



## Parent Handbook

Amended August 1, 2016

*Items in italics have been updated since the last revision (8.1.15)*

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NAEYC Accredited Program  
4-Star Texas Rising Star Program

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**The mission of the Weekday Program is to provide a safe and nurturing environment promoting the physical, social, emotional, intellectual, and spiritual development of children.**

The FUMC Plano Weekday Program includes early education and enrichment for children 2 months old through Pre-Kindergarten. Before and after school care is available for children enrolled in our infant through Pre-Kindergarten classes. The early childhood program includes Children's Day Out, Preschool, Pre-Kindergarten, and Transitional Kindergarten. Since 1977, the Weekday Program has maintained a standard of excellence in education, enrichment, and care. The Weekday Program is proud to serve the children and families of Plano and its neighboring communities.

### **WEEKDAY PROGRAM: EARLY CHILDHOOD OPTIONS**

The Weekday Program seeks to provide an environment, which nurtures the individual development of each child. With school readiness as a major goal, the school's curriculum focuses on the development of the "whole child". Our program focuses not only on academics, but also heavily emphasizes social, emotional, and spiritual development. Classrooms are full of play-based experiences designed to promote learning that is meaningful to children. For example, children may learn about concepts of quantity through playing at a sand table or their emergent literacy may be fostered through narrating a story while playing with dolls in the dollhouse. The Weekday Program avoids drilling children on skills, but rather provides opportunities to gain skills as the child is ready. All of our classes (Infants through Pre-Kindergarten) use the High/Scope Curriculum ([www.highscope.org](http://www.highscope.org)), which is based on the National Association for the Education of Young Children's ([www.naeyc.org](http://www.naeyc.org)) concept of developmentally appropriate practices. The comprehensive learning environment of the Weekday Program includes enrichment classes for children in Preschool through Transitional-Kindergarten. Music-and-movement is offered beginning in our two-year-old program. Spanish classes begin in our three-year-old program. To promote children's spiritual development, we have a developmentally appropriate Christian curriculum, *Get to Know, Go, and Grow in God's Love*. Each week our 2's, 3's, Pre-K, and TransK will attend God's House in the Chapel where they will read Bible stories, sing and have interactive Bible story and prayer. The school also uses Conscious Discipline ([www.consciencediscipline.com](http://www.consciencediscipline.com)) to offer positive guidance in all age groups.

#### **Children's Day Out 9:00-2:00 Infants & Ones:**

Designed for our youngest enrollees, Children's Day Out includes infants and ones. The primary goal of Children's Day Out is to introduce infants and ones to a group setting and social interaction. Infant classes are held Monday through Friday from 9:00-2:00 for children who are two months old to one year old. Infant classes are made up of 8 children and 2 teachers.

Classes for one-year-olds (by September 1 of the school year) are offered Monday through Friday, 9:00-2:00. Classes are made up of 10 children and 2 teachers. One-year-old classes continue to prepare children for group and social interactions and include increasing language skills and awareness of the world around them using the High/Scope curriculum.

**Preschool 9:00-2:00 2s & 3s:**

Preschool classes for two-year-olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday and Monday-Friday from 9:00-2:00. Two-year-old classes use the High/Scope curriculum to build upon previous skills and also emphasize increasing attention span, pro-social skills, and self-care abilities. Classes include 8 children and 1 teacher.

Preschool classes for three-year olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday, and Monday-Friday from 9:00-2:00. Preschool for three-year-olds is planned as a bridge to Pre-Kindergarten. Preschool is play-based in which children have exposure to emergent literacy activities and early number skills through the High/Scope curriculum. Additional emphasis is placed on functioning in a group, social and emotional adjustment, and language development. Classes include 10 children and 1 teacher.

**Pre-Kindergarten 9:00-2:00:**

Pre-Kindergarten classes for four-year-olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday, and Monday-Friday. Pre-Kindergarten is designed to promote school readiness High/Scope curriculum. This curriculum is teacher adjusted according to developmental readiness of each child and class. Children engage in phonemic awareness activities, writing, and simple math activities. While preparing four- and five-year-olds for school, Pre-Kindergarten continues to be center based with many hands-on, play-based activities. Classes include 12 children and 1 teacher.

**Transitional Kindergarten 9:00-2:00:**

Transitional Kindergarten classes for four- and five-year-olds based on birth dates and maturity are offered Monday-Friday. Transitional Kindergarten is designed to promote school readiness and uses High/Scope curriculum. This curriculum is teacher adjusted according to developmental readiness of each child and class. Children engage in phonemic awareness activities, writing, and simple math activities. While preparing four- and five-year-olds for school, Transitional Kindergarten continues to be center-based with many hands-on, play-based activities. Classes include 12 children and 1 teacher.

**Little Friends' Place- Extended Day:**

Our Extended Day Program is called Little Friends' Place (LFP). We offer before- and after-school care for children enrolled in the Weekday Program from 9:00-2:00. Children may enroll from 7:00-9:00am and/or 2:00-6:30pm. The additional cost for these services includes full-day care on school holidays (excluding major holidays). When possible, we offer full-day classrooms in each group (depending on enrollment) for our full-time families where we limit the number of transitions to two teachers.

### **May Camp:**

May Camp is designed to allow the school to transition between the school year and the summer programs. Rates will vary by age group. May Camp is for 2-month-olds through 5-year-olds who stay with their current school-year age group. Children who have been enrolled in LFP care from September-May of the current school year will be enrolled for the same school days in May Camp from 7:00-6:30 at no extra cost. Children who have enrolled in LFP after September will pay a prorated tuition for the week. This camp is designed with our full-time families in mind to keep consistency in care for their children.

### **Extended School Year Option:**

The WP school year ends the third week of May. We offer an extended school year option for families that wish to extend the end date to align with PISD's school year end date. This option is available at a pro-rated tuition rate and summer enrollment fee is waived if not participating in any other summer sessions. Children will attend May camp with current age group then promote with their peers for the first part of June. Dates will vary based on end of the PISD school year.

### **Summer Sessions:**

Summer Session options will vary and will be announced every year in *March*. Children may enroll from 9:00-2:00 and add morning and/or afternoon extended day if needed. During the summer, children will continue to work on age-appropriate activities based on their developmental level and interests using our High/Scope curriculum. Daily activities will include reading, art, exploration, music, outdoor (or gym) play, and lots of fun!

## **SCHOOL AGE OPTIONS:**

### **My Friends' Place:**

My Friends' Place is after-school programming for children in Kindergarten-Seventh Grade. Transportation is provided each afternoon from local schools; check with the WP office for an updated list. Each day, enrollees enjoy a healthy snack and may participate in a supervised homework time. In addition, outdoor recreation is provided (weather permitting) and indoor gym recreation. Children also have the opportunity to participate in games and creative activities. My Friends' Place is designed to offer a safe, fun, Christian, after-school alternative.

### **Summer Breakaway/Kindergarten Camp:**

My Friends' Place is open Monday-Friday 7:00-6:30 during the PISD summer break for Summer Breakaway. The summer program is a child-centered vacation from the everyday classroom experience, which uses a hands-on project approach for the children to explore their real-world interests with the creativity and guidance of our experienced and enthusiastic summer staff. Children will go on two or three field trips weekly including swimming.

Kindergarten Camp is designed for our pre-k students entering Kindergarten in the Fall. They will be introduced slowly to independence skills, and with the teacher/coordinators guidance, will slowly be introduced to fieldtrips throughout the summer. They will participate in all other activities with the MFP Breakaway children.

### **Vacation Bible School & Mission Possible Camp:**

All children enrolled in MFP Summer Breakaway will attend Vacation Bible School and Mission Possible Camp with their MFP classes. If a child is enrolled part-time or less than 4 days and they would like to attend VBS or MP Camp on days they are not enrolled with MFP, then you will be given a discounted rate by the church to attend the entire week from 9-12 on the days you are not enrolled in MFP Summer Breakaway. On the days you are with MFP Summer Breakaway the child/ren will be dropped off and picked up at the Weekday School as normal. On the other days that you are not enrolled in MFP Summer Breakaway the child/ren will be dropped off and picked up in the Sanctuary.

### **GOVERNANCE:**



The Weekday Program of the First United Methodist Church has been licensed by the State of Texas since 1977. It is a non-profit organization and is governed by the Weekday Program Board. The Board consists of the following persons: one parent representative from Children's Day Out, one parent representative from Preschool and one parent representative from My Friends' Place, six elected members from the church (one of whom will be elected to serve as the chair person), the assigned Pastor and the Director of the Weekday Program. All matters concerning policy and procedures are under the supervision and action of the Board.

### **LICENSING:**

The Weekday Program is licensed by the Texas Department of Family and Protective Services. As such, it meets and follows the regulations established by the state of Texas for early childhood settings.

If parents have questions or concerns about the Weekday



Program or child care policies in the State of Texas they may contact the licensing office at 214-583-4253 or go to their website: [www.dfps.org](http://www.dfps.org).

### **HOURS, DAYS, AND MONTHS OF OPERATION:**

The Weekday Program follows the calendar of the Plano Independent School District, beginning about one week later and ending about one week earlier each year. Hours of operation are 7:00 a.m.-6:30 p.m. The normal preschool day is from 9:00 a.m.-2:00 p.m. Before- and after-school care is available from 7:00-9:00 a.m. and 2:00-6:30 p.m. Summer Programs may vary and will be announced each year in *March*.

The Weekday Program closes for one week every August to allow our teachers to train and prepare for the new school year.

## TUITION AND FEES:

### Rates:

- The Weekday Program Board will set enrollment and tuition rates each year for the summer and the following school year.

### Discounts:

- For families with multiple children, the first child (child with the highest tuition) will be charged full tuition. The lower tuition amount/s will be given a 10% discount.

### Enrollment Fees:

- Enrollment fees are due at the time of enrollment each school year and/or summer session and are non-refundable or transferable.

### Tuition:

- Tuition is due between the 1<sup>st</sup> - 10<sup>th</sup> of each month.
- A late fee of \$25 will be assessed if necessary for nonpayment.
- If a family's account is not current on the last day of the month, the family will have a 10 day grace period to make payment arrangements with the Weekday Program office, or to withdraw from the program.



### Returned checks:

- A \$25 fee will be assessed for returned checks.
- If two checks are returned for insufficient funds within a one-year period the Weekday Program will require that payment be made by cash, money order, or cashier's check for the remainder of the school year or summer session.

### Late/Change Fees:

- *A late fee of \$10 plus \$1 per minute will be charged anytime a child is picked-up after 2:05 p.m. or 6:30 p.m. This amount fee will be charged to your account.*
- There will be a \$10.00 no call/no show fee charged anytime the office is not notified by 2:00 p.m. that their child will not be picked up by our My Friends' Place program drivers. Drivers cannot take the school's word that your child will not ride, the parent must notify the Weekday Program. (DFPS Minimum Standards 746.5605)
- A minimum two-week notice of withdrawal is required or full tuition for the month or session will be charged.
- The cost of May camp is not included in May's monthly tuition rates. If you have been a full year LFP family, as a courtesy, the program waives the cost, but you can only attend the days that you have been enrolled the entire year or with director or designee approval.

### Refunds and/or Make-Up Days:

- No refunds will be made for days missed or if the school is closed due to illness or unforeseen circumstances such as bad weather, pandemic, or building maintenance problems.

### Drop-In Fees:

- There is a \$70.00 daily drop in rate for full-day emergency care with director approval, if your child is not scheduled to be in attendance (parent will need to call to see if there is availability).



## CLASS & GROUP RATIOS:

### *Weekday Program Standard Teacher to Child Ratios*

<b>Age Group</b>	<b>Typical Class Size Teacher:Child</b>	<b>Max Group Size Teacher:Child</b>
<i>Infants</i>	2:8	2:8
<i>One Year Olds</i>	1:6	2:12
<i>Two Year Olds</i>	1:8	2:16
<i>Three Year Olds</i>	1:10	2:20
<i>Prekindergarten (4s &amp; 5s)</i>	1:12	2:24
<i>Transitional Kindergarten</i>	1:12	2:24
<i>School Age</i>	1:15	2:30
<i>Field Trip Ratios</i>	1:12	2:24



## ENROLLMENT PROCEDURES:

Parents must complete the following parts of the enrollment process:

- Enrollment fee (non-refundable or transferable)
- Enrollment form (which includes release information and emergency contacts)
- Health form (which includes current immunization record)
- Copy of most recent court order (if any) affecting the custody, possession and/or access to a child

It is the parent's responsibility to notify the WP office in writing of any change of home address, work, cell, and/or home telephone numbers, e-mail address, and/or emergency release information. Changes can be submitted in the WP office or by email (TRS). Enrollment for LFP is monthly. *Two weeks' notice is required for any requested changes to enrollment.* We do not offer DROP IN services, as the Weekday Program is a school. On occasion, the Director or appointee may approve an emergency drop-in, depending on the situation.

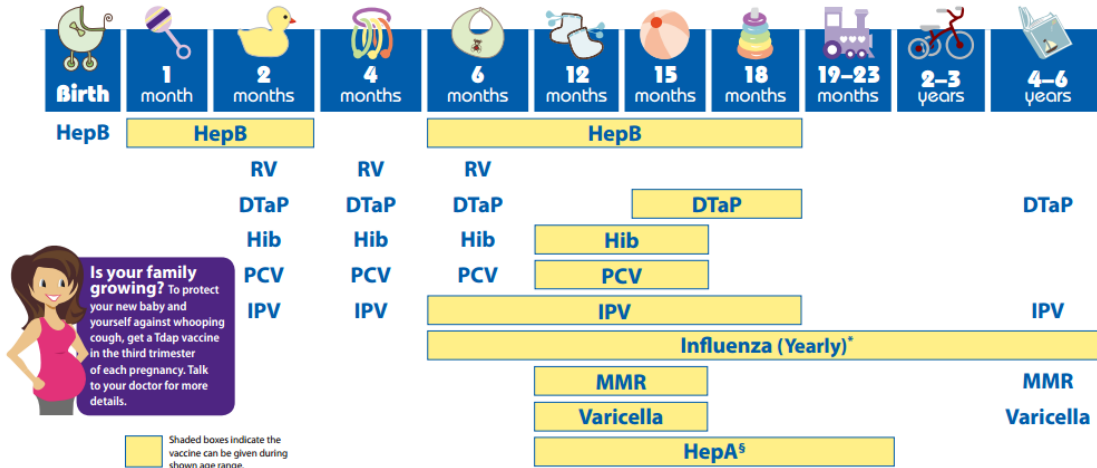
*Families must be current or have an approved payment plan for tuition and enrollment fees prior to enrolling for summer sessions or the new school year.*

## HEALTH PROCEDURES:

### Immunization Requirements for Children:

A current immunization record along with a signed statement of good health is required before a child may participate in our program. **Children must have all immunizations as required by state law\***. Each time your child receives an immunization, an updated shot record needs to be turned into the WP office.

### 2016 Recommended Immunizations for Children from Birth Through 6 Years Old



**NOTE:** If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

**FOOTNOTES:** \* Two doses given at least four weeks apart are recommended for children aged 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.  
 § Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 to 18 months later. HepA vaccination may be given to any child 12 months and older to protect against HepA. Children and adolescents who did not receive the HepA vaccine and are at high-risk, should be vaccinated against HepA.  
 If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he may need.



For more information, call toll free  
**1-800-CDC-INFO** (1-800-232-4636)  
 or visit  
<http://www.cdc.gov/vaccines>



U.S. Department of Health and Human Services  
 Centers for Disease Control and Prevention



American Academy of Pediatrics  
 DEDICATED TO THE HEALTH OF ALL CHILDREN™

If immunizations records have not been provided to the school within the first week of school, children **will not** be permitted to return until their file is complete. As a licensed facility, the state conducts surprise inspections on the student files. Without a current health statement and immunization record, we would be considered in noncompliance with the State of Texas Minimum Standards. (DFPS 746.609)

The WP also encourages families that have had contact with countries either by visiting abroad or having high rates of HepA to get vaccinated. (DFPS 746.3611)

\*If for any reason (medical, religious, etc.) your child is not current on immunizations, you must file a Affidavit Exemption Immunization for Reasons of Conscience form in our office, or present a letter from a medical professional stating the reason your child is not current on his/her immunizations.

### **Immunization Requirements for Staff/Teachers:**

All employees will receive TB shots during pre-hire process to work at the Weekday Program. The WP will encourage and pay for all staff/teachers to get annual flu shots. The program also encourages and will pay for teachers working in high risk areas which could include working with children under 18 months to get HepA and Pertussis immunizations. (DFPS 746.3611)

The WP does not require staff to be vaccinated. However, we will have each teacher fill out an annual health questionnaire which will document teacher's vaccination records voluntarily. (DFPS 746.3611, NAYEC Healthy Young Children)

### **Tuberculin Testing Requirements:**

Documentation of a TB screening of children is not required. (DFPS 746.627)

### **Hearing and Vision Screening Requirements:**

Children who are four years of age or older as of September 1 of each year will need to be screened for possible vision and hearing problems prior to the end of the first semester of enrollment or within 120 calendar days of enrollment. If vision and/or hearing screenings have not been performed by the child's physician, the Weekday Program will arrange for screenings at the parent's expense. (DFPS 747.629 based on [www.dshs.state.tx.us/vhs](http://www.dshs.state.tx.us/vhs))

### **Illness and Exclusions Criteria:**

We are unable to care for children who are ill. Children may not attend school if they have an illness that:

- prevents the child from participating comfortably in the program's activities, as determined by his/her teacher,
  - makes the child have a greater need for care than the caregivers can manage without compromising the care of other children in the group, and/or
  - is likely to expose others to a communicable disease.
- (DFPS 746.3601, NAYEC Healthy Young Children)

The following specific conditions require exclusion:

- Fever (over 100.4) accompanied by a behavior change
- Symptoms of a severe illness such as lethargy, uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until a medical evaluation determines that the child may remain in care)
- Diarrhea, defined as more watery less-formed, more frequent stools not associated with a diet change or change in medication—a stool not contained by the ability to use the toilet. Children who are in diapers who develop diarrhea must be excluded and children who have learned to use the toilet, but can't make it to the toilet in time, must also be excluded
- Blood in stools not explained by diet change, medication, or hard stools
- Vomiting
- Persistent abdominal pain
- Mouth sores with drooling
- Rash with fever or behavioral change

- Purulent conjunctivitis (pink or red eye lining or whites of eyes with white or yellow pus coming from the eyes)
- Lice
- Scabies
- Tuberculosis
- Impetigo
- Strep throat
- Chicken Pox or shingles
- Whooping cough
- Mumps
- Hepatitis A
- Measles
- Rubella
- Herpes

(NAEYC Healthy Young Children)

If any of these symptoms develop while at school, the child will be isolated from the other children and every effort will be made to contact parents or individuals designated by the parents. The child must be picked up within the hour of being notified. If a child is diagnosed with a communicable disease, a doctor's note is required upon returning to school indicating that the child can participate comfortably in program activities, does not require extra care, and is not contagious. It is the director's discretion to require doctors' note or to require 24-hour rest for children with viral infections.

Staff are also encouraged to use good judgment when they feel they need to stay home from work when sick (using the criteria above).

#### **Procedures for Dispensing Medication:**

When at all possible, medications should be administered by the parent before and/or after program hours. If children must be given medication during program hours, state requirements will be followed. Parents must give daily written authorization on the "Authorization for Medication" form for any medication that needs to be administered to a child. All medication (prescription and/or over-the-counter) must be in the original container and must be placed in the designated first aid cabinet or designated refrigerator container. **Medication (including lip balm) of any kind may not be stored in a child's cubby, schoolbag, or lunch box. Children may not self-administer any form of medication.**

Medications must be labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it. Prescription medication must have the pharmacy's label showing the child's name, the doctor's name, medication name, prescribed dosage, the date the medicine was prescribed, expiration date of the medication, and manufacturer's instructions. (NAEYC 5.A.11)

Without complete labels, instructions, and written authorization, medication will not be accepted and/or administered.

## **Procedures for Handling Medical/Dental Emergencies:**

If a child receives an injury at school, an incident report is completed, noting the type of injury received, first aid procedures administered, and the name of the person who administered the aid. This report is brought to the office with the child and determination is made whether the child's parent needs to be called. The incident report form is signed by the teacher and will be placed in the child's file and copy given to parent. Severe injuries will be treated by Emergency Medical Technicians through the local authorities. Anytime an injury that occurs at school requires medical treatment, the Weekday Program will submit a full report, which requires the parent signature as well, and do a self-report to the Texas Department of Family and Protective Services. (DFPS 746.305)

Steps to be followed by teacher:

1. When a child is injured the teacher tends to the child first and administers first aid.
2. Then the teacher completes the Incident report or full report (DFPS Form) depending on severity.
3. For all head injuries or for additional first aide help, the teacher will bring the child to the office to be evaluated by an administrator or designee.
4. The teacher and administrator or designee will sign off on report, documenting time, injury (what happened), and first aid administered and complete the injury log in office.
5. A decision will be made whether the parent needs to be called immediately (i.e. human bites, head injuries, broken bones, any time 911 is called). Parents will be called for all injuries to head and biting incidents.
6. Teacher or designee (afternoon teacher or administrator) needs to inform the parent verbally upon pick up, of ALL injuries if parent is not called during school day. The time of verbal conversation needs to be documented on injury log in office.

The Weekday Program is not responsible for costs incurred as a result of medical and/or dental emergencies.

## **Hand Washing:**

Hand washing is required by all staff, volunteers, parents, and children to reduce the risk of transmission of infectious diseases to themselves and/or others. Staff must assist children in hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

### Children and adults wash their hands:

- Upon arrival for the day;
- After diapering or using the toilet;
- After handling bodily fluids (blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- Before meals and snacks, before preparing or serving food, and after cooking (meats, eggs, poultry);
- Before and after playing in water and other sensory materials that is shared by two or more people;
- When moving from one group to another that involves contact with infants, toddlers or two-year olds;
- After handling pets or animals; and
- After outdoor activities.

Adults also wash their hands:

- Before and after feeding a child;
- Before and after administering medications;
- After assisting a child with toileting; and
- After handling garbage or cleaning.

Proper hand washing procedures are followed by adults and children and include:

- Using liquid soap and running water;
- Rubbing hands vigorously for at least 10 seconds, including back of hands, wrists and between fingers, and under and around any jewelry, and under fingernails, rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just washed hands (by using paper towel to turn off water).

The use of alcohol-based hand sanitizers in lieu of hand washing is not recommended and is only acceptable if hands are kept wet with sanitizer for 15 seconds or longer and running water is not available. (DFPS 746.3415-3416, NAEYC 5.A.09)

The use of baby wipes is not allowed for children 12 months and younger. Caregiver must wash the infants' hands using an individual cloth or disposable towel with soap, followed by a cloth or disposable towel used to rinse with clear water and dry. (DFPS 746.3421)

### **ARRIVAL AND DEPARTURE OF CHILDREN:**

Parents are asked to bring all children to their classroom for the first two weeks of school. After two weeks, children in three-year-old, Pre-Kindergarten, and TK classes may be dropped off in carpool each morning from 9:00-9:10. Children who are in infant-, one- and two-year-old classes and children who arrive before or after carpool drop-off must be walked to their classroom by an adult.

The state of Texas requires all children be signed in and out each day. (DFPS 746.631) Children who arrive in carpool will be signed-in by their teacher. All other children must be signed in by a parent or another designated adult.

Little Friends' Place (extended day) begins at 7:00 a.m. and Children's Day Out/Preschool begins at 9:00 a.m. each day. Please do not drop your child off before that time. Teachers are preparing their rooms and activities before class begins and cannot accept children in their rooms before 7:00 a.m. or 9:00 a.m.

Parents may never leave their child unattended in the building or on the playground. If you arrive when the class is in another part of the building (at chapel, in the gym, etc.), please walk your child to that area and hand him/her over to the teacher in charge.

All children in our Children's Day Out/Preschool that are not enrolled in Little Friends' Place should be picked up in their classroom each afternoon by 2:00 p.m. It is very important that parents respect their teacher's time as most of our teacher's transition to other classrooms. Parents can request a conference with their teacher at any time and the WP office will schedule appropriately to allow the teacher to leave the class and give the parents their full attention. If child is picked up after 2:05 p.m., the late pick-up policy will apply and the child will be brought to the WP office.

All children should be picked-up in their classroom each afternoon. All parents/guardians must include on their enrollment form a complete list of all persons, other than parents, to whom the child may be released. Additions and/or changes on this form must be made in writing. If your child has plans to go home with another child, a note must be sent to his or her teacher on that day, as well as informing the WP office. Children will not be allowed to leave with anyone other than the people designated on their enrollment form, unless written permission is provided. Proof of identification will be required of anyone unknown to our staff. If a court order denying parental custody exists, you must furnish the Weekday Program director with a copy of the document for your child's file.

### **HOME/SCHOOL COMMUNICATION:**

Home/School communication is imperative for a positive preschool experience. This may be done through face-to-face conversations, phone calls, or written correspondence. Parents are encouraged to talk to their child's teacher at drop-off and/or pick-up and/or call to schedule a time to speak whenever they deem appropriate. Daily schedules and current lesson plans are always posted outside of each room. Preschool teachers send home weekly or monthly reports informing parents of classroom activities and upcoming events, along with a copy of the current lesson plan.

Teachers in Infant, One-Year-Old, and Two-Year-Old classes must also send home a daily report that includes the following:

1. times the child slept,
  2. times and amount of food consumed,
  3. times of diaper changes,
  4. child's general mood for the day, and
  5. a brief summary of the activities in which the child participated.
- (DFPS 747.2431)

In addition to daily communication, teachers must inform parents or guardians when a child is injured, ill, or is experiencing trouble at school (behavioral, emotional, academic, etc.).

A parent or guardian must be informed immediately after a child:

1. is injured and the injury requires medical attention by a health-care professional,
2. has signs or symptoms requiring exclusion from the preschool,
3. had been involved in any situation that placed the child at risk, or
4. has been involved in any situation that renders the preschool unsafe.

Families must also be notified of less serious injuries including minor cuts, scratches, or bites from other children requiring first-aid treatment. This communication may be through face-to-face conversations, phone calls, or written communication. (DFPS 746.307)

Families will be notified in writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases). Families will also be notified within 48 hours of an outbreak of lice or other infestation in the group. (DFPS 746.307)

*The Weekday Program will notify parents of any and all changes to policies or procedures by sending a paper note home and by email 2 weeks prior to the new policy going into effect.*

### **ASSESSMENT OF CHILDREN:**

Assessment is a valuable part of a child's preschool experiences. We use multiple forms of assessments including, but not limited to, checklists and anecdotal records in order to identify each child's interests and needs, describe each child's developmental progress and learning. Outcomes of assessments are used to plan curriculum for individual children and groups of children. When necessary, assessments will be used to determine if children are in need of special services. If concerns arise, children will be referred to local Early Childhood Intervention services. Assessments are used to plan program improvement.

Assessment of children shall occur as follows:

- Upon enrollment, each preschool child's family will be given a Student Questionnaire to complete and return to the child's teacher.
- Preschool teachers will use the Developmental Goals Checklist based on High/Scope Child Observation Record (COR), observations, anecdotal records, and individual/small group experiences to continue this assessment throughout the year.
- Families will have regular opportunities to add information to their child's Developmental Goals Checklist based on High/Scope COR and share these developmental milestones through the year.
- Preschool teachers will use the information gathered to plan individual and small group experiences through the year.
- Teachers will share information gathered at least 3 times year with parents using the "Progress Report Form." Forms should be sent home when scheduled on the preschool calendar.
- In addition to the Developmental Goals Checklist, our Pre-Kindergarten and Transitional-Kindergarten will be assessed using the High/Scope Early Literacy Skills Assessment (ELSA).
- Three-year-old, Pre-Kindergarten, and TK classes will have family conferences in the spring of each year.
- Families and teachers are encouraged to schedule a conference anytime there is a concern about a child's development, behavior, or experiences at preschool.
- At the end of the year, preschool teachers (except Pre-K) will file each child's portfolio in the office. All Children leaving the program will have their portfolios sent home on their last day.

### **DISCIPLINE AND GUIDANCE PRACTICES:**

The Weekday Program follows the discipline and guidance policies of the State of Texas.

The policies are as follows:

Discipline must be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.



A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Allowing a child time to 'cool-off' (this is not called time-out) when appropriate for the child's age and development. It should not be timed but developmentally appropriate and allow the child time to cool down and join group whenever they are ready; and
5. Conflict Resolutions steps and techniques appropriate for child's age and understanding of feelings and expression how they feel.
6. The Weekday Program utilizes the philosophy from Conscious Discipline and many of the strategies including but not limited to safe place, time machine, I love you rituals, breathing techniques, and language associated with promoting positive intent.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age. (DFPS 746.2801-2805)

### **Biting:**

Biting occurs occasionally in early childhood settings and can be very upsetting for the child, the teachers, and the family. Each incident of biting will be dealt with on an individual basis in accordance with procedures recommended by the Texas Department of Family and Protective and Services and NAEYC.

### **Behavioral Concerns:**

One of a child's main objectives during early childhood is to test the world around him or her and to develop socially and emotionally. While some children breeze through these early years with no problems, some have a more difficult time. Sometimes children's behavior during the preschool years can be aggressive and might include biting, hitting, or pushing friends. We try to provide children with an environment in which they can have many successes and do not get frustrated and need to lash out at peers. We recognize that temper tantrums and developmentally appropriately aggressive behavior might happen. When/if it does, we address each child appropriately for their age and temperament.

Children learn acceptable behavior by being in a group setting with peers. Only if we feel that a child's behavior is so extreme as to cause danger to his/herself or another child, or if we feel that we cannot meet the social and/or emotional needs of a child, will s/he be asked to leave the program.

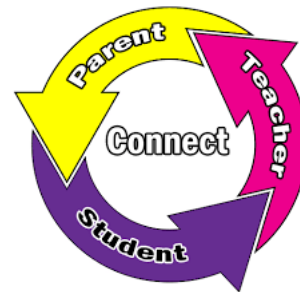
For children with persistent, serious, and/or challenging behavior, teachers, families, and other professionals will meet to develop and implement an individualized plan that supports the child's inclusion and success. The following steps should be taken if a teacher, family member, or administrator notices a behavior of concern:

- The teacher/s will complete an Addressing Behaviors of Concern form and return it to the director.
- The director or designee will observe the child and confer with the teacher about how to address the issues.
- If necessary, the teacher or director or designee will schedule a conference with the child's family.
- If necessary, the teacher or director or designee will refer the family to outside resources who can provide assistance.

#### **PARENT INVOLVEMENT/PARENT TEACHER CONNECTION:**

At all times, the Weekday Program welcomes the involvement of parents. Parents may visit the program and their child at any time. We encourage parents to consider how their child will react upon seeing a parent who is visiting. Early education is successfully achieved through partnering between parents and school. The program works diligently to accomplish this partnership by providing parents with as much communication as possible and by listening to parents.

Parents can increase their involvement by joining the Parent Teacher Connection (PTC), which sponsors parent education seminars and fun, fundraising family functions such as the Parents' Night Outs, Trunk or Treat, Spaghetti with Santa, Easter Eggstravaganza, and End of Year Jam. Funds raised by the PTC are used to provide teacher appreciation events throughout the year, to support the scholarship fund and for a year-end gift for the school.

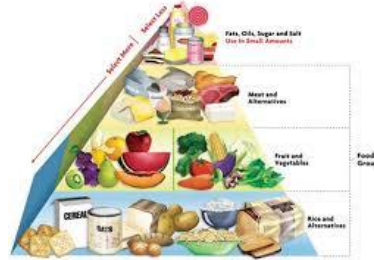


#### **CONFIDENTIALITY:**

Information about each child (including, but not limited to, enrollment forms, medical forms, assessments and portfolios) will be kept in a closed cabinet when not being used by the child's teacher. All information will be kept confidential and only shared with Weekday Program staff in professional consultation or with those people indicated by the child's family.

## MEALS AND FOOD SERVICES PRACTICES:

Children are provided with morning snack time, lunchtime, and afternoon snack time (for those who stay for extended day). Morning snack and lunch are provided by parents. *The WP is not responsible for the nutritional value of meals and snacks provided by parents.* Parents are encouraged to bring food that meets the USDA's CACFP food guidelines. Food should be labeled with the child's name and date and be kept cold using a "cold pack" and/or insulated lunchbox if necessary. Food that comes from home for sharing among children must be either whole fruits or food that is commercially prepared and factory packaged in sealed containers and should be limited to special occasions and teacher approval. Sodas, fast food, candy, cookies, and candy are prohibited and will be sent home if they are included in lunches. (DFPS 746.3309, NAEYC 5.B.02, Texas Rising Star)



Snacks that are provided by the Weekday Program are posted on weekly menus in the kitchen. These menus are then filed in the Weekday Program office and kept for a period of 3 months. Snacks and food given to children will be placed on a paper plate or napkin when served as developmentally appropriate. Children need to sit at a table or on the floor when drinking; always when using a sippy cup, and as developmentally appropriate for older age groups. (NAYEC Healthy Young Children)

*Weekday Program staff are trained on food and nonfood allergies and take precautions to ensure that children are protected. Common symptoms of allergies are: rashes, blisters, itching/burning skin, vomiting and/or stomach cramps, hives, shortness of breath, wheezing, repetitive cough, shock or circulatory collapse, tight, hoarse throat, trouble swallowing, swelling of the tongue, affecting the ability to talk or breathe, weak pulse, pale or blue coloring of skin, dizziness or feeling faint, and anaphylaxis, a potentially life-threatening reaction that can impair breathing and send the body into shock; reactions may simultaneously affect different parts of the body (for example, a stomachache accompanied by a rash).* (Texas Rising Star)

WE ARE A PEANUT SENSITIVE FACILITY. Due to the frequency and severity of peanut allergies, the Weekday Program does not allow foods that contain peanuts or foods/other nuts processed in facilities with possible exposure to peanuts. Children who bring peanut butter will be given an appropriate alternative and a note will be sent home reminding the family that these products are not allowed and indicating what the child was given as an alternative. Children may bring peanut butter alternatives, but parents must either label these items each day or put a note in the lunch box which indicates that it is a peanut butter alternative or was not processed with peanuts.



To prevent choking hazards children should not be served hot dogs (whole or sliced into rounds), whole grapes, popcorn, raw peas, hard pretzels, chunks of raw carrots, or meat larger than can be swallowed whole. Foods should be cut into pieces no larger than 1/4-inch square for infants and 1/2-inch square for toddlers/twos, according to each child's chewing and swallowing capability. (NAEYC 5.B.14)

Parents are asked to provide a lunch for their child each day. We ask parents to provide food items that do not require heating or refrigeration. Items that need to be kept cool should be kept in an insulated lunchbox with a "cold pack." Items that require preparation, such as slicing apples, or peeling oranges should be done in advance. Lunch sacks or boxes and all food containers should be labeled with the child's name. We recommend that each child's lunch include at least one serving of each of the following major food groups.

1. Milk: milk, cheese, yogurt
2. Vegetable/Fruit:  $\frac{1}{4}$  cup of each
3. Protein: meat, eggs, beans
4. Grain: enriched bread, whole grain crackers

(Texas Rising Star, NAEYC Standard 5.B.02, based on CACFP guidelines)

[http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal\\_Patterns.htm#Child\\_LunchSupper](http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm#Child_LunchSupper)

We consider snack and lunch time a wonderful social and learning opportunity. Teachers encourage children to sample different foods, but will not force a child to eat, nor monitor the order s/he eats his/her lunch and dessert items. We encourage good manners and self-help skills. We say a blessing before each meal and snack. *Teachers sit with the children to model appropriate behaviors and to encourage a peaceful and enjoyable mealtime. Teachers do not withhold food as a punishment, nor do they reward good behavior or clean plates with food of any kind. (Texas Rising Star)*

### **Birthday Parties\*:**

Our birthday policies are as follows:

- Children may bring special birthday plates and napkins to share at snack time. The class will sing happy birthday and eat their own snack together.
- Children are also encouraged to bring a special book from home and have their "birthday book" read to the class by their teacher.
- In order to be consistent and mindful of each family's means and needs, balloons and party favors are not to be brought.
- Parents may put birthday party invitations in children's folders if they are inviting the entire class to their party.



\*Parents may partner with their Teacher to have other options at the teacher discretion; however, sweets are **NEVER** allowed (i.e. cookies, cakes, cupcakes).

### **Holiday Celebrations:**

Class celebrations will be planned by the teachers. Appropriate celebrations might include:

- Wearing special clothing (pajama day, wear red, wear silly hats, etc.)
- Bringing your favorite books about the special day.
- Serving lunch or snack on themed plates and napkins.
- Playing holiday themed music.
- Playing appropriate themed games.
- Sharing cards, a letter, or art work with friends.
- Children decorate the room with their art work and activities.
- Gifts may only be exchanged between students if arranged by the teacher.

Parents will be informed ahead of time what types of activities are planned.

## Procedures for Feeding Infants:

The Weekday Program supports breastfeeding by:

- accepting, storing, and serving expressed human milk for feedings;
- accepting human milk in ready-to-feed sanitary containers labeled with the infant's name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months;
- ensuring that staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; and
- providing a comfortable place for breastfeeding and coordinating feedings with the infant's mother. (ask office for location)
- More information on breastfeeding can be found at <http://www.lli.org/resources.html?m=0>

Except for human milk, staff serve only formula and infant food that comes to the facility in factory-sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacturer's instructions. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. After one hour, staff discard any formula or human milk that is served but not completely consumed or is not refrigerated. If staff warms formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including human milk, and no other infant foods are warmed in a microwave oven. Liquids and foods hotter than 110 degrees are kept out of reach of children. (Texas Rising Star)

Teaching staff do not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily.

Teaching staff who are familiar with the infant feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort. The program does not feed cow's milk to infants younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months. (NAEYC 5.B.09-13)

## DIAPERING:

For children who are unable to use the toilet consistently, the following procedures are required:

- Only commercially available diapers and pull-ups are used (unless the child has a documented medical reason that does not permit their use). Children who require cloth diapers, must use diapers that have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents leaks. The diaper and covering should be changed as a unit.
- Cloth diapers and clothing that have been soiled will immediately be placed in a plastic bag (without rinsing or handling) and sent home for laundering.

- Staff will check diapers and pull-ups at least every 2 hours that children are awake and upon waking.
- Diapers and pull-ups will be changed when wet or soiled. (NAEYC 5.A.08)

### TOILET TRAINING:

As a developmentally based program, we believe that toilet learning should be positive and individually initiated. We do not require that children be toilet trained by any particular age, but our teachers will support parents' efforts whenever their child is ready. Until a child is successfully toilet trained at home, we request that s/he come to school in diapers or training pants. Weekday Program teachers will offer the child as many opportunities to use the toilet throughout the day as possible. Children, who are toilet training or recently toilet trained, should bring a weather appropriate change of clothing including shoes to school each day. Only when a child is successfully toilet trained at home for two weeks, it is appropriate for him/her to come to school in underwear.

### NAPS AND REST TIME:

All children will have a supervised rest time each day. (DFPS 746.2901)

- Infants, toddler, two- and three-year-old children will have a nap time each day. Pre-K and TK students will have a short rest time but do not need to bring a rest mat unless they choose to lay down and rest or take a nap.
- One-, two- and three-year-old children should bring a rest mat (with or without a pillow or blanket) each day to sleep on. At least once a month, mats should be sent home to be washed. Cribs are provided in the infant classroom.
- Two- and three-year-old children who do not sleep will be allowed to look at books quietly during rest time. Children will never be made to stay on their rest mat for more than 30 minutes if they are not sleeping.
- When infants, toddlers and two-year-olds are sleeping, teachers and other staff are aware of and positioned so they can hear and see any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.
- Sides of cribs will be checked to ensure they are up and locked when infants are sleeping.
- Unless directed by medical professional, infants who are unable to roll over independently will be placed on their backs to sleep. A signed medical doctor statement must be on file for any exceptions to this policy.
- Infants may not be laid down in a swaddled garment/blanket to sleep or rest on any surface at any time. (DFPS 746.2428)





## FIELD TRIPS:

### Preschoolers:

Preschool children enrolled in the Weekday Program will not participate in off-campus field trips. We will, however, schedule community helpers and educational speakers throughout the year to provide enrichment opportunities for our children.

### School-Aged Children (MFP):

Children enrolled in MFP on holidays and during the summer will participate in off-campus field trips. All field trips will be announced at least 48 hours in advance. There is no extra fee for field trips. Children should never bring money on field trips; all expenses will be paid by MFP.



## ANIMALS AND CLASSROOM PETS:

Animals are allowed in the Weekday Program with director approval. Classroom pets must appear to be in good health. Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that they are fully immunized (if necessary) and that the animal is suitable for contact with children. Teaching staff supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that children who are allergic to a type of animal are not exposed to that animal. Children may not handle chickens, ducks, reptiles, snakes, turtles, lizards, iguanas, amphibians. (DFPS 746.3905)

## TECHNOLOGY IN THE CLASSROOM

*Technology in the classroom may include the use of Ipads, computers, or video for instructional use, hereby called "screen time." Children under the age of two may not have any screen time while in childcare. Screen time for children over the age of two will be related to curriculum, augment planned activities, and not exceed two hours per day. Ipads may only be used with WP Staff approved applications. (DFPS 746.2206)*

## DRESS CODE FOR CHILDREN:

Busy, creative, active play can be messy regardless of the age of the child. We encourage parents to dress their child/ren in clothing that can get dirty. Even when children wear smocks to cover clothing during messy activities, we cannot guarantee that spills and stains will not occur. Parents are asked to dress children in clothing that is durable and washable each day so that s/he can enjoy the classroom activities without fear of soiling an outfit. We suggest that parents dress children as if they are painting every day.

Children should wear comfortable, functional shoes that allow them to run and climb. Shoes that are rubber-soled with laces or Velcro closure are recommended. For the children's safety, heeled shoes (particularly cowboy boots), dress shoes, and sandals are not recommended.

Each child should bring a seasonably appropriate change of clothing in his/her bag to school in case of an accident. Remember to label all personal belongings brought to school.

### OUTDOOR PLAY AND EXPOSURE TO THE ELEMENTS AND INSECTS:

Unless inclement weather is present, children **MUST** go outside each day. To protect against cold, heat, sun, and injury, the following procedures are required:

- Clothing-Children should wear clothing that is dry and layered for warmth in cold weather. Preschool children should always have a weather appropriate change of clothes with them at school each day.
- Shade and sunscreen-Shaded play areas are always available. However, parents are encouraged to dress children in sun-protective clothing and/or apply sunscreen with UVA and UVB protection of SPF 15 or higher. Weekday Program staff will not apply sunscreen. A signed medical form must be filled out in WP office for an exception to this policy.
- Insect repellent-Based on recommendation from the Texas Department of State Health Services, parents are encouraged to apply insect repellent containing DEET on their children before arriving at preschool. Weekday Program staff will not apply insect repellent. For more information, go to <http://www.dshs.state.tx.us> and search for insect repellent. A signed medical form must be filled out in WP office for an exception to this policy. (NAEYC Standard 5.A.07)
- Water Play-Water play using wading pools, water tables, hoses, etc. is encouraged for all children when weather permits. Teachers should take the following precautions to make sure that water play does not spread infectious disease:
  - Children should not drink from communal water play areas.
  - Children with sores on their hands may not participate in water play.
  - Fresh water must always be used and should be changed between each group of children.
  - Water must be drained after use. (NAEYC 5.A.10)

### INCLEMENT WEATHER:

Inclement weather includes heat index/actual temperatures that exceed 95 degrees, ozone (air quality) alerts of orange/red, or temperature/wind chill is below 40 degrees. The Director or designee will make decision to close the playground at this time and teachers will provide children alternative activities.

### EMERGENCY PREPAREDNESS PLAN & PROCEDURES:

Emergencies can occur and it is important to have a plan, procedures, and drills in place to be proactive in creating a safe experience for our children and staff in a very scary time. The emergency preparedness plan and procedures are designed to address facility readiness with emergency evacuations and relocations. (NAEYC 10.D.08, DFPS 746.5202)





### **Evacuation Procedures**

In the event of an emergency that would require evacuation of the building and area, the Weekday Program children and staff will be relocated to the locations listed below. Signs will be posted indicating that the children have been relocated. As soon as the children are safely relocated, parents will be e-mailed and called (if possible). The director or designee will contact local authorities and DFPS as soon as children are safely relocated.

First Baptist Church Plano  
1300 E 15th St  
Plano, TX 75074-6296  
(972) 424-8551

Or

Christ United Methodist  
3101 Coit Rd  
Plano, TX 75075  
(972) 596-4303

Children that have limited mobility and are under 24 months will be transported using fire safety cribs or bye-bye buggies. All available extra staff will assist these age group if they can safely go to that area. Our buses will be used to transport our children and staff to above emergency locations. Children will be transported as safely as possible, but may not have individual safety belts or car seats.

Each teacher will be responsible for their group of children. They will be responsible for:

1. Bringing class sign-in and sign-out sheet.
2. Gathering children quickly and counting them.
3. Traveling with children to the designated area as quickly as possible (as indicated on the evacuation map located inside each classroom by light switch). Classes use the primary exit route if possible; if not, then use the secondary route.
4. Remaining at the designated meeting area and continuously count the children until a WP Office Staff member indicates that it is safe to reenter the building.

### **Security Breach Procedures**

In the event of a security breach (ex: someone threatening violence) teachers will take all steps necessary to insure that children are secure in the building, unless it is necessary to evacuate the building. (NAEYC 10.D.08)

### **Fire Drill Procedures**

Monthly fire drills are required by the State of Texas. Fire exit routes that are labeled as primary and secondary are located in each classroom near the door. (DFPS 746.5205, NAEYC 2.K.04, 10.D.08)

In case of a fire or fire drill the following procedures must be followed:

1. Get your sign-in and sign-out sheet.
2. Gather children quickly and count them.
3. Travel with children to the designated area as quickly as possible (as indicated on the evacuation map). Use the primary exit route if possible, if not use the secondary route.
4. Remain at the designated meeting area and continuously count the children until a WP Office Staff member indicates that it is safe to reenter the building.

## **Severe Weather Drill Procedures**

The State of Texas requires Severe Weather Drills once every three months. In severe weather, the children of the Weekday Program are directed to a safe location in the building as indicated on the evacuation map in each classroom. (DFPS 746.5205, NAEYC 2.K.04, 10.D.08)

In case of severe weather or a severe weather drill, the following procedures must be followed:

1. Get your sign-in and sign-out sheet.
2. Gather children quickly and count them.
3. Travel with children to the designated area as quickly as possible (as indicated on the evacuation map).
4. Have children sit with their legs crossed and heads down with their arms over their heads.
5. Remain at the designated area until a WP Office Staff member indicates that it is safe to return to your classroom or daily routine.

### **CLOSINGS:**

If and when the Weekday Program is unexpectedly closed, an e-mail will be sent to all parents who are signed up to receive e-mail notifications.

- In the event of inclement weather, the Weekday Program preschool (9:00-2:00 program) **and** LFP (before- and after-school program) will close if PISD is closed or releases students early. If PISD opens late, preschool (9:00-2:00 program) will be closed for the full day and the extended day (before- and after-school program) will open at the same time as PISD. An email from the Weekday Program will not be sent when PISD closes.

Please consult local TV and radio stations for information whenever inclement weather is predicted.

- In the event that building conditions, natural disasters, pandemics, epidemics, or other events make it unsafe for children to attend school, the Weekday Program will close as directed by appropriate authorities such as the Collin County Health Department, DFPS and/or the Centers for Disease Control. An email notification will be sent to keep families updated on closing and re-opening schedules.
- We are unable to offer refunds or make-up days for school closings.

### **PROCEDURES FOR CONCERNS:**

In the event that a problem or difficult situation occurs, individuals are requested to talk to the person directly involved. Prompt action is necessary to facilitate a quick resolution of the problem. If a problem still exists after conferring with the preschool staff, parents and/or teachers are asked to schedule an appointment with the Weekday Program Director. This meeting may include the director, parents and/or staff member involved. At this meeting those present will determine the problem, generate possible solutions and decide on

a means of action. In the event that a suitable agreement cannot be reached at that time, the parent, staff member or Director may schedule an appointment with the Pastor designated to the Weekday Program.

If parents/staff are concerned about the policies and/or procedures of the preschool, they are encouraged to speak to the Weekday Program Director or their Weekday Program Board Representative.

**Dismissal:**

In the event that we are unable to meet the academic, physical, mental, emotional, or behavioral needs of a child, s/he may be dismissed from the program.

**Withdrawal Policy:**

In the event that a parent decides to withdraw his/her child from the Weekday Program, two weeks written notice is required.

**PROCEDURES FOR PARENTS/STAFF TO REVIEW MINIMUM STANDARDS AND LICENSING REPORTS:**

Many of the policies in this book are based on the minimum standards published by the state. Parents are encouraged to download a copy of the Texas Department of Family and Protective Service's Minimum Standard Rules or to review a copy belonging to the Weekday Program. This book may be found at [www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/746\\_Centers.pdf](http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf). The Weekday Program is required to keep current licensing reports in the school office and parents are free to view these at any time. The reports are also available online at [www.dfps.state.tx.us/default.asp](http://www.dfps.state.tx.us/default.asp).

**REPORTING ABUSE AND NEGLECT:**

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. To make confidential reports:

**call 1-800-252-5400 or fill the form on [www.txabusehotline.org](http://www.txabusehotline.org)**

Failure to report suspected abuse or neglect is a crime. You may go to our website <http://www.weekdayprogram.com/links> for helpful resources in how to identify abuse or neglect. Locally you may contact the Children's Advocacy center at (972) 633-6600 or <http://www.cacplano.org>

Suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others must be reported to the appropriate local agencies. All staff receive annual training and if they report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven

that the report is malicious. The Weekday Program provides parent workshops and brochures for local agencies to help identify warning signs of abuse and neglect.

If a Weekday Program staff member is suspected and/or accused of abusive or neglectful behavior, s/he will be removed from direct contact with children and /or be suspended with pay for up to one month while an investigation is undertaken. The Staff Parish Relations Committee will make a final determination of the individual's employment status based upon a recommendation by the Weekday Program Director and the Texas Department of Family and Regulatory Services. (Texas Family Code 745.261, DFPS 746.501, NAEYC 10.D03-04)

#### **NOTICE OF NONDISCRIMINATORY POLICY:**

The Weekday Program admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

#### ***NOTICE OF DRUG-FREE & GANG-FREE ZONE:***

*The Texas State Legislature has deemed 1,000 feet around child care centers to be drug-free and gang-free zones. Those engaging in drug-related or gang-related criminal activity or organized criminal activity within 1,000 feet of the school will face increased penalty under state law if convicted.*

#### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY:**

The Weekday Program of First United Methodist Church recruits, hires, evaluates, trains, disciplines and promotes in all job titles without regard to race, color, sex, national origin, marital status, age, persons with a disability or status as a disabled veteran, except where an accommodation is unavailable and an individual disability is a bona fide occupational disqualification, in accordance with the Americans with Disabilities Act (ADA) effective January 26, 1992. (NAEYC 10.E.01)