as holidays as well. Please be aware of bad weather days (or situations that require an off day), through local TV and/or radio stations. If GISD schools start late, then ACP children may be dropped off at 10:30 am. To determine whether classes will or will not be held, parents may call the Director or their child's teacher. If severe weather arrives while children are at school, all necessary precautions will be taken and parents may be called to pick up their children. Two bad weather make up days have been reserved. In the

event additional days are required parents must request a refund in writing or the days will be considered a donation to the program

Early Arrival

Please note that 8:00-8:30am is time for our teachers to prepare for the day. **Please do not drop off children or wait in the classroom before 8:30am.** Parents may wait outside as long as they remain with their child.

Late Departure

Children who are picked up after 2:10 will be escorted to the office. After 2:10 there is a late charge of \$1.00 a minute.

ENROLLMENT AND FEE POLICIES

REGULAR ADMISSIONS

Registration for the following year is held in March. Church members and currently enrolled families have first priority.

All children must be enrolled before attending the center. The following must be completed and submitted to the center:

- Registration Form
- Physician's Statement
- Immunization record (Up-to-date and current, must have child's name, birth date, number of doses and type of vaccine, and date the child received each immunization, stamp, or signature from physician or health department).
- Parent permission for emergency medical attention.
- Discipline & Guidance Form

WAIT LIST

Due to limited space availability, every child not immediately placed in a classroom has the option of being placed on our waitlist. For a child to be placed on the waitlist:

- Parents must pay a \$15 non-refundable fee and fill out a waitlist application in the school office.
- If an opening becomes available, parents will be called in the order the applications were received.
- Parents will have 24 hours to accept or decline an opening. If a parent declines, the child's name will be removed from the waitlist unless the parent requests otherwise.
- If a parent accepts the position the \$15 application fee will be applied to the first month's tuition.

REGISTRATION FEE

This fee covers administrative costs and classroom supplies. The registration fee is a non-refundable annual fee.

TUITION PER MONTH

The tuition varies depending upon the classroom in which the child is registered. Tuition is due on the first of each month and is considered late past the 10th. A late charge of \$10.00 will be charged after the 10th of each month.

If you are concerned about paying your tuition on time, please speak with the director immediately.

SIBLING DISCOUNT

A 10% discount will be taken from the combined family monthly tuition.

HEALTH AND SAFETY

IMMUNIZATION REQUIREMENTS

Each child enrolled or admitted must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements and the Williamson County Health Department. In the event a child does not have the proper immunizations on file within 7 days of attendance, the child will not be admitted to the center. Please see the Director for information regarding immunization exemptions as stated in the State's Minimum Standards.

HEARING AND VISION SCREENING

The Special Senses and Communication Disorders Act, and the Texas Health and Safety Code, require a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades.

Children enrolled must have the following:

- 1) Newly enrolled children who are four years of age or older and all children enrolled in the program who are four years of age by September 1st of each year must be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 days of enrollment/admission, whichever is longest or present evidence of screening conducted one year prior to enrollment; and
- 2) A licensed or certified screener or a healthcare professional must conduct the screening; and
- 3) The results must be kept at the facility (records are stored in each child's file). The Director, when deemed necessary, may deny further attendance and enrollment in the program if the child's hearing and vision screenings are delinquent.

ALLERGIES

If a child has allergies, other than seasonal allergies, parents must notify the Director when the child is enrolled in the program. A doctor's notice is required to be in the child's file. Only emergency allergy medications will be kept at the facility. All unused medications will be returned at the end of the school year. (See also "MEDICATION" below.) Note: For information regarding food allergies, please see the "FOOD ALLERGY PRECAUTIONS" section.

NOTIFICATION OF ABSENCE

Please call the school by 8:30 a.m. if your child is going to be absent. If your child is sick, please keep us informed so we can alert other parents to possible communicable diseases. Extended Absence: Our expenses do not vary if a child does not attend for a period of time. It is our policy that to hold a class position, tuition must be paid.

ILLNESS

One of the most persistent challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught to the children. The toys, eating surfaces and toileting and diaper equipment will be sanitized between children's use. One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help for this. If a child shows signs of a fever, cold, sore throat, skin disorder, and/or discharge from eyes/ears, they will be checked by the ACP staff. Children showing signs of illness are kept apart from other children, and kept with ACP staff until they can be taken home. If a child has fever during the day, ACP will use an ear thermometer. A child with fever of 99.6 or higher will be sent home. Parents are required to pick-up their child as soon as possible.

According to the Texas Department of Protective and Regulatory Services, children cannot attend school if one or more of the following conditions exist:

- The illness prevents the child from participating comfortably in facility activities.
- The illness results in a greater need for care, than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has any one of the following one:
 - a. Armpit temperature of 99.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness.
 - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs.
- The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

MEDICATIONS

ACP will not administer any medication to children other than those required in a life threatening event or emergency (i.e. Seizers, Epi Pens, etc.). Parents may come to the facility to administer medication to children that require medication on a temporary basis. If a child regularly needs medication during the day, parents are encouraged to keep the child in their own care. ACP will not be held responsible and/or liable for medication requirements.

LICE AND NITS

Children that have lice will not be permitted to attend class. All forms of lice including nits will exclude children from attending the program. ACP is both a no lice/no nit facility

ACCIDENTAL INJURIES

In the case of a serious accidental injury to your child, we will make an immediate attempt to contact a parent. If necessary, we will call 911 and an ambulance will take your child to Georgetown Hospital. Because of this, it is essential for parent(s) to let us know the following information:

- Where you can be reached while your child is in attendance at the center.
- Physician's name and phone number.
- Emergency contacts and phone numbers.

If injuries are not of a serious nature, we will apply first-aid and notify parent(s) at the end of the day.

EMERGENCY PROCEDURES

Drills are scheduled regularly so that the children will be prepared and not be frightened if an emergency arises. Severe weather and lockdown drills are conducted quarterly, and more often as deemed necessary.

EMERGENCY EVAUCTION PLAN (a more detailed plan may be requested)

1. In the event of a gas leak, chemical spill, or other emergency that deems the campus unsafe, children will be evacuated.
2. Children will be lined up according to classes, with at least one staff member with the class at all times
3. The children in the each class will be counted by the lead teacher using daily sign in sheets to ensure that no one is left behind
4. Each staff member will collect their personal car keys before leaving the building
5. The class and teachers will make their way to the parking lot where personal vehicles are parked
6. Children will be placed in private/staff owned automobiles by staff and/or other church employees and driven to the evacuation site.
7. The evacuation location is: San Gabriel Presbyterian Church 5404 Williams Drive. Georgetown, TX 78633
8. The director or her designee will be responsible for ensuring student's emergency contact records travel to the evacuation site.
9. The children in the each class will be counted by the lead teacher using daily sign in sheets to ensure that no one is left behind
10. In the event the San Gabriel Pres is not a suitable relocation position, the children will be evacuated and relocated to a designed area determined by Emergency Services Personnel.
11. The Director will notify the emergency authorities.
12. Parents shall be notified by telephone to pick up their children immediately from the relocation site.
13. The Director will notify The Texas Department of Family and Protective Services (DFPS), in the event of an emergency situation that would deem any part of the preschool facility to be unsafe or unsanitary.

CHILD ABUSE AND NEGLECT

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

FIREARMS

The following State Minimum Standard pertains to firearms in child care facilities

§746.3707 Are firearms or other weapons allowed at my child-care center?

Subchapter S, Safety Practices Division 1, Safety Precautions September 2003

- (a) Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child-care center.
- (b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center, unless the child-care center is also your residence.
- (c) Firearms, hunting knives, bows and arrows, and other weapons kept on the premises of a child-care center located in your home must remain in a locked cabinet inaccessible to children during all hours of operation.
- (d) Ammunition must be kept in a separate locked cabinet and inaccessible to children during all hours of operation.

ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL

Children must always be dropped off in the presence/care of an ACP staff member. Per Texas state laws, parents have a right to access their child at any time. However, parents are strongly encouraged to drop off their children by 8:30am each day so that the child can take part in our full educational program. Parents need to personally escort their child(ren) inside the building to sign in and out when their children enter and leave the facility.

SEPARATION ANXIETY

ACP encourages family members to stay for chapel, but there are instances when a quick departure is best for the child. At times a prolonged goodbye only makes separation harder for the child. Most often the child settles down and becomes interested in an activity or play before parents are out of the parking lot. Please feel free to contact the ACP office to inquire about the child's adjustment to the separation. Note: Please advise the child's teacher if a child has had any recent accidents or has any superficial medical issues prior to dropping children off.

SIGNING IN AND SIGNING OUT

State licensing requires that each child be "signed in" and "signed out" each day of attendance. When children are brought in or picked up from the center, the parent or their designated person must initial and indicate the time signed in and out, on the form provided by the ACP staff member. In the event a car drop-off and/or pick-up line is being conducted, staff members will be involved in the signing in and signing out of each child. Whether brought in or dropped-off, please ensure the child has been delivered to an ACP

staff member before leaving the premises. Note: Parents must notify ACP if they will be arriving late or picking up their child early so arrangements may be made.

DEPARTURE

The teachers and staff cannot accept the responsibility of sending a child home with a stranger. ACP cannot, by law, release a child to anyone who is not listed on a Student Admission Form and on file. Name must be provided in writing, a phone call to the center is NOT sufficient. Until a staff member can identify by sight those listed on the release forms, proper ID will be requested. In the event an emergency arises, the program will work very hard to accommodate their needs as deemed possible by the State's Minimum Standards. ACP reserves the right not to release a child to anyone who appears to be under the influence of drugs and/or alcohol. If this situation was to present itself, local law enforcement, and CPS representatives will be notified.

CHILD CUSTODY ISSUES

It is the school's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. Sharing information about such situations may be helpful to school staff and will be held in the strictest confidentiality. The school cannot legally restrict the non-custodial parents from visiting the child, reviewing the child's records, or picking the child up unless the school has been furnished with legally filed, executed and current documents. Copies of all court documents must be submitted to the school. In case of conflicts, the proper authorities will be contacted.

School doors will be locked at 8:45am and at 2:20pm. Late parents should enter through the main doors and check in at the office.

MEALS AND SNACKS

LUNCH

All children need to bring a nutritious, well-balanced lunch from home each day. Pack lunches with items that do not require refrigeration or which can be kept cool with an ice pack brought from home. Use containers in your child's lunchbox that can be easily opened by your older child. Please label bottles, lunchboxes and thermoses with your child's name. Please limit the use of sweets to assist us in teaching good nutrition.

SNACKS

Snacks will be provided by the parents as needed. We ask each parent bring in enough snacks for the entire class at the beginning of the year and then as needed. Teachers will post a list showing what is needed and parents can then sign up accordingly. Special snacks pertaining to the curriculum will be provided occasionally and cooking and tasting of different foods is an important aspect of our curriculum. Since parents bring in lunches and snacks A Child's Place is not responsible for its nutritional value or for meeting the daily food needs of children.

All toddler meals should come ready to serve with food already cut up and prepared.

FOOD ALLERGY PRECAUTIONS

It is the desire of the preschool center to provide a safe environment for all students. ACP will provide foods that are nut free (i.e. snacks). Families may provide lunches of their choosing that may or may not include foods containing nuts. Providing whole nuts as part a child's lunch should be avoided due to choking hazards. If a child is or becomes allergic to nuts, the staff will do their best to intervene and provide a "safe eating area." ACP cannot be held liable for children with nut allergies. Parents of children with nut allergies must provide snacks and foods that are consumable for their children. Note: Parents must notify the Director if their child develops any type of allergies.

DISCIPLINE AND GUIDANCE PRACTICES

GUIDANCE TECHNIQUES

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. Guidance techniques are designed and carried out in such a way as to help the individual child develop self-control and to assume responsibility for his or her actions. The rules are simple and understandable and redirection, along with an explanation, is a common technique. Natural and logical consequences are used to help children learn to make good decisions. Please remember that young children need the experience of interacting with other children on a consistent basis. Learning how to take turns and cooperate with others is an ongoing process for young children, and consequently, aggressive behavior will occur (i.e. - hitting, yelling, name calling, biting, pinching, kicking, etc.). Although we do not allow this behavior to persist, it does take time for a child to learn a more acceptable way of dealing with his/her anger and frustration (i.e. - using appropriate words to express feelings). Each case will be approached on an individual basis. If behaviors that are dangerous to the child, the other children in the class or the staff continue excessively, the director will meet with the parents and the classroom teacher to make a plan that will be the most successful for the child.

The staff will not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety and health of the child or others. Changes at home do affect a child's behavior at school. The staff is willing to work with you regarding behavior challenges at school or home.

SUSPENSION AND EXPULSION

If usual measures are unsuccessful, parents will be asked to come for a conference so we can discuss ways of helping a child learn to behave in acceptable ways. Every effort will be made to assimilate the student and correct disruptive behavior. If necessary, parents may be encouraged to seek professional intervention or family counseling. After these options have been exhausted, and if the child's behavior continues to interfere with the orderly care and education of the other students, alternative arrangements must be made for your child. Each child is required to have a signed a "Discipline and Guidance Policy" form before entering school each year. This form is kept in the child's permanent file.

BITING POLICY

Children will NOT be withdrawn from A Child's Place due to normal biting incidences. Biting is a normal stage of development in many children. Each situation will be

evaluated individually and the Director and Teacher will meet with the parents to determine the best solution.

POTTY TRAINING

Teachers will focus on potty training in our two and three year old classroom. We will wait until potty training is happening in the home for the sake of consistency. Parents and teachers are expected to work together during this transition. Here are some basics for any child not wearing diapers:

- Please pack at least two changes of clothes including underwear and socks.
- Have your children wear elastic waistbands that they can pull up and down themselves.
- Avoid buttons or snaps unless your child can manage them independently.
- Know that accidents will happen and are a part of the process; they are rarely problems with the children or the staff in charge.
- Successful training means children tell adults when they need to go or go to the bathrooms by themselves. Our teachers will offer reminders and take them to the bathroom to “try” a couple of times a day if possible, but the children will be learning the important responsibility of figuring this out for themselves through trial and error.
- Pulls ups or diapers will not be put on a child who is potty training.
- Children will not be forced on the potty or asked to remain for more than a minute or two.
- Keeping up a sense of humor and a good dose of patience helps everyone.

All children must be potty trained before entering the Pre-K classrooms. **If the child is still having potty training issues when entering the Pre-K room, please be aware that no pull ups are allowed.** These rooms are not equipped for that type of toileting and underwear should be worn at all times.

COMMUNICATION

It is very important for parents, teachers, and staff to become involved and communicate openly about the individual development and skills of the child in the program. Every effort should be made to ensure children are developing at their age appropriate level. Parents are encouraged to take part in parent/teacher conferences as needed. ACP staff, at their discretion, may request a parent/teacher conference (formal or informal) during the school year.

Communication is vital if a parent feels their child has suffered abuse, undo hardships, inappropriate behavior, discipline or punishment, from any staff member or other children enrolled into the program. Communication with a child’s teacher should be the first course of communication. If an attempt has been made to work with a child’s teacher, but a satisfactory resolution was not reached, parents should communicate their concerns to the Director of the program. In the event a resolution cannot be accomplished, the Director may consult with a third party, (I.e. a Director of Christian Education, Pastor, and/or the Board of Preschool).

PARENT NOTIFICATIONS

Program-related notifications of upcoming events and/or information will be sent home with students at the end of the day. Miscellaneous information and notices can also be found on the bulletin boards outside the classrooms. Families are encouraged to read notices and view the bulletin board often because they contain important information, reminders, upcoming events dates. Communication with parents is vital, and we understand that relatives, friends, and/or Nannies are sometimes involved with children on a daily bases. It is the responsibility of parents/guardians to relay information to other people involved in pick-up or drop off of the child. The Director must approve all information before it may be displayed on the bulletin board.

CLOTHING

Clothing that children wear to school should be comfortable and easy to put on and remove. Please send your child in "play" clothes. We prefer than children not wear flip-flop type sandals, crocs, or clogs. These shoes do not work well on our playground materials. We offer art activities, water, sand, and outdoor play so children need to wear clothing that allows them to move about freely and get dirty. The children will go outside every day (unless it is raining) so dress them accordingly. Each child needs a complete change of clothing, labeled with the child's name.

Clothing should be:

- loose enough to provide comfort and freedom of movement,
- large enough to pull on easily
- suitable to weather for outdoor play; (weather permitting, the children will go outside as much as possible), and
- washable; (the children often get messy)

SUNSCREEN AND INSECT REPELLANT

Teachers will not apply sunscreen or insect repellent. Please apply to your children before dropping them off if needed.

ITEMS BROUGHT FROM HOME

Our center maintains a generous supply of materials, toys, and equipment for the children to use. Therefore, children are asked to keep personal toys at home. This helps us to avoid hurt feelings if an item is lost or broken. Children are welcome to bring any comfort items such as blankets, stuffed animals, etc. Please make sure the teacher is aware of these special needs.

HOLIDAYS

Our school chooses to celebrate the various holidays throughout the year in a low-key manner. Children receive a great deal of stimulation during these times, and our feeling is that we should maintain the consistency that the children come to expect at school. We will discuss holidays, and sometimes read stories about them, based on children's interests, but we will limit parties. Because we are a Christian school the children will learn about the meaning of Christmas and Easter from the Christian perspective. Our curriculum demonstrates respect for all customs and celebrates the diversity of all families; therefore we feel it is up to each individual family to celebrate special days in their own way.

BIRTHDAYS

Please keep in mind that although we are happy to share in the excitement of your child's birthday, this is not an appropriate setting for a party. If you would like to bring a special snack for the children to celebrate please discuss this with your child's teacher in advance.

We strongly encourage nutritious snacks for parties such as muffins (blueberry, bran, corn, etc.), banana or pumpkin bread, fresh fruits or vegetables, or cheese and crackers. **Always check with the teacher about classroom allergies.**

PETS

We must follow specific state mandates for animals in a child care center. Please check with the office before bringing any animals into the building

PARENT CONFERENCES

Parent conferences will be conducted once a year. During this conference, the staff will share information about the progress your child is making and show you samples of your child's work. These conferences will be scheduled at your convenience and are very important to insuring close communication between the school and home. You may request a conference at anytime.

VOLUNTEERISM

Any parent who wishes to volunteer in the classroom must pass a State of Texas background check. Background check forms may be filled out in the office.

PARENTS AND PRESCHOOL PARTNERING

Parents are encouraged to support the preschool attending parties, fundraisers, and meetings. From time to time preschool children are invited to sing and worship with the church. While participation is voluntary, we love to show Wellspring's congregation how precious our students are during worship. Partnering with **ACP** also means abiding by the rules we have in place and encouraging children to do the same.

GRIEVANCE PROCEDURE

ACP expects all parents/guardians to express concerns responsibly, politely and in a timely fashion. Our grievance procedures are in order as follows:

- Contact your child's teacher with any questions about the classroom, concerns about your child, or conflicts that may arise
- Contact the director if the situation was not resolved with the child's teacher
- Contact the school board chairperson in writing immediately if the situation was not resolved with the director

ACP encourages all parties involved to solve the problem as quickly and privately as possible. Speaking at length with other parents or staff without notifying the child's teacher and/or director results in a healthy solution for the child or school.

POLICY CHANGES

Any policy changes made by the school board during the year will be communicated to parents in writing.

EMPLOYEE VACCINE – PREVENTABLE DISEASE POLICY

Employees are not required to show written proof of a current TB test or annual Flu testing.

GANG FREE ZONES

As a result of House Bill 2086 that passed during the 81st Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed child care centers. What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.