



PARENT HANDBOOK

Educating the Whole Child Spirit, Soul, & Body

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faithkidshuntsville.com

Partnering with Parents

We are looking forward to your child(ren) attending Faith Kids Preschool. It is our goal to provide a safe, educational, and fun atmosphere for children. We have an open-door policy, and any concerns, questions, or comments are always welcome. We are guided by, but not limited by, the State of Texas Minimum Standards. The care of your child(ren) is our top priority. Please take time to read this handbook carefully and then sign the last page and return it to Faith Kids office.

Our Philosophy

We believe that spiritual character, academic and physical growth are critical components to optimal care for your children. We focus on developing the character, socialization, self-esteem, and self-help skills needed for the child to succeed in other areas of development.

Just how well children learn to get along with others depends, to a large extent, on how they feel about themselves. If the adults who care for them have helped them to feel they are loved, valued and competent, children are likely to be relaxed and friendly with others. Play is the way children learn about their world, themselves, and others, and the way they develop the skills and knowledge they will need to succeed in their lives. All children learn and grow in their own special way within boundaries of the classroom activities.

Isaiah 54:13- All children shall be taught by the Lord, and great shall be the peace of children.

Mission Statement

Faith Kids is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music, and physical activity. They learn through academics, activities, table time & play. These socialization and self-help skills build up their love for God, themselves, and others, which are needed to succeed in all areas of life.

Religious Practices

We sing songs about Jesus and the Bible, read Bible stories, and even pray for bobo's as needed. We also say grace before we eat.

FAITH KIDS PRESCHOOL

Faith Kids Preschool's goal is to be one of Huntsville's leading preschool programs. Our program gives children ages 6-weeks through 12-years enriching opportunities to develop the whole child. We focus on learning through character, (Bible teaching activities), child-directed play experiences and curriculum time. We believe a balance of play and preschool enhances growth and development in all areas: physically, socially, emotionally, creatively, and intellectually. This is achieved in a safe and loving, faith-based environment with caregivers who are dedicated to enriching children's lives.

NON-DISCRIMINATION POLICY:

Early Care and Education does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Required Policies

Faith Kids Preschool is licensed and regulated by the Texas Department of Family and Protective Services. The follow policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501. In the event that Licensing requirements change, or policies are revised, revisions will be made, and parents/guardians will be notified. An Electronic Copy is available on our website at www.faithkidshuntsville.com.

1. HOURS OF OPERATION & HOLIDAYS

Faith Kids Preschool is open from 7:00am-5:30pm, Monday-Friday, year around. We close to observe the following holidays: New Year's Day, MLK, Jr. Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day and New Year's Eve. Full tuition is due for holidays and is calculated in your tuition schedule automatically. Parents will be provided an academic calendar in their enrollment packets indicating the days closed. A current copy of the school calendar is also on the school website and posted on the Parent Information Board.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, Faith Kids may close the day before or the day after the holiday.

2. RELEASE OF CHILDREN

Per Texas state laws, parents have a right to access their child at any time; however, we strongly require parents to drop off their children by **8:30am** each day so that the child can take part in our full educational program, including breakfast and Morning Assembly. All children must be checked-in/checked-out on the Attendance machine in the Welcome Center by an authorized adult. All parents will have access set-up on the ProCare Attendance machine before child's enrollment begins. In the event that a parent is unable to drop-off/pick up their child, they may authorize another legal adult to do so. Children will not be released to a minor. **Anyone authorized, besides the regular parent pick-up person, must stop at the office and present ID if they do not already have a ProCare ID set-up. ProCare ID can be set up at that time. They MUST be on the list for child to be released to their care.**

3. ILLNESS AND EXCLUSION POLICY

Children who are ill should not attend preschool. Faith Kids Preschool observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, ***including outdoor play.***
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
3. Oral temperature of 101, armpit temperature of 100 or ear temp of 100.4 or above.
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24-hours.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents need to pick up children within 1 hour of notification. In the event of *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Faith Kids Preschool may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom-free for **48-hours**. The day the child is sent home, does not count in the *48-hour period*. *Children may return sooner than 48 hours if a doctor's release is provided and verified.*

4. MEDICATION

Please inform your physician that your child is in full-day preschool and that you prefer to give medications at home, morning, and evening. Knowing this, many physicians will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember, Faith Kids Preschool is designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- ❑ **Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date. The child's name and doctor's name must be on the label.**
- ❑ **All medication must be given to the onsite Director and stored in the school office.**
- ❑ Before any prescription medication can be administered, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the Daily Medication Logbook. Please bring a copy of the information given to you by the pharmacy.
- ❑ Medication needs to go home after the last date that the medication is administered.
- ❑ Medication will only be given at 10:30am and 2:30pm.

Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current. It is parent's responsibility to submit updates to school administrators.

5. PROCEDURES FOR HANDLING EMERGENCIES

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented on an official Incident Report and given to parents when the child is picked up at the end of the day or within 24 hours of occurrence. In some cases, parents will be contacted via telephone. If needed, a less official "Ouch Report" will be completed for minor injuries or accidents.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

6. PARENT NOTIFICATIONS

Open Communication with parents is very important to children's success. Faith Kids Preschool has multiple ways of communicating with parents. Our main source of communication is through email. Please make sure your current email is on file with the school office. In some situations, parents may be asked to sign documents acknowledging that communication has taken place. Listed below are ways that Faith Kids Preschool may communicate with parents:

- Email directly from Faith Kids Preschool
- Posting Information on Parent Info Bulletin Board
- Posts on Facebook page (@FaithKidsHuntsville)
- Written memos placed in your child's cubby or designated "take home" spot
- Phone notifications (call or text messages)
- Verbal communication with the child's teachers and Director
- ProCare Attendance Machine upon pick-up/drop-off

7. DISCIPLINE & GUIDANCE POLICY

Faith Kids staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Faith Kids Preschool does not use "time out" as a form of managing behavior. Faith Kids staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. ***Faith Kids Preschool reserves the right to terminate care for the child for discipline problems at any time.***

What we use regarding discipline:

- ~ Age-appropriate consequences
- ~ We will try to use preventative, techniques such as age-appropriate breaks from activity (3 and up only), separation from the activity involved, discussion of the behavior, and redirection.

- ~ We teach anger management skills
- ~ We approach each child as an individual and try to deal with them on their age level and personality.
- ~ We train our staff to deal with an array of discipline issues.
- ~ We will use special restraining techniques only if the child is uncontrollable and in danger of hurting themselves, other students, or the teacher. We reserve the right to terminate care or suspend, without notice or cause, as we deem necessary.
- ~ For serious or repeated behavior problems, the following steps will be taken to notify the parent:
 - 1st offense – The Teacher will notify the parent through speaking to the parent in person, in writing or by phone. In some cases, Director will contact parent versus Teacher.
 - 2nd offense – The Parent will be asked to meet with Director to create a Discipline Plan of Action for child.
 - 3rd offense- The child may be suspended and/or terminated **(no refund will be given)**.

8. FOOD SERVICE & PREPARATION

Faith Kids Preschool is a participant of the USDA's Special Nutrition Program. We do not charge an extra fee for meals or snacks. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800) 795-3272.

Parents are asked to complete an "Infant Care Instruction Sheet" at the beginning of each month. This instructs us on how to feed your baby according to your directions.

Faith Kids Preschool provides breakfast for all children (12 months & up) present at 8:30am. Children must consume any breakfast they bring with them to school before they are checked in. They will be offered a breakfast at 8:30am in addition to any breakfast they consume before entry. Lunch is served at 11:30am. Afternoon snack is served after the rest period around 2:00pm. Menus are posted in the classrooms and on the Parent Information Bulletin Board. Please advise the center of any allergies. If a child requires an alternative meal, milk or substitution, a note from a doctor may be required. The doctor's note must include a recommended substitution. Parents are responsible for providing substitutions.

Outside food brought into school for lunch must be contained in a labeled lunch box or lunch bag. Food must not require refrigeration or to be heated prior to serving (Babies, Tiny Tots and Tots are the exception).

9. IMMUNIZATION REQUIREMENTS CHILDREN & TEACHERS

Immunization records must be current for all children enrolled in the Infant-Toddler, Preschool and Pre-K programs. A copy must be in the child's file. **It is the parent's responsibility to ensure that your child's immunizations are current.** Failure to keep children current on immunizations may lead to disenrollment.

From time-to-time Faith Kids Preschool may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Faith Kids Preschool has implemented the following immunization policy for all its employees to be in compliance with Texas Department of Family and Protective Services, Minimum Standards Rule #746.3611, which requires a policy for protecting children from vaccine-preventable diseases. While the safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases **optional** to the employees.

10. TUBERCULIN TESTING REQUIREMENTS

Based on local health department guidelines, proof of TB testing is not required to be enrolled in our program.

11. HEARING AND VISION SCREENING

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36, for children who are 4-years old. Early Care and Education may schedule annual screenings at our school. Parents may also bring in screening proof from their local pediatrician.

12. ENROLLMENT PROCEDURES

Director(s) will determine if there is an available, age-appropriate spot. Upon selecting Faith Kids Preschool to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program.** Incomplete paperwork will not be accepted. Paperwork required for enrollment includes:

- Admission Information Form
- Enrollment Agreement
- Tuition Agreement

Authorization for Emergency Medical Attention
Current Immunization Records
Physician's Health Statement
Food Program Enrollment Form
Parent Handbook Acknowledgement Form
Infant Care Instruction Sheet (if applicable)
Sick Policy

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

13. TRANSPORTATION

School-age children will possibly be transported during the summer and Spring Break on field trips. Faith Kids Preschool does not transport children under the age of 5, except in emergency situations.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

14. WATER ACTIVITIES AND SWIMMING POOL

NONE

15. FIELD TRIPS

Field Trips may be offered during our Summer Program only for school-aged children, 6 years and up. Parent Permission slips will be required prior to Field Trips.

16. ANIMALS

From time to time, Faith Kids Preschool may have classroom pets or animal visits that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. When animals of any sort will be present at the facility, parents will be notified beforehand.

17. QUESTIONS OR CONCERNS

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Center Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. From time to time, the center Director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome.

18. OPEN DOOR POLICY

We welcome parents at any time, in any area of our school. Faith Kids Preschool is a privately owned and operated facility. Parental visits need to be brief as to not disrupt the class and teacher supervision of other students.

19. PARENT PARTICIPATION

We encourage parent involvement, especially on special events and helping with class parties. Also, if you have a concern, please schedule a time to meet with the classroom teacher and/or the Director of the facility.

20. MINIMUM STANDARDS FOR CHILD CARE CENTERS

Faith Kids Preschool is licensed and regulated by the Texas Department of Family and Protective Services, and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards in our front office or view the standards online at www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

21. COMPLIANCE HISTORY

Faith Kids Preschool encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted in our school office.

22. GANG-FREE ZONE

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 a harsher penalty. Faith Kids Preschool is a GANG-FREE ZONE.

23. EMERGENCY PREPAREDNESS PLAN

Below is the Emergency Preparedness Plan designed for Faith Kids Preschool. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, Faith Kids Preschool will ask parents to participate accordingly.

During any emergency the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign-in and -out log and transition sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, the Director or the designated person on duty assuming the role of Director will notify Child Care Licensing and/or the Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteers or emergency personnel as he/she deems necessary.

TORNADO/BAD WEATHER

- Stay calm. Watch the kids, not the situation.
- Get your sign-in/out sheet and your transition sheet and stuff it in your clothing. Grab your flashlight.
- Take all of your children to the center hallway. Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Infant classroom: Place your babies in two cribs and cover the top with a mattress from another crib. Place mattress sideways across top of the crib and huddle next to it. Role the cribs to the center hallways.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.
- Faith Kids Preschool elects to follow Huntsville ISD school closings pertaining to

inclement weather.

COMMUNICABLE DISEASE OUTBREAK

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, handwashing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc., to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director, or person in charge, will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director, or person in charge, will also notify all parents about the situation in writing within 48-hours as required by the Texas Department of Family and Protective Services and Child Care Licensing.
- All staff is to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.
- Faith Kids Preschool elects to follow regulations and direction from Walker County Health Department and Texas Child Care Licensing pertaining to school closings due to outbreaks or Pandemics.

LOCK DOWN (INCLUDES WEAPON, HOSTAGE INCIDENT, INTRUDER, TRESPASSING, DISTURBANCE)

- The Director, or person in charge, will announce over the intercom, "Lock Down" or other discrete code and will call 911. The director, or designated person, will supervise the front desk at all times during the incident, if possible.
- Upon hearing this, or sooner if you are aware that an intruder has entered the building or immediate vicinity, say calmly to the children a discrete phrase, such as "Rabbits in the Hole"; the children will know what to do because you practice this every month.
- Infant classroom: Place babies in two or three cribs with a few quiet toys. Place

another empty crib or two in front of your classroom door. This might cause an intruder to change his/her mind about entering your classroom.

- Get your sign-in/out sheet and your transition sheet in your hands and stuff them into your clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and you can safely do so, use the intercom to calmly announce the secret code for "Lock Down".
- Whisper and remind the children that "we are to be very quiet."
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch the children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building. Await further instruction from Emergency Personnel or Preschool Director.

ACCIDENT

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and/or the Director, or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Turn the Accident/Incident Report in to the Director, or person in charge, before

you leave on the same day.

- Keep the Accident/Incident Report confidential while in your presence.
- In the event of serious illness or injury involving an adult, contact the office and a Director, or the designated person in charge, will call 911 and/or the person's emergency contact.

ILLNESS

- Ask the child, "What doesn't feel good?"
- Contact the front office and have the child's temperature taken. If the fever is over 100 degrees, the Director, or person in charge, will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode.

EXPLOSION, CHEMICAL SPILL OR GAS LEAK

That occurs INSIDE the facility

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close doors and lock if possible.
- Turn off air conditioner/heater.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director, or person in charge, or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

BOMB THREAT OR OTHER THREAT

- Write down everything the person says.
- Ask where the bomb is.

- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too.
- Notify Director, or person in charge, to call 911 immediately.

OFF-SITE EVACUATION AND RELOCATION

#1 PLAYGROUND OR WELCOME CENTER

#2 GYM

#3 WALKER COUNTY STORM SHELTER AT 455 St. Hwy 75 North, Huntsville, TX 77342

#4 SHSU COLLISEUM

- Your primary responsibility is to keep the children safe.
- Keep your sign-in/out sheet and transition sheet in your hands or stuff them into your clothing.
- If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in the center's vans from oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles. The school will use car seats and infant carriers left by the parents when evacuating applicable children.
- The Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. She/he is the last person to leave the building.
- The Assistant Director is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. insulin, EPI pens, asthma medications), and a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can be in charge of the evacuation site.
- The Director and Assistant Directors are aware of each cell phone number.
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and Assistant Director will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.

- The Assistant Director will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

FIRE

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls; line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your sign-in/out sheet and your transition sheet and keep it with you.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all of the children in two cribs.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your sign-in/out sheet and transition sheet. If anyone is missing, tell the Director, or person in charge, or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

COOK AND MANAGEMENT RESPONSIBILITIES

- When aware of fire or when alarm sounds, the Director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- She/he then proceeds to each classroom to ensure that everyone is out of the

building.

- When aware of fire, or when alarm sounds, the Director takes possession of the emergency binder and says aloud, "I have the binder!" and then proceeds to assist the infant classrooms to safely exit the building.
- When aware of fire, or when alarm sounds, if the cook is in the building (and not when already counted in child/staff ratio), she will assist the young toddler classroom.

24. BREASTFEEDING

Faith Kids Preschool will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

25. CHILD ABUSE REPORTING LAW REQUIREMENTS

Faith Kids Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse. Faith Kids Preschool has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. Faith Kids Preschool will also coordinate with community organizations on strategies to prevent abuse and neglect.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

26. WELL CHECKS

Faith Kids Preschool staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

ADDITIONAL POLICIES

27. TUITION AND FEES

Tuition is set up on our Tuition Agreement. If you agree to pay bi-monthly or monthly, you must make the payment in advance. Tuition is paid by check, money order, credit card, debit card or automatic draft. We do not accept cash payments. Preferred method of payment is electronically through our online parent portal.

Drafts or checks returned NSF will be charged \$35. A \$10 per day late fee will be added for all non-payments beginning on the first business day after the due date.

28. EXTRA FEES & TIMES OF OPERATION

A non-refundable registration fee is due at the time of enrollment. During summer months and holiday times, an activity fee may be charged for school age. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options.

Our program is open Monday through Friday from 7:00am to 5:30pm. Faith Kids Preschool is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If you are late checking your child out on the ProCare Attendance machine, a \$1 PER MINUTE late penalty will be charged to your account. Late penalties must be paid to Faith Kids Preschool before the child can return to care. In some case, a \$1 PER MINUTE late check-in fee will be charged for students who are not checked-in by 8:30AM.

29. ABSENT/VACATION CREDIT

If your child is absent for 20 consecutive days (one month of childcare), you will receive an absent credit equal to one half your weekly tuition. Parents must request an absent credit in writing. If your child will be absent from school, we ask that you notify the front office by 8:00am each day.

30. PARENT REFERRALS

We greatly appreciate your business and know that you will be so pleased with our service that you will tell all your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account 10% of monthly charge once that family has been with us for 90 days. The referred family must mention the referral at the time of the initial visit to our program. Our greatest advertising asset is you!!

31. CONFIDENTIALITY

While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from Faith Kids Preschool must always remain confidential. Breaching confidentiality may lead to disenrollment.

32. PARENT CODE OF CONDUCT

Please understand, young children are present in our building. Some adult language is not appropriate for young children. Faith Kids Preschool prohibits swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Faith Kids Preschool has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Faith Kids Preschool must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

33. PARENT RESPONSIBILITIES

Children must be checked in and out on the ProCare Attendance machine by the custodial parent or adult person approved by the parent(s). Parents who fail to check children in or out may be charged a \$5 penalty for each occurrence. Please understand that due to liability issues, staff of Faith Kids Preschool is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Faith Kids Preschool staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during

naptime by full-day preschool children and for Show & Tell purposes.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff or Director.
- Pick up and read the notices and information left for you in your child's tray and/or posted on the Parent Info Bulletin Board, at the reception desk, or on our Facebook page.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please be aware of the scheduled mealtimes of breakfast and lunch, 8:30 am and 11:30am, and make sure your child arrives in time to be included in those meals, if necessary. It is very difficult to try and feed a child later than the scheduled mealtime, and causes a disruption in the classroom schedule, which affects all of the children in the classroom.
- Please do not allow your child to bring gum or candy to the classroom. We STRONGLY encourage you to allow your child to eat what we are serving that day, unless, of course, food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served while the other children are eating and MUST be taken home at the end of the day. All outside food must be contained in a labeled lunch box or lunch bag and must not require refrigeration or to be heated prior to consuming (Babies and Tots Rooms are exceptions).
- Each potty-trained child (2 years and up) must bring a labeled backpack daily with change of clothes. Labeled blankets should be brought to school on Mondays and will be returned on Fridays to be laundered. Blankets and pillows, along with jackets/coats, must all fit inside a zipped backpack. Please take-home soiled clothing promptly and PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS.

The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors.

34. WITHDRAWAL FROM PRESCHOOL PROGRAM

A Fourteen (14) day written notice must be given for withdrawing a child from Faith Kids Preschool. If a family fails to give a fourteen-day notice, Faith Kids Preschool has a right to hold the parent financially responsible for those school days. Faith Kids Preschool has a right to refuse service to any family for any reason.

35. CUSTODY SITUATIONS

Faith Kids Preschool prefers NOT to get involved with custody disputes. Faith Kids Preschool will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parent's information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Faith Kids Preschool has the right to terminate care.

36. INCLEMENT WEATHER POLICIES

Faith Kids Preschool will open most days during inclement weather. If Huntsville ISD is closed for bad-weather days, Faith Kids Preschool will be closed also. Please check local TV stations and web sites for announcement of closing. Full tuition is due during inclement weather times. In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

37. CURRICULUM

Faith Kids Preschool uses certified Early Childhood Education curriculum combined with Texas Minimum Standards, required for entrance to K-5, for our pre-kindergarten classrooms. These curriculums believe that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. Faith Kids Preschool is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

38. SAMPLE DAILY SCHEDULE

Faith Kids Preschool classrooms follow a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a sample of your child's typical day: Weather permitting outdoor time.

Activity Time	Daily Activities
7:00-8:30	Before-Care
8:30-9:00	Breakfast Served
9:00-9:20	Morning Assembly
9:20-9:40	Potty Time
9:40-10:00	Circle Time
10:00-10:30	Activity/Craft
10:30-11:00	Morning Recess
11:00-11:30	Potty Time
11:30-12:00	Lunch
12:00-2:00	Naptime
2:00-2:20	Potty Time
2:20-2:50	Snack
2:50-3:15	Bible Time
3:15-3:45	Centers
3:45-4:00	Wiggle Time
4:00-4:30	Afternoon Recess
4:30-5:00	Potty Time

39. CLASSROOM ASSIGNMENTS

Classroom assignments are based on each individual child’s chronological age, developmental age, emotional age, and physical age. Faith Kids Preschool typically will transition children to new classrooms twice a year, however from time to time we may request a transition sooner based on the individual child’s needs.

40. CHILD TO STAFF RATIOS

Faith Kids Preschool follows or exceeds state ratios in most classrooms. We will never be non-compliant unless under emergency situations.

41. NAP TIME

Supervised rest periods are provided for all children under five years of age who remain at Faith Kids Preschool for six or more hours a day, and for all other children who show a need for a rest time. Your child will be provided a cot to rest on for naptime. Please provide a clean blanket labeled with your child’s name and take them home Fridays for

washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's backpack.

42. CLOTHING

Preschool children (who are potty-trained) must have a complete change of clothing, **clearly marked with the child's name**, brought daily in their backpacks. Preschool children need to be dressed for the weather. Caps, mittens, and warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Accidents can happen, even for the older preschoolers, or if they get wet on the playground. **For the safety of your child, boots (western or rain boots), sandals and flip flops are prohibited.**

43. POTTY TRAINING FEES & REQUIREMENTS

PARENTS AND TEACHERS WILL WORK TOGETHER TO HAVE CHILDREN POTTY TRAINED BY 30 MONTHS OLD. IF A CHILD IS NOT POTTY TRAINED BY 30 MONTHS THERE WILL BE AN UPCHARGE ADDED TO THE MONTHLY TUITION, UNTIL THE CHILD IS FULLY TRAINED. There is also a possibility that their advancement to the next class will be delayed until they are successfully potty trained. Indications that your child is ready for potty-training vary. The main indicator we look for is your child's ability to express when they need to potty. Once ready, your children are encouraged and taught to pull down and pull up their own clothing, along with other skills needed to independently use the restroom without assistance. Dressing your child in potty-training appropriate clothing is mandatory. No overalls, panty hose, onesies, belts, or other clothing that hinders their capabilities to potty-train successfully can be worn.

44. PERSONAL BELONGINGS

Parents must supply all bottles and sippy cups for their child in our Babies, Tiny Tots, Tots and Toddler's classrooms. Crib sheets will be provided for children enrolled in Babies, Tiny Tots and Tots and will be laundered with Baby Detergent when needed. Please label everything with your child's first and last name.

Nap items: Please refrain from bringing large blankets and/or pillows for nap time. Your child's nap items must be small enough to fit in his/her backpack. Stuffed animals are allowed during nap but must fit in backpack as well.

We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Faith Kids Preschool cannot be responsible for broken or lost items.

45. OUTDOOR PLAY

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops or sandals that are not secured to their feet due to the danger these shoes may cause on the playground.

46. BIRTHDAYS

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). Parents may send a treat to share with the class. Please make arrangements with the teacher several days in advance.

47. SCHOOL SAFETY POLICIES

Parents need to personally escort their child(ren) inside the building to check in and out when their children enter and leave the facility. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

To keep your child safe, please make sure and escort your children in and out of the building and not allow them to walk freely to vehicles under the drive-thru.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

48. PHOTOGRAPHS/ VIDEO

If parents choose to take pictures of events held at our program, they may only photograph their child, unless written that the other parent gives permission. Due to privacy issues of our students and staff, Phone or Camera recorders are prohibited inside

the building unless you have prior permission from the Director.

49. OUTSIDE EMPLOYMENT

Employees of Faith Kids Preschool are prohibited from outside employment with parents of the organization. This includes, but is not limited to, babysitting and/or nanny-type jobs. Faith Kids Preschool employees may not transport any children enrolled at Faith Kids that are not their own family.

50. BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. Faith Kids Preschool will work with parents when biting becomes a problem. We will make every effort to solve the issue as soon as possible.

51. CELL PHONES

Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Employers must end all calls prior to entering the classroom. Only to be used for an emergency.

52. SICK POLICY

It is the goal of Faith Kids Preschool to provide a safe and healthy environment for your child. In an ideal world we could accomplish this in a germ-free environment. However, even though we pride ourselves in adhering to proper hand washing and sanitizing procedures, germs are sometimes present. With the help of parents, we can hopefully prevent the spread of most germs and illnesses in our center.

Q: When is my child too sick to attend school?

A: When they are displaying one of the following symptoms:

- Fever
- Diarrhea
- Vomiting
- Undiagnosed Rash

- Red eyes with discharge
- Nose with colored discharge that requires constant wiping
- Inability to participate in the daily activities of the program

If your child develops any of these symptoms at school, you will be contacted and asked to pick up your child immediately. If you cannot be reached within one hour, we will call one of your approved contacts.

Your child may return to school when he or she is symptom-free for at least 48 hours. The day the child is sent home is not included in the 48-hour period. If your child has been seen by a doctor and is told he or she may return to school sooner than 48 hours, please provide a note from the doctor. Upon your child's arrival, the Director or your child's teacher will conduct a health check to ensure the child is free of fever and any other obvious symptom.

Remember, proper hand washing at home prevents the spread of germs. Wash your hands and the hands of children often.

We at Faith Kids Preschool, know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent Early Childhood Development is the Foundation for a bright future for our children at Faith Kids Preschool.