



PARENT HANDBOOK

Educating the Child – Spirit, Soul & Body

2025-2026

FAITH KIDS PRESCHOOL, at its option, may change, delete, suspend, or discontinue parts or the policy in its entirety, at any time without prior notice. It is the responsibility of the Parent/Guardian to reference the most current version of the Parent Handbook located on our website www.faithkidshuntsville.com. In the event of a policy change, families will be notified.

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WELCOME

Welcome to **FAITH KIDS PRESCHOOL!**

We believe the strongest partnership in a child's life is that between the child's parents and the school in which their child attends. The goal that we strive to achieve is for our staff to team up with parents to make this experience an excellent one for your entire family. We are committed to providing the highest quality of care for your child and for your family.

We have an Open-Door Policy and want your involvement. We encourage you to get involved in the community, visit or volunteer in your child's classroom, attend activities, and always be an advocate for your child.

We serve children between the ages of 6 weeks old and 5 years old. Our daily program promotes your child's intellectual, social, physical, emotional, and spiritual development. We individualize our program to meet the needs of each child.

We continually train our staff using the most current research in child development and early education. It is our hope that you and your child will develop a lifetime of wonderful memories while enrolled in our preschool.

MISSION STATEMENT

FAITH KIDS PRESCHOOL is committed to providing your child with quality care by encouraging each child to express themselves through language, art, music and physical activity. We strive to provide a nurturing, secure and stimulating environment for young children, in which they can safely explore, learn, play and develop in all areas of growth: physically, emotionally, socially and spiritually.

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

PROGRAM PHILOSOPHY

At **FAITH KIDS PRESCHOOL**, we know that children’s earliest experiences have a tremendous impact on their development. We respect parents as the primary and most important provider of care and nurturing. We believe parents and teachers are

partners in children’s care and education. Our school is designed to meet the developmental needs of young children. We provide experiences that enrich and enhance each child’s cognitive, language, social, emotional, physical, and creative development. The members of our staff serve as positive role models and provide learning opportunities that are supportive, nurturing, warm, and responsive to each child’s individual needs.

LICENSING INFORMATION

Governmental Licensing Information

FAITH KIDS PRESCHOOL is licensed by the State of Texas and receives periodic inspections by the Texas Department of Family and Protective Services. Parents may request to view a copy of the minimum standards and the most recent licensing inspection report at any time. You may contact the local licensing office at 936-539-1161. The THHSC child-abuse hotline number is 1-800-252-5400. The THHSC website is www.dfps.state.tx.us.

Certification Information

FAITH KIDS PRESCHOOL is in the process of becoming certified by Texas Rising Star and is working towards a 4-star certification which is the highest of the three levels available.

CENTER INFORMATION

Executive Director

Jenifer Ellington

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HOURS, DAYS AND MONTHS OF OPERATION

FAITH KIDS PRESCHOOL is open year-round from 7:00am-5:30pm, Monday through Friday, except for specified holidays. FKP offers a full- time program for children ages 6 weeks through five years of age. We are closed in observance of 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. *NOTE: In some cases, FKP may close the day before or the day after a holiday.*

ENROLLMENT PROCEDURES

Enrollment at FAITH KIDS PRESCHOOL is open to children from 6 weeks – 5 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability, and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy, or disability. Initial enrollment is contingent upon receipt of the completed enrollment application, signed tuition agreement, paid registration fee, receipt of current immunization records and acknowledgment that PARENT HANDBOOK has been reviewed and agreed upon.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration. FAITH KIDS PRESCHOOL reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at FAITH KIDS PRESCHOOL is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of FAITH KIDS PRESCHOOL as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify FAITH KIDS PRESCHOOL immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any paid tuition. The full-time programs are 12-month programs. Enrollment will not be held for children who withdraw for the summer months. Should parents choose to withdraw; they will have to put the child(ren) back on the wait list as of the date of withdrawal. Discounts will not be given for extended vacation during the summer months and enrollment spots will not be held if tuition is not paid. Fall re-enrollment will take place each summer. At that time, a re-enrollment packet must be submitted for each student to secure a spot in the program for the upcoming school year.

CURRICULUM

FAITH KIDS PRESCHOOL implements an Emergent Curriculum. Students learn through experiences, and through this, construct knowledge and understanding of the world. It is important to be conscious of the entire learning environment such as classroom space, resources, and ideas. Preschool is an invaluable time to learn and develop life skills. Students are learning to be individuals, as well as part of a group, by obtaining the necessary social skills to be successful. Diverse curriculum encourages experiences that equip students to gain an appreciation of themselves and our society.

The foundation of FAITH KIDS PRESCHOOL curriculum is teaching students values such as respect for themselves and others, resolving conflict, decision making, and maintaining healthy relationships. The school employs several major components to the curriculum.

Goals of the Curriculum:

- To develop the student as a whole
- To provide a positive sense of identity and emotional well-being
- To develop age-appropriate social, physical, language and literacy skills
- To encourage thinking, reasoning, questioning and experimentation
- To provide exposure to the arts and encourage creative expression
- To demonstrate proper health, safety and nutritional practices
- To respect gender, age and cultural diversity.

Core Curriculum Beliefs:

- Students learn best by a “hands-on” approach that is diverse in activity and purpose
- Each family is unique, and we celebrate differences
- Learning takes place in many different forms and in different settings
- Students benefit from sensory-rich environments that include plants, sand, paints and water

Areas of Development:

- Physical Development: Preschool students are constantly moving to develop their large and small motor skills
- Emotional Development: Preschool students become aware of their feelings towards others and other’s feelings towards them. They are developing a sense of belonging to family, friends and community.
- Cognitive Development: Preschool students are active learners who learn best through play and firsthand experiences. They are curious about their world, language and problem-solving skills.
- Social Development: Preschool students begin to understand the concept that peers have feelings and can show compassion. They learn how to share and take turns, developing friendships.
- Spiritual Development: Preschool student’s spirituality is the ability to sense a relationship with God and connect that with self, others, and the world as nurtured by a sense of wonder and connection to a believing community.

Areas of emphasis:

- Language: During early childhood students begin to speak and understand language. They start participating in conversations and forming sentences. Questions become more apparent in their quest of learning language. Students will be able to follow instructions, convey thoughts, tell stories, sing songs and begin to understand the concept of the alphabet and writing. To grasp language, it is important to develop listening skills, introduce vocabulary, letter recognition, rhymes, songs, letter sounds (phonics), whole language (labeled classrooms), and most importantly social interaction.
- Creating a love for reading: Reading opens the doors to all areas of development. It is imperative that students are led by example and that parents/guardians demonstrate a love for reading. Reading to students is one of the most important ways to encourage students to read. It is an opportunity to teach different aspects of our world. A variety of books in the classroom provides students with options to choose from which helps maintain their interest. Let students choose books that they are interested in and allow them to read their favorites repeatedly. Reading is one of the most important parts of FAITH KIDS PRESCHOOL and students are read to several times a day.
- Writing: Writing is acquired primarily through small motor activities. Classrooms equipped with crayons, markers, pencils, paintbrushes, playdough, tearing, scissors, puzzles, tweezers are developing fine motor abilities.
- Mathematics: Math is taught through play and learning centers. Activities consist of classifying, sorting, comparing, graphing, differences, measuring, building, shapes, tracing, large, small, number recognition and meaning, same and opposite, patterns, constructing, counting, and time concept.
- Science: Students wonder, explore and question their environment even though they do not think abstractly; therefore, students need hands-on experiences to grasp the concept of science. When students are taught science through the five senses, they begin to ask questions, observe, develop critical thinking skills, make predictions and experiment.
- Arts and Crafts: Art encourages students to use their imagination. The process of creation is more important than the creation.
- Dramatics: A student’s family, school, and home life are a very important part of their life, making it natural for a student to imitate what they know. Students act out the world around them and explore people by acting out their work, feelings and their words. By playing dramatically students can encounter situations that they may not understand and are able to develop their problem-solving skills and gain new knowledge.
- Large and Fine Motor: Motor skills are the physical abilities students develop that help them control the movements of their bodies. Both skills are encouraged inside the classroom and outdoors at the school. There are many

opportunities for students to develop their large muscles such as reaching, crawling, walking, climbing, throwing, running, skipping, galloping, etc.... There are many opportunities for students to develop fine motor skills as well, such as eye-hand coordination, self-feeding, buttoning, zipping, manipulative toys, etc.

- Learning Centers: Learning centers are for students to use as free-choice time or for teacher-directed activities. The centers consist of blocks, dramatics, quiet areas, science, and math. The centers are changed periodically to bring in new elements to the classroom. By giving the student free choice time, they are developing cognitive and motor skills they are also practicing planning, time management, decision making and problem-solving.
- The importance of play:
Play enhances language development, social behavior, creativity, imagination and thinking skills. During play, students have the chance to practice what they already know and the time to develop new skills.

NewSpring Network Bible Curriculum

NewSpring Network curriculum provides daily Bible lessons and age-appropriate activities for spiritual growth. Students are encouraged to learn about God by exploring His character and how to show His love in their world.

PARENT/TEACHER CONFERENCES AND ASSESSMENTS

Parent/Teacher conferences are held twice a year, or as needed. Assessments are conducted using the Developmental Milestones Checklist for ages 0- 60 months provided by CLI and the CDC. Results will be shared with parents or guardians during scheduled conferences. Parents/Guardians and Teachers create a plan for student progress and reaching milestones. FAITH KIDS PRESCHOOL also provides an opportunity for students to receive developmental screening by Learning RX or other approved occupational therapists/entities.

ARRIVAL PROCEDURES

All children attending the program for the day, must be checked in by 8:30am. This is required for the safety of your child and to ensure that our staff-to-child ratios are complying with licensing regulations. All late arrivals will result in an upcharge (\$1/per minute) and/or could lead to dismissal of care. Reoccurring late arrivals may be subject to an initial \$25 late fee charge in addition to \$1/minute charge and/or could lead to dismissal of care. All late fees must be paid prior to your child returning to care. Should your child have a scheduled professional appointment, late arrivals are excused; **however, you must notify the Director directly, the morning of, if your child will be a late arrival due to professional appointment** (936.355.6388) and provide written documentation of the appointment upon arrival.

Upon arrival at FAITH KIDS PRESCHOOL, the parents or the adult dropping the child off must sign the child into school on the electronic kiosk located outside the office window in the Welcome Center. We ask that parents not allow the children to touch the kiosks. Children are required to be escorted by their parent or the adult dropping them off to their designated classroom or drop-off area. Children are required by law to be closely supervised while inside and outside of the school. Children must be supervised and restrained by an adult while traveling in and out of the building, in our parking lot, and under the covered parking area. If assistance is needed, please alert the office team.

FAITH KIDS PRESCHOOL encourages parents to drop their child off, assuring them that they are going to have a great day. We ask that a goodbye hug (or kiss) be given, and parents not be on their cell phones during drop off. This will prepare the child the best for their departure. The teacher present in the classroom will comfort and assist the child through the anxious

time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees/teachers of FAITH KIDS PRESCHOOL are available to discuss other options if the child does not settle into the arrival routine after a reasonable period.

Upon arrival, parents are required to follow the Medication Policy if a child must receive medication during the day. Parents are required to notify the child's teacher, or office attendant, of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Director. These special instructions include but are not limited to early pick up, alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware to best meet the needs of your child throughout the day.

FAITH KIDS PRESCHOOL follows CACFP guidelines and serves breakfast at 8:30am for children enrolled in our Food Program. Parents are required to feed their child breakfast prior to arriving at FAITH KIDS PRESCHOOL if the child is not able to wait for breakfast to be served at 8:30am. No outside food or drinks are allowed past the double doors during drop off (food for children with documented allergies or intolerances is an exception and that food must be enclosed in a labeled lunch bag that does not require refrigeration).

ABSENCES OR LATE ARRIVALS

Parents are encouraged to inform the school by **8:00am** via phone call or email, if a child will not be attending or will arrive late on a scheduled day. Making the school aware of late arrivals (for any reason other than a professional appointment) does not eliminate late arrival charges. If your child is ill, we request that you notify the office not only because of the absence, but also of the nature of the illness. This enables our administrators to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the office, so that the parents of the children in the school may be notified that a communicable disease is present. See page 26 for more information on communicable diseases. Once again, only the communicable disease information will be shared. FAITH KIDS PRESCHOOL will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Center's Right to Refuse Admission

FAITH KIDS PRESCHOOL reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child too ill to attend.
- Domestic Situations that present a safety risk to the child, staff or other children enrolled at FAITH KIDS PRESCHOOL if the child were to be present at the center.
- Parent's failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.
- Parents' failure to follow the tuition policy as outlined in this policy and on Tuition Agreement.
- Parents will not be reimbursed tuition for days when their child is refused admission to the program.

DISMISSAL OF CHILDREN PROCEDURES

Parents or other authorized adults are required to sign their child out of care on the electronic kiosk located in the welcome center. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on FKP's premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to exit the building once they have signed their child out of care.

Parents or persons designated to act "in loco parentis" are required to be given any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) are unable to meet at the center during the day. Parents are encouraged to contact the Director immediately if there are any concerns.

Late Pick-Up

Please be considerate of our teachers by picking up your child at the appropriate time. You will be charged \$10.00 per child for the first minute for late pick-up. You will be charged \$1.00 for each additional minute. This fee will be paid to the office before your child's next day of attendance. **FAITH KIDS PRESCHOOL closes at 5:30pm; therefore, late fees will accrue up until the time a child is checked out in the system.** It is the parent's responsibility to ensure that someone (either a parent or emergency pick-up person) is available to pick up the child on time.

Persons appearing to be impaired by drugs and/or alcohol

The staff of FAITH KIDS PRESCHOOL will contact local police and/or the other custodial parent should a parent appear to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the FKP from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, FAITH KIDS PRESCHOOL staff will delay the impaired parent as long as possible, while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of FAITH KIDS PRESCHOOL to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of FAITH KIDS PRESCHOOL will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

Emergency Contact & Authorized Pick-Up People

At enrollment, parents will be required to include all persons who, in the course of events, may at one time be asked to pick up their child from FAITH KIDS PRESCHOOL. In an emergency, the child's parents will be called first. If they cannot be reached, staff will call the emergency contact and other authorized pick-up persons. State regulations require each family to have at least one emergency contact (other than a parent) and one authorized pick-up person.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the list. Failure of the parents to make such arrangements will result in dismissal from the program.

Parents do not need to be listed as an emergency contact or authorized pick-up person. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child. The

persons listed under the admission information will be required to provide a government issued photo ID prior to the FKP releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the admission information must be made in writing and be dated and signed. Changes can also be made on the online parent portal. Only custodial parents have the right to make changes or additions to enrollment records.

FAITH KIDS PRESCHOOL reserves the right to refuse/ban any person listed on the Admission Information form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Admission Information form of the policies/procedures contained herein.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act “In Loco Parentis.” In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child’s day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up Form are only afforded the right to pick up the child. Staff are not permitted to discuss the child’s day with them.

TUITION & FEES

All custodial parents and/or legal guardians are required to sign the Tuition Agreement prior to enrollment of their child at FAITH KIDS PRESCHOOL. Parents are required to indicate to whom all billing information and correspondence are to be addressed if the parent/guardian completing the form is not responsible.

There is no tuition credit or refund given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, pandemics, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at FAITH KIDS PRESCHOOL; however, if you anticipate difficulty with paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

The parent portal, located on www.myprocare.com must be used to pay tuition. There will be a \$30 fee charged for tuition payments returned by your bank. Parents will be responsible for providing a new ACH payment method if their account is declined.

The enrollment registration fee is collected at the start of your child’s attendance. This fee is non-refundable.

Additional fees apply for children who are not potty-trained by 30 – 42 months of age. See “Potty Training Agreement” for more information.

Payment Schedule

Tuition rates for the school year are announced each summer during registration. Tuition is due on the 1st day of each month, or you may elect to pay ½ on the 1st and ½ on the 15th of the month. Tuition is due before drop-off. Cash or check payments are not accepted. All payments must be made using the online parent portal (via bank account withdrawal or credit card). A \$30 fee will be charged for returned payments. Parents will be responsible for payment and fees. Should returned payments become a recurring issue, your child’s enrollment may be subject to termination.

Tuition does not include fees for special activities or events.

Late Payments

A \$10/per day late fee will be charged for any tuition that is not paid by 5:30pm on the date due. If tuition is not received by closing on the 3rd day following the initial due date, your child may not attend school until the tuition is paid and your child's spot may be given to the next child on the waiting list. Please notify the Director if you need assistance.

Subsidized Care

FAITH KIDS PRESCHOOL accepts childcare subsidies through Texas Workforce Commission/ CCS. Children authorized for financial assistance will be enrolled according to the Authorization Form provided by CCS and parent fees, if applicable, must be paid accordingly.

Tuition Policy during a School Closure

Should FAITH KIDS PRESCHOOL need to close for any reason, tuition will not be refunded or reduced for closures of less than 15 school days.

If the closure extends to beyond 15 school days, parents will have their tuition reduced by a minimum of 50%. All decisions are at the discretion of the administration and Owners. Please remember tuition is not determined by attendance but by enrollment status. All enrollment is maintained during a closure period contingent on all commitments to the school being fulfilled.

TRANSPORTATION

FAITH KIDS PRESCHOOL does not provide transportation at any time.

FOOD SERVICE AND PREPARATION

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

Infant Parents are asked to complete an "Infant Care Instruction Sheet" at the beginning of each month if the child is not on our Food Program. This instructs us on how to feed your baby according to your directions.

The following is a guideline to help assist you in planning a healthy lunch for your child should your child not receive meals from our food program. These patterns are from the USDA Child and Adult Care Food Program. You may access the complete USDA CACFP meal pattern packet online at www.fns.usda.gov/tn/Resources/blocks2.pdf.

Faith Kids Preschool provides the following meals for all children enrolled in our Food Program: Breakfast at approximately 8:30 a.m., Lunch at approximately 11:30 a.m. and Afternoon Snack at approximately 2:00 p.m. Breakfast is offered in addition to any food consumed before entry. Menus are posted in the classroom, on our Parent Info Board in the main hallway and on our website. If a child requires an alternative meal, milk or substitution, a note from a physician is required. The doctor's note must include a recommended substitution. Parents are responsible for providing substitutions by sending items in labeled containers that have the daily amount enclosed. Space to store food/drinks from home is limited so parents must send the daily amount.

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.

PARENT COMMUNICATION

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. It is the parent's responsibility to ensure the most current email address 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 Resource Board
- Monthly Newsletter and Activity Calendar
- Posts on website (faithkidshuntsville.com)
- 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

DISPENSING MEDICATION

FAITH KIDS PRESCHOOL will only dispense unexpired, over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. FAITH KIDS PRESCHOOL will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required complete an *Authorization to Dispense Medication Form* the first day that medication is to be dispensed. The medication form, doctor's notes, and medication are to be turned into the Director on site. Medications will be stored in a dedicated medication box or refrigerator if necessary. Medication may not be stored in a child's cubby, lunch box or backpack.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date. Parents and teachers are not allowed to administer any kind of vitamins or medications by adding them to the child's bottle, cup, or thermos. In case a physician orders a special medical or dental management procedure for a child in our school, an adult trained in the procedure must be onsite whenever the child is present.

CHALLENGING BEHAVIOR AND GUIDANCE

Discipline at FAITH KIDS PRESCHOOL shall:

- Be individualized and consistent for each child.

- Be appropriate to the child's level of understanding.
- Be directed toward teaching the child acceptable behavior and self-control.
- Positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction shall be used, including:
 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.
 4. Using brief supervised separation 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 age of the child.
- There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - Corporal punishment or threats of corporal punishment.
 - Punishment that is associated with food, naps, or toilet training.
 - Pinching, shaking, or biting a child.
 - Hitting a child with a hand or instrument.
 - Putting anything in or on a child's mouth.
 - Humiliating, ridiculing, rejecting, or yelling at a child.
 - Subjecting a child to harsh, abusive, or profane language.
 - Subjecting children to psychological abuse or using coercion.
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed.
 - Requiring a child to remain silent or inactive for inappropriately long periods for the child's age.

FAITH KIDS PRESCHOOL will maintain open lines of communication with parents to collaboratively address challenging behaviors. Conversations will be structured around the program's core values and the needs of the child. FKP will update parents regularly on their child's progress in meeting behavioral goals set by staff and parents.

SCREEN TIME POLICIES

FAITH KIDS PRESCHOOL staff may use electronic devices or media to enhance a lesson or highlight a concept. Electronic media is for educational purposes only and does not exceed one hour a day. All media is checked for age-appropriateness, ad-free and meets educational goals. Media and screen time is not used during mealtimes and ALL media is restricted to children under the age of two years old.

ACCOMODATIONS

FAITH KIDS PRESCHOOL is committed to serving and supporting all children and families who may need additional accommodation such as primary language, differing abilities and cultural backgrounds. We are committed to providing a space to accommodate specific therapy sessions if needed while a child is in our care. We will participate in comprehensive care meetings and complete medical documentation related to the child's physical or developmental needs. FKP will also provide opportunities for cultural inclusiveness and translate materials and resources in the child's primary language if needed.

CONFIDENTIALITY

Within FAITH KIDS PRESCHOOL, confidential and sensitive information will only be shared with employees of FAITH KIDS PRESCHOOL, your child's physician(s), therapist(s), and/or student interns who have a "need to know" basis to provide

care for your child most appropriately and safely.

Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as FAITH KIDS PRESCHOOL strives to protect everyone's right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information or other health-related information of anyone associated with FAITH KIDS PRESCHOOL.

Outside of FAITH KIDS PRESCHOOL, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided by law. Parents will be provided with a document detailing the information that is to be shared outside of FAITH KIDS PRESCHOOL, persons with whom the information will be shared, and the reason(s) for sharing the information.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. All Employees of FAITH KIDS PRESCHOOL are strictly prohibited from discussing anything about another child with you.

We request that parents do not communicate with employees through private email, social media, or group forums. Our confidentiality policy protects every child's and employee's privacy. If a parent or family member has a concern regarding another child or employee, they should contact the Director directly to discuss those concerns.

Violations of the Confidentiality Policy

FAITH KIDS PRESCHOOL takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the FKP. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families, and employees associated with FAITH KIDS PRESCHOOL.

Any parent who shares any information considered to be confidential that pressures employees or other parents for information, which is not necessary for them to know, will be in violation of the Confidentiality Policy and could be dismissed from the school.

Any parent who violates the Confidentiality Policy will not be permitted on FKP property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of FAITH KIDS PRESCHOOL are considered mandated reporters under this law. The employees of FAITH KIDS PRESCHOOL are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at FAITH KIDS PRESCHOOL takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of FAITH KIDS PRESCHOOL cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith". Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit behavior consistent with an abusive situation.

PARENT CODE OF CONDUCT

FAITH KIDS PRESCHOOL always requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of FAITH KIDS PRESCHOOL is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of FAITH KIDS PRESCHOOL but is the responsibility of every parent or adult who enters the center.

Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on FKP property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

Swearing/Cursing

No parent or guardian is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or guardian feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

Threatening of employees, children of other parents or adults associated with FAITH KIDS PRESCHOOL Or threats of any kind will not be tolerated. In addition, all threats will be reported to the appropriate authorities and will be fully prosecuted. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

Physical/Verbal Punishment of Your Child or Other Children at FAITH KIDS PRESCHOOL:

While FAITH KIDS PRESCHOOL does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate

behavior. All behavioral concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

Smoking

For the health of all FKP employees, children and associates, smoking is prohibited anywhere on the property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of FAITH KIDS PRESCHOOL. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Entry Door Safety

For the safety of all children, we have secure entrance doors. Only people who are authorized can enter the building while children are present. When families enroll, they will gain access by setting up their fingerprint on the check-in/check-out kiosk. Anyone that the parent/guardian authorizes to drop-off/pick-up their child will also gain access with fingerprint once records have been verified with Photo ID.

Confrontational Interactions with Employees, other Parents or Associates of FAITH KIDS PRESCHOOL

While it is understood that parents will not always agree with the employees of FAITH KIDS PRESCHOOL or the parents of other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

Policy for Handling Parent Concerns

If a parent has a concern, he/she should first discuss it with the lead teacher of the child's class. If the lead teacher and parents cannot resolve the concern together and to the satisfaction of both, the matter should be brought to the attention of the Director. A three-way conference may be arranged at this time. If the Director and parents cannot resolve the concern together and to the satisfaction of both parties, Parents are encouraged to contact the Owners via email. An email can be sent to faithkidspreschool@gmail.com and the Owners will respond at their first opportunity.

PARENT RESPONSIBILITIES

There are several ways Parents & Guardians can assist FAITH KIDS PRESCHOOL in maintaining the best possible teaching atmosphere for your child. Parents/Guardians of Enrolled Children are responsible for the following:

1. Check-In and Check-Out your child daily on the kiosk machine located in the welcome center.
2. Ensure that children do not bring toys or other prohibited items to school (in or out of backpacks).
3. Ensure that your child brings a labeled backpack to and from school daily with the required items labeled. Please make sure soiled items are removed from backpacks before returning to school.
4. Retrieve and read any daily reports or notices left for you in your child's "take home tray", posted on the Parent Info Board, at the reception desk, or on our website and/or Facebook page.
5. Retrieve your child's artwork daily. Their work is very important to them and provides another means of communication between parent and child.
6. Refrain from scheduling appointments that interfere with child's attendance during meals and/or nap time, which

may cause a distraction for the class.

7. Ensure your child does not bring any outside food or drinks past the double doors that are not enclosed in a labeled lunch bag/box placed inside the child's backpack.
8. Supervising children in the hallways, restrooms, welcome center, parking lots and under the covered drop-off area and not allow them to wander freely.
9. Ensure that your child has secure-fitting footwear on at the time of drop off. Children are prohibited from being dropped off barefooted (except for children under 12 months of age). Flip flops, crocs without secure backing, open-toed shoes and boots are not allowed.
10. Contact the Director, the morning of, by 8am if your child will be a late arrival due to professional appointment via phone call or text.
11. Ensure that your most current email address is on file and regularly check email for important notices and/or information.

PARENT'S RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at FAITH KIDS PRESCHOOL, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) FAITH KIDS PRESCHOOL must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The court orders will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

Any parents wishing to visit the school on non-court-appointed days are asked to schedule appointments with the Center Director and are allowed in the school only at the discretion of the Center Director. An employee of FAITH KIDS PRESCHOOL will always accompany the parents throughout the school.

In the absence of a court order on file with FAITH KIDS PRESCHOOL, **both** parents shall be afforded equal access to their child as stipulated by law. FAITH KIDS PRESCHOOL cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, FAITH KIDS PRESCHOOL suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. FAITH KIDS PRESCHOOL staff will contact the local police if a conflict arises.

TERMINATION of CARE

Every effort will be made to resolve differences. However, circumstances that can result in a child /family's dismissal from the school, include, but are not limited to:

- Any child who is not yet ready for the group experience or whose needs cannot be met in a group setting (i.e.-cannot get along with other children, unable to follow class rules and teacher instructions, requires one-on-one attention from the teacher for most of the day).
- A child who continually places the safety of him/herself, other children, or staff members at risk.
- A child with severe behavior problems that cannot be accommodated within the scope of the regular program and regular staff-child ratio, or lack of a written plan or instructions from a psychiatrist, psychologist, counselor, or

therapist specializing in young children.

- Parental disregard of the Center's policies and procedures.
- Tuition is overdue 10 days and there is not a written plan for payment of back tuition.
- Failure to pay the tuition according to the written plan.
- Consistent disregard for the hours of operation.
- Failure to treat the FKP staff and children with respect.

FAITH KIDS PRESCHOOL reserves the right to dismiss any child at any time if the Center Director deems it necessary. Although families can be dismissed immediately, when possible, the school endeavors to follow the procedure below:

- Parents will be notified of the issue by teachers or office staff as soon as possible.
- Parents and teachers or office staff will set up a conference for discussion of the problem within 48 hours.
- A follow-up conference will be scheduled for 2 weeks later.

If significant improvement is not observed, parents will be asked to seek outside assistance to aid in a solution. After a reasonable time, if a solution cannot be reached, the Director may communicate dismissal.

Any past due balances must be paid at the time of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

Ultimately, continued enrollment will be at the sole discretion of the Director. A parent who wishes to appeal a dismissal from school may do so by arranging a meeting with Owners at which the lead teacher and Director will outline attempted modifications and discuss their effectiveness. The parents may request further or alternative modifications. However, the Owners will not overturn the decision of the Executive Director unless it is shown that she/he has acted in a biased or unprofessional manner during the dismissal process.

The Center Director or Designee will assist the parents in gathering their child's belongings at the time of dismissal and parents are required to leave FKP property in a calm and respectful manner, immediately. FAITH KIDS PRESCHOOL will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to FKP property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with The FKP by calling, writing, or any other means, will be fully prosecuted of the law, by FAITH KIDS PRESCHOOL.

WITHDRAWAL

The FKP Withdrawal Notice Form can be found on our website under the Parent Handbook Tab. Any parent withdrawing their child from our program is required to complete the Withdrawal Notice Form and submit it to the Director one month prior to the child's last day. A withdrawn child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to FKP property following the last day of enrollment at FAITH KIDS PRESCHOOL. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

INTERNET EXPOSURE/ SOCIAL MEDIA

This social media policy applies to parents, employees, students of FAITH KIDS PRESCHOOL.

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Snap Chat, Instagram)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families and employees. We therefore require that:

Parents notify the Director at the onset of enrollment, or immediately upon deciding, if necessary, if they **DO NOT** want their child to be photographed or displayed in any way on our website and/or social media accounts. This request will be honored. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.

No public discussions are to be held, or comments made on social media sites regarding FKP children, staff or Administrators (except appropriate use for marketing fundraising events) or that could be construed to have any impact on FAITH KIDS PRESCHOOL's reputation or that would offend any member of staff or parent using the school.

If a parent names FAITH KIDS PRESCHOOL on any social media platform, they must do so in a way that is not detrimental or derogatory to the school. Parents are not permitted to set up private or public social media (i.e. Facebook, Instagram, Twitter) accounts/groups related to FAITH KIDS PRESCHOOL without expressed written consent from the Executive Director.

We ask that parents do not video or perform video calls while on premises that would include, or possibly include, any other child other than their own. Technology use on the premises is limited. To facilitate better communication between the parents and teacher/staff, it is best that parents are not distracted by use of electronic devices while at the center.

Violation of Internet Exposure/ Social Media Policy

Any parent found to be in violation of the above or by posting remarks or comments that breach confidentiality, bring FAITH KIDS PRESCHOOL into disrepute or that are deemed to be of a detrimental nature to FAITH KIDS PRESCHOOL, its employees, or other children, could result in immediate dismissal from the school.

SCHOOL HOLIDAYS AND CLOSURES



2024/25 School Calendar

| August 2024 | | | | | | | September 2024 | | | | | | | October 2024 | | | | | | | November 2024 | | | | | | |
|------------------------------------|----|----|----|----|----|----|--------------------------------|----|----|----|----|----|----|-------------------------------------|----|----|----|----|----|----|------------------------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December 2024 | | | | | | | January 2025 | | | | | | | February 2025 | | | | | | | March 2025 | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | | | | | | 1 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | | | | | | | | 30 | 31 | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April 2025 | | | | | | | May 2025 | | | | | | | June 2025 | | | | | | | July 2025 | | | | | | |
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
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| PRESCHOOL CLOSED | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sep 2, 2024 Labor Day | | | | | | | Nov 28 & 29 Thanksgiving Break | | | | | | | Jan 20, 2025 Martin Luther King Day | | | | | | | Apr 18, 2025 Good Friday | | | | | | |
| Oct 14, 2024 Columbus Day | | | | | | | Dec 24-26 Christmas Break | | | | | | | Feb 17, 2025 Presidents' Day | | | | | | | May 26, 2025 Memorial Day | | | | | | |
| Nov 11, 2024 Veterans Day | | | | | | | Dec 31- Jan 1 New Years Break | | | | | | | Mar 17, 2025 Staff Development | | | | | | | Jun 19, 2025 Juneteenth | | | | | | |
| Aug 19, 2024 - First Day of School | | | | | | | TUITION DUE @ DROP-OFF | | | | | | | SUMMER SESSION | | | | | | | Jul 4, 2025 Independence Day | | | | | | |

EMERGENCY CLOSING, PANDEMIC, AND INCLEMENT WEATHER INFORMATION

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the inclement weather message on the FKP website, FKP Facebook Page, and by email. Faith Kids Preschool follows Huntsville ISD in relation to inclement weather closings or delays ONLY.

Should the school need to close in the middle of the day, the staff will attempt to reach the child’s parents first to arrange for pick up. Should the staff be unable to reach the parents, the people listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicted.

Should the school need to close for any reason, tuition will not be refunded or reduced for closures of less than 15 school days. If the closure extends to beyond 15 school days, parents may have their tuition reduced by a minimum of 50%. All decisions are at the discretion of the administration and the Board of Directors.

Pandemic Emergency Response

In the event of a pandemic, FAITH KIDS PRESCHOOL will follow guidelines and directions implemented by the Centers for Disease Control and Prevention, Federal and Local Governments, and the Texas Health and Human Services Commission.

To ensure the safety of children, families, and staff, the school will monitor the situation and consider the guidance and suggestions from the authorities on the situation. Decisions made by the center will consider the safety of children, families, and staff.

Decisions may include:

- Closure of the center
- Length of closure to be determined by the Executive Director, The Owners, The Centers for Disease Control and Prevention, Federal and Local Governments, the Texas Health and Human Services Commission.
- Adjusted hours of service
- Daily health checks of children and staff
- Limited entry into the building
- Limited access to the property
- Limitations on what the children may bring into the center, such as blankets, pillows, etc.

FAITH KIDS PRESCHOOL will communicate these plans through a variety of methods such as mass emails, our website and text message.

ITEMS FROM HOME

All children **under 18 months** are asked to bring a diaper bag or backpack daily to and from school. The diaper bag needs to be large enough to carry all the child's daily required belongings - Diapers, Wipes, Diaper Ointment, Changes of Clothes, Nap blanket (for children 12 months and older only), Bottles, Pacifiers, Formula, Baby Food, etc. All items must be clearly labeled with the child's first and last name. All outerwear must be labeled also and placed in the child's diaper bag before dropping off the child. Any items not used for the duration of the day will be returned to the child's backpack/diaper bag prior to pick-up.

All children **18 months and up** are asked to bring a backpack daily to and from school. The backpack needs to be big enough to carry all the child's belongings – blanket for nap time, pillow (if needed), changes of clothes, and any other required items. Please make sure the backpack is clearly labeled with the child's first and last name. All outerwear must be labeled also and placed in the child's backpack before dropping off the child. We provide cups for all children over the age of 18 months old therefore cups from home are prohibited. If your child has special circumstances that require a cup to be brought from home, please see the Director. Snacks and drinks provided by parents for "after school" consumption need to be stored in the front office or with parent/pick-up person and not in the child's backpack. Any items not used for the duration of the day will be returned to the child's backpack/diaper bag prior to pick-up.

Due to the risk of damage, sharing issues, and loss, **children are not permitted to bring in toys or electronics from home (in or out of backpacks)**, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the Director should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with bedding supplies and use of it will only be allowed at nap/rest time and is subject to removal if a child is disruptive with it. All nap supplies (blankets, pillows, pacifiers, etc.) must be enclosed inside the child's backpack when being transported to and from school. We provide nap cots for all children 18 months and up. **Rolled-up-nap mats are not allowed due to lack of proper storage and sanitization reasons unless they are small enough to fit inside the backpack and remain enclosed while transporting.**

Should your child need sunscreen or insect repellent, please apply accordingly BEFORE dropping your child off. These products are not to be stored in your child's backpack or stored in the classroom.

DRESS CODE

Children Enrolled

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children in overalls or clothing with difficult closures. Belts and belt buckles are prohibited as well. These types of clothing and accessories present challenges for children in relation to toileting.

Children are not permitted to wear open-toed, and/or open-backed shoes. **The most appropriate type of shoes for participating in school activities are rubber-soled, sneakers/tennis shoes.** Flip flops, crocs with unsecured backing and boots of any kind are prohibited. Smaller children are more likely to remove their shoes throughout the day so if your child is prone to remove their shoes, slip on shoes and/or shoes without laces or Velcro fasteners are not recommended. We ask that your child wear shoes that are securely fastened to their feet to delay the child from easily removing their shoes before a teacher can intervene.

Children ages 3 through 5 are required to always have one seasonally and size appropriate complete change of clothing in their backpack. Children under 3 years of age are required to have two seasonally and size appropriate, complete changes of clothing in their backpacks at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All children are prohibited from wearing jewelry to school. This includes costume jewelry or watches. Small, non-dangling earrings with a secure backing are an exception.

All clothing items must be clearly labeled with the child's first and last name. Faith Kids Preschool is not responsible for lost or damaged items of clothing.

Parents of Children Enrolled

Parents are required to be dressed in appropriate clothing while at FAITH KIDS PRESCHOOL or involved in any FKP sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

SPECIAL ACTIVITIES

FAITH KIDS PRESCHOOL occasionally supplements the in-class curriculum with special activities.

Outdoor Activities

Physical Activity Outdoor play is an essential part of a child's development no matter what age. FAITH KIDS PRESCHOOL has large, well-equipped playgrounds with age-appropriate play structures. Our lesson plan and daily schedule allow for

two dedicated times (30–45-minute increments), once in the morning and once in the afternoon, for outside play weather permitting. If there is inclement weather or the temperature is too high, we have alternate indoor activities. We have an indoor gym area as well as two indoor playrooms available as alternate areas where physical activity can take place.

The benefits of outdoor play include, but are not limited to:

- Enhances health and mental performance
- Creates freedom for children to run, jump, climb, and much more
- Reduces stress levels
- Improves concentration
- Enhances opportunities to learn social skills, overcome fears, and develop a lifelong connection with nature
- Allows children to soak up Vitamin D from the sun

FAITH KIDS PRESCHOOL receives weather information and guidance from the Child Care Weather Watch website. This website offers valuable information on determining extreme weather conditions that may prohibit or limit outdoor play.

Field Trips

FAITH KIDS PRESCHOOL does not participate in Field Trips currently; however, we often bring outside entertainment to our facility. Parents will be notified on our Monthly Newsletter, Facebook page and Website when this is scheduled.

Animals

From time to time, teachers adopt classroom pets for the classroom. Past adopted animals include fish, hamsters, and guinea pigs. Teachers ensure that the children follow proper hand washing procedures after handling class pets. If other animals enter your child's classroom during the school year, parents will receive notification.

Water Activities

During summer months, water activities will be allowed which may include sprinklers, splash tables, spray bottles, and other creative ways to stay cool. At no time do we allow wading pools that the children would be immersed in. At the beginning of each summer, teachers will announce their class water day schedules via monthly classroom newsletters or additional memos in children's folders.

PARENT PARTICIPATION / VOLUNTEERS

Parents are invited and encouraged to be involved in their child's school activities. Parents can participate and volunteer at the center in many ways. Parents may volunteer to help during class parties, read in the classroom, assist teachers, and/or coordinate special events. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Family involvement in our program is important to the success of FAITH KIDS PRESCHOOL. We offer several ways that families can get involved at our center and activities to ensure that your experience while enrolled at our center will be a

great one. Opportunities for family involvement include but are not limited to Class Parties, Parent/Teacher Conferences, Preschool Round-Up, Holiday Celebrations, PreK Graduation.

Details about these events and activities are communicated through the Parent Resource Board (located by the school office), in the monthly Newsletter, on our Monthly Activity Calendar, on our website and on event flyers sent home with children.

HEALTH AND SAFETY

Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office prior to the child's first day of attendance. Per licensing regulations, all children are required to have a complete up to date immunization record on file at FAITH KIDS PRESCHOOL. If you choose not to have your child immunized, please ask about how to obtain an immunization waiver. Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

Parents are required to update all health and immunization related information at least quarterly, or as needed. Information is kept confidential and is only shared on a "need to know" basis. Classroom teachers are always given copies of emergency contacts, emergency releases, and allergy information.

All children are required to have a Health Care Statement filled out by a licensed medical professional to attend FAITH KIDS PRESCHOOL. The Health Care Statement, indicating the child's ability to attend FAITH KIDS PRESCHOOL must be completed by a licensed healthcare professional and returned to the Center within 90 days of enrollment.

Hearing and Vision screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are 4 years old. Parents are required to supply documentation of the hearing and vision results for their child's records.

Children with Severe Allergies

For the safety of your child, parents are required to provide complete allergy information on page 3 of the Admission Form detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out completely by the child's physician and parent(s) or legal guardian(s), and must be updated every twelve months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein. It is the parent's responsibility to monitor the expiration date of their child's medication and replace it with the updated medication. FKP reserves the right to exclude any child with severe allergies who do not have up-to-date rescue medications in their classroom. Attendance can resume once the proper medications are provided and accompanying paperwork for the medication is completed.

Children with Special Care Needs

Faith Kids Preschool agrees to:

- Provide a child with special care needs with the accommodation recommended by a Health-Care Professional or a qualified professional affiliated with the local school district or early childhood intervention program.
- Utilize and recommend any adaptive equipment that has been provided to the center for a child's use.
- Ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval.
- Ensure that activities integrate children with and without special care needs.
- Ensure the caregivers adapt equipment and procedures and vary methods as necessary to ensure the care in a natural environment.

Communicable Diseases

FAITH KIDS PRESCHOOL follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up. Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Children must present a doctor's note stating they are no longer contagious and can return to the program. FAITH KIDS PRESCHOOL reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 48 hours. If your child is sent home due to a fever, he/she is not permitted to return to school for 48 hours unless accompanied by a doctor's release. Child must be fever free for a minimum of 24 hours to return with a doctor's release. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more as taken.

Children are required to be excluded from the program for loose bowels or diarrhea which occurs 3 or more times during the school day. Children may return to school when they have been free from loose bowels or diarrhea for 48 hours without medication. Children accompanied by a doctor's release may return when they have been symptom free for 24 hours. Children are required to be excluded from the program for vomiting which occurs 3 or more times during the school day. Children may return to school when they have been free from vomiting for 48 hours without medication. Children accompanied with a doctor's release may return when they have been symptom free for 24 hours.

If your child is absent due to illness, we request that you notify the school. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the center Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. FAITH KIDS PRESCHOOL will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Fire/Emergency Drills

FAITH KIDS PRESCHOOL conducts monthly fire, emergency/evacuation, and lockdown drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency/lockdown drill or real fire/emergency/lockdown situation, parents may not sign children into or out of the school. Parents must wait until the drill is complete and children have returned to the building to sign their child into the school. Parents may wait with the child's class in the designated safe zone outside of the building until the drill is complete. In the event of a real fire/emergency/lockdown situation, the Executive Director or designated staff member will inform each classroom teacher that the school will be closing. At this time, any parents waiting to sign their child in will have to leave the premises with their child. When parents arrive to pick up their child, we ask that you wait until the Director or designee has accounted for all staff and children and has given the staff permission to release children. All other parents or emergency contact persons will be notified by telephone of the situation. Children must be picked up within 45 minutes of the telephone call.

Alternate Safe Location

Should the Administration of FAITH KIDS PRESCHOOL or any emergency services personnel determine the building which houses the FKP to be too dangerous to be occupied, the staff and children will be taken to Family Faith Church located at 202 S. Thompson Street in Willis, Texas unless directed elsewhere by emergency personnel. Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

Medical Emergencies

In case of critical illness or injury during school hours, appropriate first aid or CPR will be given immediately, and the appropriate emergency personnel will be contacted. Parents will also be notified immediately.

Surgery

Children may not attend school the same day that they have surgery. Young children recover quickly, but there is always a risk of reactions to anesthetics. The Center does not have the materials or staff to react to such emergencies.

SIDS Prevention

In accordance with commonly recognized SIDS prevention techniques and THHSC requirements, we put all infants (younger than 12 months) to sleep on their backs without the use of infant sleep positioners (unless ordered by a physician). We will only make exceptions if you provide us with documentation from your pediatrician. If infants arrive at the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant will be removed and placed in appropriate infant sleep equipment. The following elements: soft blankets, pillows, quilts, comforters, sheepskins, and soft toys are not allowed in cribs or rest equipment for infants younger than 12 months.

Reporting Incidents or Injury

Should your child be involved in an incident/accident during the school day that requires medical attention, the Director will immediately contact the parent(s) and complete an Incident/Accident Report. The Incident/Accident Report will be presented to the parent/guardian when the child is picked up. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up.

Faith Kids Preschool also has "Ouch Reports" and "Bite Reports" for incidences and/or injuries that do not require medical attention. These reports will be given to the parent/guardian at the time of pickup. Should parents/guardians have any question or concerns about the reports, they are encouraged to contact the Director directly. In some instances, an

incident or injury may occur that the caregiver in charge does not witness therefore, an Ouch Report or Bite Report may contain limited information and possible assumptions or may not be completed at all. If you discover an injury that has not been reported to you by an Ouch Report or Bite Report, please contact the Director immediately.

EMERGENCY PREPAREDNESS PLAN

It is the policy of Faith Kids Preschool that when a crisis occurs, the Director or designated Director on site, shall initiate necessary and appropriate actions to assist and respond with compassion, respect, and professionalism. A crisis plan shall be in place to provide guidance in responding to a crisis.

The goals of the Emergency Preparedness Plan are to:

- Train all Faith Kids Preschool personnel for Emergency Preparedness
- Provide an organized, systematic, but flexible response to crisis.
- Provide timely accurate, and appropriate communication with the school's community through calls, local radio station (KSAM 101.7), email, and phone tree.
- Keep all children safe and calm in Emergency situations.

Evacuation

- A. In an emergency, the first responsibility of staff is to move all children to the playground area in the back of the building.
- B. Children will be relocated to the designated area.
- C. Teachers shall verify children in attendance by documenting child count on designated class roster BEFORE exiting the classroom. After returning to classroom, teachers will perform another child count and document it on class roster. (Ex: Fire Drill Out – 13; Fire Drill In – 13)

Communication

- A. Emergency telephone number (In case of an emergency, call Jenifer Ellington at 936-355-6388)
- B. Faith Kids Preschool Director and staff will communicate with local authorities by:
 1. 911 will be called for Fire, Law Enforcement, Emergency Medical Services. The Health Department can be contacted at 936-291-2164.
 2. Parents will be contacted by the Director and appointed staff using the parent contact information.
 3. The Director or designated Director on-site will call DFPS at 936-538-1230.

Essential Documentation Needed During Evacuation

- A. Student Information Binder that is kept in the front office. This binder contains:
 1. School Directory for Emergency Report for all currently enrolled students.
 2. Authorization for emergency care (signed copy of admission form).
- B. Daily Class Rosters of Children Currently in Attendance

Tornado/Severe Weather

- Stay calm. Watch the kids, not the situation.
- Get your Class Clipboard containing your class roster. Grab your flashlight.
- Relocate all children to the Main Hallway
- 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.

Communicable Disease Outbreak

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, 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 also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Service Child Care Licensing.
- All the staff are to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

Lock Down (includes weapon, hostage incident, intruder, trespassing, disturbance)

- The Director or person in charge will announce over intercom, "Lock Down" or other discrete code and will call 911. The director or designated person will always supervise the front desk 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.
- Babies, Crawlers, Tiny Tots and Tots' classroom: Place infants in two or three cribs with a few quiet toys. Place another empty crib or two in front of the classroom door. This might cause an intruder to change his/her mind about entering your classroom.
- Get your Class Clipboard containing your Class Rosters and parent contact information.
- Close all your classroom doors and lock them if possible.
- Turn off the lights. Cover windows if able.
- 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". Secret code is "*Bananas*".
- Whisper and remind the children that "we're 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 the intruder. 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 instructions from the Director or person in charge or emergency personnel.

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 the injury is to the head or face, report it to the office immediately – even if it is minor.

- Complete an Ouch Report immediately.
- Keep the Ouch Report confidential while in your presence.
- Turn the Ouch Report into the Director or person in charge before you leave on the same day if you leave BEFORE the child is picked up.
- If medical treatment is required, Incident Form 7239 will be completed by the Director or person in charge.
- In the event of serious illness or injury involving an adult, contact the Director or the designated person in charge to 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 100.4 degrees, the Director or person in charge will contact the parent. If there is no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him/her 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 there is 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 occur OUTSIDE the facility*
- Close doors and lock them 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.
- Stay low to the ground and on the opposite side of air vents.
- 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 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 the Director or person in charge to call 911 immediately.

Off-Site Evacuation and Relocation

- Your primary responsibility is to keep the children safe.
- Keep your Class Clipboard containing your Class Roster with you.
- If time allows, gather children's diaper bags, bottles, baby formula/food, and coats.
- Children will be evacuated in the center's buses and 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 Director is responsible for keeping a charged cell phone with him/her and overseeing and directing the evacuation process. The Director is the last person to leave the building.

- The Assistant Director/Office Manager 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), a charged cell phone and accompany the first vehicle to the evacuation site so that he/she can oversee the evacuation site.
- The Director and Assistant Director/Office Manager are aware of each cell phone number.
- Evacuation and relocation site is Family Faith Church 202 South Thompson St., Willis TX unless directed elsewhere by emergency personnel.
- 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/Office Manager 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 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.

- In an emergency, the first responsibility of staff is to move all children to the playground area in the back of the building.
- Children will be relocated by their teachers out of their classrooms to the nearest hallway, then to the back double doors and onto grassy area next to playground. Children are to line up along the fence and concrete wall.
- Teachers shall verify children in attendance by documenting child count on designated class roster BEFORE exiting the classroom. After returning to classroom, teachers will perform another child count and document it on class roster. (Ex: Fire Drill Out – 13; Fire Drill In – 13)
- If the fire is in the hall in front of the door, move as far away as possible. The door is a barrier.
- 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. 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 always supervised. 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 an alarm sounds, the director sounds the alarm, if necessary, thus alerting everyone and notifying the fire department.
- The Director 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 the proceeds to assist the tot’s classroom to safely exit the building. When aware of fire or when alarm sounds, if the Cook is in the building (and not already counted in child/staff ratio), she will assist the Tiny Tots’ classroom.

BITING

Children sometimes bite other children. Although not all children bite, biting is considered a normal stage in a child’s development. Children may bite for a variety of reasons, rarely with the intent to hurt another child.

Karen Miller, author of *Things to Do with Toddlers and Twos*, suggests that children may bite for any of the following reasons:

- Teething: Toddlers are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain for a moment.
- Sensory Exploration: Toddlers are very good at using all their senses to learn about the world. The “oral mode,” an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
- Cause and Effect: Toddlers are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- Self-Assertion: This is probably the most common reason young children bite. It is a way to express frustration when they do not yet have the language skills to do so.

Our teachers take action to reduce the number of biting incidents by providing access to teething toys, sensory exploration activities, opportunity to explore cause and effect, and offering toddler’s options and alternatives to reduce frustrations.

When a child receives a bite, that child is immediately comforted, the bite is washed with soap, and a Band-Aid is applied if the skin is broken. The teacher will tell the child who bit, “It is not okay to bite. Biting hurts very much.” If possible, the teacher will try to encourage the child who received the bite to express his/her feelings. “It hurts” or “Don’t bite me” are statements that teachers will model for the child to repeat. The teacher will then redirect the child to another area of the classroom.

Consistent with the FKP confidentiality policy, parents are not told the name of the child who bit their child. Parents of the child who bit are informed and work together with the teachers with the intention of helping to prevent further incidents of biting. We recognize how upset parents may be when they learn their child received a bite; however, we also recognize that biting is a normal component of child development. Despite our many concerted efforts to prevent biting incidents, they are bound to occur. Our school does not exclude children because of biting alone.

Please feel free to ask the staff any questions about young children biting. Parents should understand and take comfort in knowing that biting is a normal stage during a child’s development, and, like all stages, he/she will quickly outgrow it. For more information on biting, we suggest reading the book, *Things to Do with Toddlers and Twos* by Karen Miller

GANG-FREE ZONE

Under the Texas Penal Code, any area within 1000 feet of a childcare 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.

LICE POLICY

Upon detection of live lice and/or nits on a child, The FKP will contact the child's parent/guardian. Children with live lice and/or nits may not attend school. The child may return to school after treatment with an over the counter or prescription medication and thorough combing has been completed. The class will be notified and information regarding steps for parents to follow will be sent home. Once a child has been treated for lice and/or nits and returns to school, frequent re-checks will be done to ensure that treatment was effective. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Head lice are a common occurrence among young children. Head lice spreads from person to person by direct contact with hair or by sharing items such as hats, brushes, etc.