



Parent Handbook

June 1, 2021

Items in italics have been updated since the last revision (6.1.20)

Weekday Program at FUMC Plano
3160 E. Spring Creek Pkwy
Plano, TX 75074
972-423-4910
www.weekdayprogram.com

NAEYC Accredited Program
4-Star Texas Rising Star Program

Table of Contents

<i>FIRST UNITED METHODIST CHURCH PLANO WEEKDAY PROGRAM</i>	6
EARLY CHILDHOOD OPTIONS	6
Children's Day Out 9:00-2:00 Infants & Ones	6
Preschool 9:00-2:00 2s & 3s	7
Pre-Kindergarten 9:00-2:00	7
Spanish Dual-Language 9:00-2:00	7
Transitional Kindergarten 9:00-2:00	7
Extended Care - Little Friends' Place	7
May & August Bridge Days	7
Extended School Year Option	8
Summer Sessions	8
SCHOOL AGE OPTIONS	8
My Friends' Place	8
Summer Breakaway/Kindergarten Camp	8
Vacation Bible School	8
HOURS, DAYS, AND MONTHS OF OPERATION	9
CLASS & GROUP RATIOS	9
<i>ENROLLMENT</i>	9
TUITION AND FEES	9
Late/Change Fees	10
Refunds and/or Make-Up Days	10
Withdrawal	10
ENROLLMENT PROCEDURES	10
HEALTH REQUIREMENTS	11
Immunization Requirements for Children	11
Immunization Requirements for Staff/Teachers	11
Hearing and Vision Screening Requirements	12
CLOSINGS	12
<i>THE SCHOOL DAY</i>	13
ARRIVAL AND DEPARTURE OF CHILDREN	13
ASSESSMENT OF CHILDREN	13
BUILDING SECURITY	14
DISCIPLINE AND GUIDANCE PRACTICES	14
Biting	15
Behavioral Concerns	15
Procedure for Suspension or Discontinuing Enrollment	16
DRESS CODE FOR CHILDREN	16
EMERGENCY PREPAREDNESS PLAN & PROCEDURES	16
Evacuation & Relocation Procedures	16
Security Breach Procedures	17
Emergency Drills	17
HEALTH PROCEDURES	17
Illness and Exclusions Criteria	17

Procedures for Dispensing Medication _____	18
Procedures for Insect Repellant and Sunscreen Application _____	18
Procedures for Managing Special Medical/Dental Needs _____	18
Procedures for Handling Medical/Dental Emergencies _____	18
Hand Washing _____	19
<i>INDOOR AND OUTDOOR PLAY</i> _____	19
Outdoor Play And Exposure To The Elements And Insects _____	20
Inclement Weather _____	20
MEALS AND FOOD SERVICES PRACTICES _____	21
Snacks _____	21
Lunch _____	21
Food Allergies _____	22
Birthday Parties _____	22
Holiday Celebrations _____	22
Procedures for Feeding Infants _____	23
NAPS AND REST TIME _____	23
Safe Sleep for Infants _____	24
TOILET TRAINING _____	24
Diapering _____	24
Toileting _____	24
<i>PARENT INVOLVEMENT</i> _____	25
HOME/SCHOOL COMMUNICATION _____	25
PARENT INVOLVEMENT/PARENT TEACHER CONNECTION _____	26
Volunteers/Contracted Teachers _____	26
<i>ADDITIONAL POLICIES & PROCEDURES</i> _____	26
ANIMALS AND CLASSROOM PETS _____	26
CHILD ABUSE AND NEGLECT _____	26
Prevention _____	26
Reporting _____	27
CONFIDENTIALITY _____	27
FIELD TRIPS _____	28
Preschoolers _____	28
School-Aged Children (MFP) _____	28
MEDIA ACKNOWLEDGEMENT _____	28
Photography _____	28
Video Monitoring _____	28
TECHNOLOGY IN THE CLASSROOM _____	28
<i>GOVERNANCE & GRIEVANCE</i> _____	28
GOVERNANCE _____	28
LICENSING _____	29
PROCEDURES FOR CONCERNS _____	29
Concerns about staff or curriculum _____	29
Concerns about policies or procedures _____	29
PROCEDURES FOR PARENTS/STAFF TO REVIEW MINIMUM STANDARDS AND LICENSING REPORTS _____	29

NOTICE OF DRUG-FREE & GANG-FREE ZONE _____	29
NOTICE OF NONDISCRIMINATORY POLICY _____	30
EQUAL EMPLOYMENT OPPORTUNITY _____	30

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.

FIRST UNITED METHODIST CHURCH PLANO WEEKDAY PROGRAM

The FUMC Plano Weekday Program includes early education and enrichment for children ages two 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.

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), which is based on the National Association for the Education of Young Children's (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.consciousdiscipline.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. Infants are kept with the same teaching staff from June through May or for at least 9 months whenever possible. (NAEYC 10B.23)

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. Ones are kept with the same teaching staff from June through May or for at least 9 months whenever possible. (NAEYC 10B.24)

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. Two-year-olds are kept with the same teaching staff from June through May or for at least 9 months whenever possible. (NAEYC 10B.24)

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 through the 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.

Spanish Dual-Language 9:00-2:00

Spanish Dual-Language classes for three- through five-year-olds (by September 1 of the school year) are offered on Tuesday/Thursday, Monday/Wednesday/Friday, and Monday-Friday. Spanish Dual-Language is designed to promote school readiness through the High/Scope curriculum. This class is for both Spanish speaking children and English speaking children. The class is presented in about 60% English and 40% Spanish with vocabulary and concepts presented in both languages. As with the Pre-Kindergarten classes, children engage in phonemic awareness activities, writing, and simple math activities. Spanish Dual-Language 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.

Extended Care - Little Friends' Place

Our Extended Care 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 7:00-9:00 a.m. and/or 2:00-6:30 p.m. Choosing to enroll in LFP will enroll the child for all AM and/or all PM days that the child attends 9-2. The additional cost for these services includes your child's same scheduled hours 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 & August Bridge Days

May & August Bridge Days are designed to allow the school to transition between the school year and the summer programs. They are designed with our full-time families in mind, to keep consistency of care for their children. Bridge Days for 2-month-olds through 5-year-olds. The students stay with their current school-year age group. Children who have been enrolled in extended care from September-May of the current school year may be enrolled for the same school days during May & August Bridge Days on their enrolled schedule at no extra cost.

Children who have enrolled in extended care after September of the current school year will pay a daily fee.

Extended School Year Option

The WP school year may end prior to PISD in May depending on the calendar year. 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 daily rate. Children will attend May Bridge Days with current age group then promote with their peers for the first summer session. 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/coordinator's guidance, will slowly be introduced to fieldtrips throughout the summer. They will participate in activities with the MFP Summer Breakaway children before 9 a.m. and after 4:30 p.m.

Vacation Bible School

All children enrolled in MFP Summer Breakaway & Kindercamp will attend Vacation Bible School with their MFP classes. If a child is enrolled part-time or less than 4 days and they would like to attend VBS 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. Parents with three- and four-year-olds may register for VBS on with the church. Parents drop their child off in the church Sanctuary and the WP will pick them up at the end of VBS and check them into the WP.

HOURS, DAYS, AND MONTHS OF OPERATION

The Weekday Program references the calendar of the Plano Independent School District when setting the school calendar 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 believes that teacher training is integral to high-quality early childhood education. Therefore, the WP closes for 5 days each year to allow our teachers to be trained in the best early education concepts. This will typically be 3 days before the start of the school year, 1 day in the fall semester, and 1 day in the spring semester to be set prior to enrollment.

CLASS & GROUP RATIOS

Weekday Program Standard Teacher to Child Ratios		
Age Group	Typical Class Size Teacher:Child	Max Group Size Teacher:Child
Infants	2:8	2:8
One Year Olds	1:5	2:10
Two Year Olds	1:7	2:14
Three Year Olds	1:10	2:20
Prekindergarten (4s & 5s)	1:12	2:24
Transitional Kindergarten	1:12	2:24
School Age	1:15	2:30
Field Trip Ratios	1:12	2:24

ENROLLMENT

TUITION AND FEES

Rates

- The Weekday Program Board will set enrollment and tuition rates each year for the summer and the following school year.
- Tuition is charged per month during the academic year and by session during the summer regardless of the number of days in the month and will not be adjusted for the child's absence(s) during the month.

Discounts

- For families with multiple children, the child with the highest tuition will be charged full tuition, and 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 1st - 10th 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

- **Late Pickup Fee:** \$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.
- **No Call/No Show Fee:** 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, week, or session will be charged.
- **Schedule Change Fee:** \$25/per incident will be incurred for any addition or withdrawal of a 7-9 a.m. or 2-6:30 p.m. class while maintaining enrollment, due to the administrative time required for ongoing changes in enrollment.
- The cost of **May and August Bridge Days** is not included in monthly tuition rates. If you have been a full year extended care 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 for a fee.

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.
- If the school is forced to close for more than 2 weeks due to unforeseen circumstances, the Director and Weekday Program Advisory Board will determine a credit to be applied according to percentage of the month that the school is forced to close.

Preschool Emergency Drop-In Fees

- There is a \$70.00 daily drop in rate for *preschool* 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).

Withdrawal

- Parents must notify the WP office in writing 2 weeks prior to withdrawing their child in order to be released from the commitment to the following month's tuition. If a child attends any portion of the month and is withdrawing during that month, the full month's tuition will be due and will not be refunded upon the child's withdrawal.

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

After submitting the enrollment form and fee, a child may begin attending no sooner than 48 hours. A class space may be held no longer than 2 weeks before tuition will begin to be billed. If tuition is not paid by the due date, the guaranteed spot will be forfeited, and the enrollment fee will not be refunded. For infants not ready to start attendance at the start of the academic school year, spaces in the infant class can be held in a non-full class for \$25/day per month and for a full class for \$80/day per month.

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. 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. Therefore, enrolling in extended care (LFP) is to enroll in the class on an ongoing basis. 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.

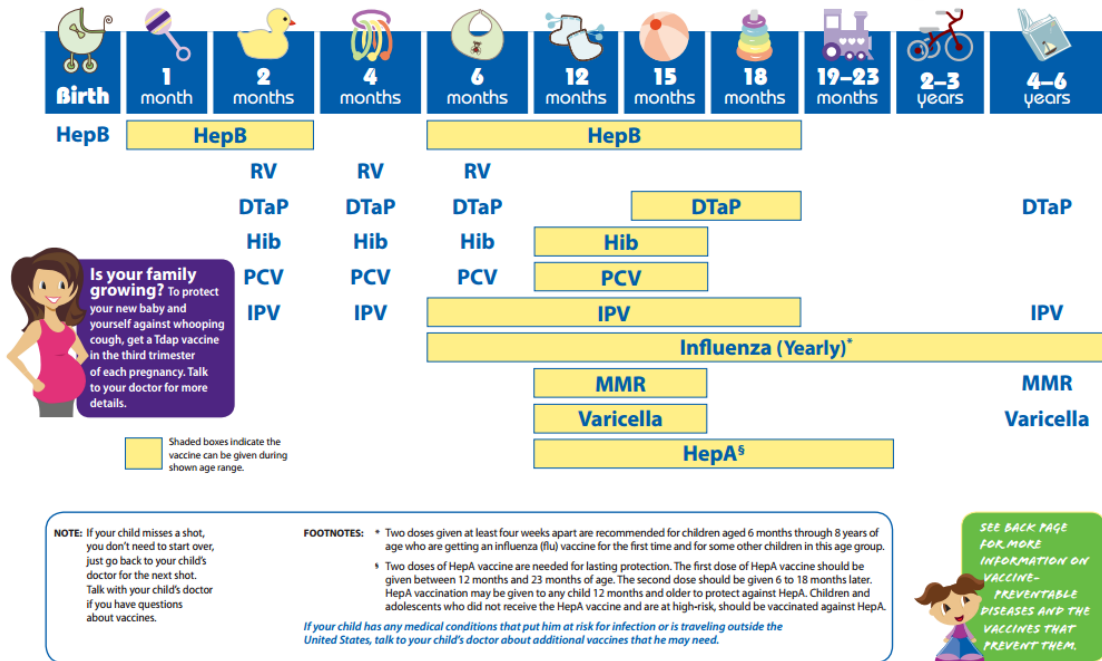
HEALTH REQUIREMENTS

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.

If for any reason (medical, religious, etc.) your child is not current on immunizations, you must file an Affidavit Exemption Immunization for Reasons of Conscience form with the State of Texas and bring it to our office or present a letter from a medical professional stating the reason your child is not current on his/her immunizations. Under immunized children will be excluded from care if a vaccine-preventable disease occurs in the program until risk of contagion is eliminated as determined by the CDC and the WP health consultant. (NAEYC 5A.14)

2016 Recommended Immunizations for Children from Birth Through 6 Years Old



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 unscheduled inspections of the student files. Without a current health statement and immunization record, we would be considered in noncompliance with the Texas Childcare Licensing 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 Hepatitis A to get vaccinated. (DFPS 746.3611)

Immunization Requirements for Staff/Teachers

The WP encourages and pays for all staff/teachers to get annual flu *and* COVID shots. The program also encourages and pays for teachers working in high risk areas which could include

working with children under 18 months to get Hepatitis A and Pertussis immunizations. (DFPS 746.3611) The WP does not require staff to be vaccinated. However, each teacher fills out an annual health questionnaire which documents teacher's vaccination records voluntarily. (DFPS 746.3611, NAYEC Healthy Young Children)

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, NAEYC 4C.2)

CLOSINGS

If and when the Weekday Program is unexpectedly closed, an e-mail and Brightwheel message will be sent to all parents and the closure will be posted to the home page of the WP website.



In the event of inclement weather, the Weekday Program preschool (9-2 program) and LFP (before- and after-school program) will close if PISD is closed or releases students early. If PISD opens late, preschool (9-2 program) will be closed for the full day and the LFP (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 and Brightwheel notification will be sent to keep families updated on closing and re-opening schedules. When the WP is allowed to stay open, the 2-week withdrawal policy will remain in effect and continued tuition payment will be expected to continue enrollment.

We are unable to offer refunds or make-up days for school closings.



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

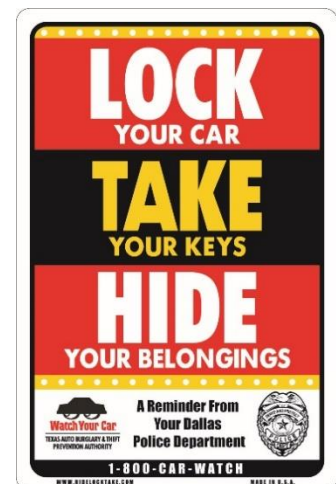
The state of Texas requires all children be signed in and out each day. (DFPS 746.631) Children who arrive in carpool will be signed-in by their teacher. All other children must be signed in by a parent or another designated adult.

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.

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 the 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. *Children may not be dropped off between 12 (noon) and 2 p.m.* 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. (NAEYC 10D.9)

The Weekday Program is concerned for the health and safety of the students and families. The WP highly discourages idling vehicles (automobiles or buses) at drop off, pickup, or parking. (NAEYC 5A.25)



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 a child needs special services. If concerns arise, parents will be referred to local Early Childhood Intervention services. Assessments are used to plan program improvement. (NAEYC 4A.2)

Assessment of children shall occur as follows:

- Upon enrollment, each preschool child's family is given a Student Questionnaire to complete and return to the child's teacher.
- Preschool teachers use the Teaching Strategies Gold Assessment aligned with the Texas Infant, Toddler and Three-Year-Old Early Learning Guidelines and the Texas Prekindergarten Guidelines using observations, anecdotal records, and individual/small group experiences to continue this assessment throughout the year. Assessments are given by assigned teachers and enrichment teachers with whom the child spends the most time. (NAEYC 4A.1)
- All students receive a developmental Ages & Stages (ASQ3) screening within their first 30 days and at pre-determined intervals that evaluates social/emotional, physical (fine & gross motor), cognitive, and language development upon entrance to a new class or age level. (NAEYC 4C.3)
- Families are given regular opportunities to add information to their child's assessment record and share these developmental milestones through the year.
- Preschool teachers use the information gathered to plan individual and small group experiences through the year.
- Teachers share the information gathered at least 3 times year with parents through Progress Reports. Reports are sent home as scheduled on the preschool calendar.
- Three-year-old, PreKindergarten, and Transitional Kindergarten 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, experiences at preschool, or about how the assessment methods meet their child's needs. (NAEYC 4E.3)

BUILDING SECURITY

The Weekday Program is a secure facility. Office staff buzz in or unlock the front foyer doors for parents and known approved pickup guests. Weekday Program and FUMC staff are issued security badges upon orientation and returned at termination. WP staff wear an ID badge at all times. Parents and approved guests may borrow a security badge from the office to access classrooms upstairs. (NAEYC 10B.17)

DISCIPLINE AND GUIDANCE PRACTICES

The Weekday Program follows the discipline and guidance policies of the State of Texas through the use of Conscious Discipline philosophies and techniques. 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 (or physical) punishment, threats of corporal punishment, or coercion;
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. Psychological abuse such as, 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; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device. (DFPS 746.2801-2805, NAEYC 1B.8,1B.10, 10B.18)

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 Health and Human 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 challenging and include behaviors such as physical aggression, such as biting, hitting, or pushing, relational aggression, such as manipulating with words, tantrums, limit testing, and refusal to follow directions or rules. 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.

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 goal in addressing concerning behaviors is limit or eliminate the use of suspension, expulsion, and other exclusionary measures. The following steps should be taken if a teacher, family member, or administrator notices a behavior of concern:

1. The teacher/s will complete an Addressing Behaviors of Concern form and return it to the director.
2. The director or designee will assess the function of the behavior through observation the child, assessing notes, and conferring with the teacher about how to address the issues. (NAEYC 10B.19)
3. If the behavior continues, the teacher or director or designee will schedule a conference with the child's family to create an individualized plan to address the behavior. This plan will include positive behavior strategies such as removing materials and modifying the classroom environment that might be triggering challenging behaviors, or modifying the students schedule to help the child know what to do and when to do it.
4. If necessary, the teacher or director or designee will refer the family to free/public and private resources who can provide assistance or choose to bring a third-party evaluator into the school for assessment. (NAEYC 1E.1, 3B.2)

Procedure for Suspension or Discontinuing Enrollment

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 academic, physical, mental, emotional, or behavioral needs of a child, will s/he be asked to leave the program. Exclusionary measures are not considered until all other possible interventions have been exhausted and there is agreement that exclusion is in the best interest of the child.

After following the steps laid out in the section **Behavioral Concerns** and noncompliance with all Texas and federal civil rights laws, the Weekday Program staff may still have concerns about the program's ability to meet an individual child's needs. The Weekday Program will partner with the family in the following ways.

1. The WP teacher/s and director will partner with the parents through parent conferences about making additional changes based on findings from evaluations.
2. If behavior continues to be so extreme that the WP cannot meet the child's needs, the director will have a final meeting with parents to discuss discontinuing enrollment.
3. The director and teaching staff will offer the family assistance in accessing services and alternative care placement.
4. Registration fees and the next 2 weeks tuition are not refundable in the case of suspension or discontinuing enrollment. (DFPS, NAEYC 1E.1)

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. *Footwear that can come off while running or that provide insufficient support for climbing and clothing that can catch on playground equipment, such as those with drawstrings or loops are not appropriate for the school day.* For the children's safety, heeled shoes (particularly cowboy boots), dress shoes, and sandals are not recommended. (DFPS 746.2206)

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.

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 10B.19, DFPS 746.5202)



Evacuation & Relocation 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 following locations:

1. (On campus evacuation) To the field by the yellow light post to the southwest of the WP entrance and west of the brick storage shed.
2. (Off-Campus relocation) Custer Road United Methodist Church; 6601 Custer Rd, Plano, TX 75023

As soon as the children are safely relocated, parents will be notified in 5 ways: signs posted at the WP door if possible, updates posted on the WP website, updates on WP social media, messages sent directly on Brightwheel, and phone calls (if needed and possible). The director or designee will contact local authorities and DHHS as soon as children are safely relocated.

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.

Security Breach Procedures

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

Emergency Drills

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)

The State of Texas requires Severe Weather Drills and Lock Down 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. Classrooms are equipped to lock down and hide. (DFPS 746.5205)

HEALTH PROCEDURES

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 10B.19, 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 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

•	Other symptoms:		
	Blood in stools not explained by diet change, medication, or hard stools	Persistent abdominal pain	Purulent conjunctivitis (pink or red eye lining or whites of eyes with white or yellow pus coming from the eyes)
	Chicken Pox or shingles	Hepatitis A	Herpes
	Impetigo	Lice	Measles
	Mouth sores with drooling	Mumps	Rash with fever or behavioral change
	Rubella	Scabies	Strep throat
	Tuberculosis	Vomiting	Whooping cough

(NAEYC 10B.19 Healthy Young Children)

If any of these symptoms develop while at school, the child will be isolated from other children and every effort will be made to contact parents or individuals designated by the parents. The child must be picked up within an hour of being notified. Children may not return to class until the child is free of symptoms of illness for at least 24 hours or a doctor's note clearing the child of illness sooner. (DFPS 746.3606) 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 same criteria as for ill students). (NAEYC 6A.8)

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, insect repellent, and sunscreen) 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 name, 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. Without complete labels, instructions, and written authorization, medication will not be accepted and/or administered. (NAEYC 10B.19)

Procedures for Insect Repellent and Sunscreen Application

When at all possible, insect repellent and sunscreen should be administered by the parent before and/or after program hours. The WP does not provide or apply sunscreen and insect repellent. (NAEYC 5A.16) See also our section on **Outdoor Play and Exposure to the Elements and Insects**

Procedures for Managing Special Medical/Dental Needs

When a student has a diagnosed medical or dental procedure that must be done during attendance hours, parents or medical professionals will train specified office and teaching staff on how to facilitate the medical/dental procedure. One of these trained staff must be on-site whenever the child is present at the school. (NAEYC 10D.10)

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, will be filed, 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 Health and Human Services. (DFPS 746.305)

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: (NAEYC 5A.19)

- 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 prohibited for children under 24 months old and not recommended for children over 24 months. Using hand sanitizer is only acceptable if there is no visible soil and hands are kept wet with sanitizer for 15 seconds or longer. (DFPS 746.3420, NAEYC 5.A.09)

INDOOR AND OUTDOOR PLAY

The need for physical activity each day is an important part of early childhood education and proper childhood growth. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance, with research has showing that physical movement can even affect the brain's physiology. In addition, cognitive skills and motor skills appear to develop through this dynamic interaction.

Infants will be given opportunities for physical activity, including supervised tummy time. Ones and Twos will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool Threes and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- *Two occasions of active play outdoors when weather permits or in our gym during inclement weather.*
- *Two or more structured or teacher-led activities or games that promote movement over the course of the day.*
- *Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.*

Physical activity may take place in the classroom, on the playground, or in the gym depending on outdoor conditions on that day. (DFPS 746.2206)

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 provide or apply sunscreen. A signed "Medication Administration" form must be filled out in WP office for an exception to this policy, and non-aerosol sunscreen must be applied in accordance with the instructions on the bottle. (NAEYC 5A.16)
- 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 does not provide or apply insect repellent. For more information, go to <http://www.dshs.state.tx.us> and search for insect repellent. A signed "Medication Administration" form must be filled out in WP office for an exception to this policy, and the insect repellent must be applied in accordance with the instructions on the bottle.
- Water Play-Water play using wading pools, water tables, hoses, etc. is encouraged for all children when weather permits. Teachers 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.

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.

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, and cookies are prohibited and will be sent home if they are included in lunches. (DFPS 746.3309, NAEYC 5.B.02, Texas Rising Star)



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. 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)

Snacks

Parents provide a morning snack for their child each day. One serving of food from the fruit, vegetable, milk, grain, or meat group is recommended for a healthy snack. (DFPS 746.3307)

Afternoon snacks that are provided by the Weekday Program are posted on weekly menus in the WP 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 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)

Lunch

Parents 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: ¼ cup of each
3. Protein: meat, eggs, beans
4. Grain: enriched bread, whole grain crackers

(Texas Rising Star, NAEYC Standard 10D.3, based on CACFP guidelines
http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm#Child_LunchSupper)

To prevent choking, 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.

Food Allergies

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)

Parents must inform the office and the child's teacher of any diagnosed food allergies. A subsequent "Allergy and Intolerance Form" must be filled out completely and signed by the child's doctor. These forms will be posted in each of the child's classrooms and in the kitchen. Weekday Program will also make reasonable accommodations for non-diagnosed intolerances and dietary restrictions. (DFPS 746.3819)

WE ARE A FOOD ALLERGY SENSITIVE FACILITY. Due to the frequency and severity of many different allergies, the Weekday Program may mandate that a classroom is free from that allergen, **particularly if there is a peanut allergy**. If a classroom is deemed peanut free, the following procedures will be in place. Children in this class who bring peanut butter are given an appropriate alternative and a note is sent home reminding the family that these products are not allowed and indicating what the child was given as an alternative. Children in this class may bring peanut butter alternatives, but parents should 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. The WP will not serve any foods with peanuts in them.



© Can Stock Photo

Birthday Parties

Our birthday procedures* 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 are planned by the teachers in conjunction with the room parent. Parents will be informed ahead of time what types of activities are planned. 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 appropriately themed games.
- Sharing cards, a letter, or artwork with friends.
- Children decorating the room with their artwork and activities.
- Gifts may only be exchanged between students if arranged by the teacher.

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 full name and date the milk was expressed 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 *two hours*, 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, NAEYC 5B.7)

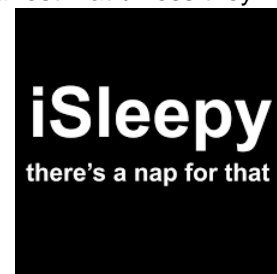
Teaching staff do not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by the family. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount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

Teaching staff who are familiar with the infant, feed him/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)

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. PreK 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. (NAEYC 3C.11)
- Sides of cribs will be checked to ensure they are up and locked when infants are sleeping.
- Lights in the rooms must be at a level in which eyes do not have to adjust upon entering the room (DFPS 746.2911)



Safe Sleep for Infants

- Infants may not sleep in a restrictive device. If an infant *arrives to the program asleep* or falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible, unless WP has a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary. (DFPS 746.2426, NAEYC 5A.22)
- Infants under 12 months or not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless WP has a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. (DFPS 746.2427)
- Infants may not be laid down in a swaddled garment/blanket to sleep or rest on any surface at any time. (DFPS 746.2428)
- Soft items for comfort are prohibited in cribs including those that are attached to pacifiers. (NAEYC 3C.11)

TOILET TRAINING

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 from a nap.
- Diapers and pull-ups will be changed when wet or soiled.
- Diapers and pull-ups will be changed immediately after a nap. (NAEYC 5.A.17)

Toileting

As a developmentally based program, we believe that toilet learning should be positive and individually initiated. Until a child is successfully toilet trained at home, we request that s/he come to school in diapers or training pants. 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. Weekday Program teachers support parents' efforts whenever their child is ready to toilet train and require that children are able to independently use the toilet and are out of diapers when entering the Prekindergarten or Transitional Kindergarten classes. 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 more than one weather appropriate change of clothing including shoes to school each day.

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.

The Weekday Program uses Brightwheel (www.mybrightwheel.com) as our main communication tool. At least 1



parent/guardian per child is expected to activate their free account in order to communicate with their child's teacher. Additional family members may be added by telling WP office staff. The family may access their child's account on a desktop or by downloading the app. Teachers post daily reports, activity updates, newsletters, parent education articles, and other reminders and alerts through Brightwheel.

Teachers in Infant, One-Year-Old, and Two-Year-Old classes must send home a daily report (on paper or accessed through an e-format) that includes times the child slept, times and amount of food consumed, times of diaper changes, child's general mood for the day, and a brief summary of the activities in which the child participated. (DFPS 747.2431) Children of any age with special feeding needs also receive a daily report documenting the time, type, and amount of food consumed (NAEYC 5B.5)

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 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)

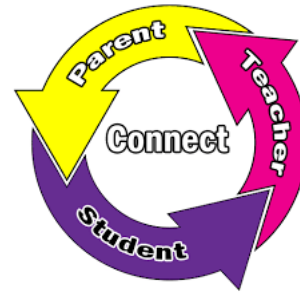
The Weekday Program will notify parents of any and all changes to policies or procedures by sending a paper note home and by email 2 weeks prior to the new policy going into effect.



PARENT INVOLVEMENT/PARENT TEACHER CONNECTION

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 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.



Volunteers/Contracted Teachers

Volunteers and contracted teachers that have been oriented, but not fully trained and FBI background checked as an employee, may not be alone with children at any time. They will be supervised by and must stay with regularly scheduled teaching staff. (NAEYC 10E.3)

ADDITIONAL POLICIES & PROCEDURES

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)

CHILD ABUSE AND NEGLECT

Prevention

Child care workers are in a unique position to recognize victimized children. Because of this, we are legally mandated reporters of child abuse and neglect. Annually, all staff members review the guidelines for recognizing child abuse. Weekday Program employees must fully understand their legal obligation to report suspicions of child abuse and review the guidelines upon hire and every year of employment. The training will also cover how to respond if a child discloses abuse. It may seem easier not to get involved and believe that someone else will eventually make the report. This “wait and see” approach can be very dangerous, even deadly, for a child who is being mistreated.

Abuse may be physical, emotional, or sexual. Neglect is the failure, refusal, or inability, for reasons other than poverty, to provide necessary care, food, clothing, shelter, or medical care. To prevent child abuse and neglect, this program:

1. *Design our classrooms to avoid hidden and secluded areas.
2. *Makes sure interactions between children and staff can be observed and interrupted.

3. *Uses proper names for body parts.
4. *Never forces children to give affection.
5. *Tells children that if they have questions about someone's behavior, the best thing they can do is ask about it
6. *Explains that secrets can be harmful.
7. *Trains staff with "Ministry Safe" curriculum
8. Requires a background check for all staff.
9. Develops positive, non-judgmental relationships with parents.
10. Is alert to signs of stress in parents and struggles in the parent-child interaction.
11. Communicates regularly with parents concerning a child's progress.
12. Provides education including offering tips for specific challenges.
13. Provides opportunities for parents to become involved in their child's care.
14. Provides information about community resources.
15. Models developmentally appropriate practices by allowing the parent observational opportunities to see their child interact with child care staff.
16. Provides an atmosphere for parents to share their experiences and develop support systems.
17. Reaches out to fathers, grandparents and other extended family members that are involved in a child's development.

* These strategies are part of our sexual abuse prevention plan.

A report of child abuse is not an accusation. It is a request for more information by a reporter who has reasonable suspicion that abuse or neglect may be occurring. A report does not mean that our employees must determine that abuse and/or neglect has occurred.

Reporting

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

Failure to report suspected abuse or neglect is a crime. Anyone 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>

Information on prevention techniques, help from community organizations, and actions to take when a child has been victimized can be found at <http://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm> or see the school office.

Suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others must be reported to the appropriate local agencies. Staff who 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. Staff or volunteers who intentionally fail to report suspicion are subject to fines or imprisonment under the law. If a Weekday Program staff member is suspected and/or accused of abusive or neglectful behavior, s/he may be removed from direct contact with children, be suspended with or without pay, and/or terminated at the discretion of the director 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 Health and Human Services. (Texas Family Code 745.261, DFPS 746.501, NAEYC 6A.10, 10A.5)

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 administrators and the child's teachers in professional consultation or with those people given consent by the child's family and with regulatory agencies. Parents and legal guardians may request to see their child's information at any time during business hours. (NAEYC 10D.6)

FIELD TRIPS

Preschoolers

Preschool children enrolled in the Weekday Program do 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 participate in off-campus field trips. All field trips are 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 are paid by the Weekday Program.



MEDIA ACKNOWLEDGEMENT

Photography

Documenting children's time at the Weekday Program occurs in a variety of ways, one of which is through taking photos. Staff take photos using school issued Ipads only. Identifiable photos may only be use in closed communication venues such as Brightwheel, emails to parents, the child's portfolio, or the annual WP video shown only to church members. Identifiable photos will not be used in outside communication or advertisement without written consent and compensation. Non identifiable photos may be used without permission or compensation. If a child's image cannot be used for a legal reason (such as foster children), parents must notify the office and child's teacher upon enrollment.

Video Monitoring

A video monitoring system allows the administrative staff to observe the classrooms. The DVR cycles approximately every thirty days. The viewing of any available recorded monitoring is only obtainable with a subpoena.

TECHNOLOGY IN THE CLASSROOM

Technology in the classroom may include the use of Ipads/tablet, 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 *one hour* per day. *Screen time is never used during snack time, nap time, or rest periods.* Ipads may only be used with WP Staff approved applications. (DFPS 746.2207)

GOVERNANCE & GRIEVANCE

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 Health and Human 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.

Texas State Licensing and/or Child Protective Services Investigators have the right to interview any child enrolled in a State Licensed facility and notify parents within 24 hours of such interviews. Unfortunately, sometimes Investigators need to interview children in relation to an incident or allegation at the WP. WP staff comply with state law while overseeing that our student's safety is maintained.

PROCEDURES FOR CONCERNS

Concerns about staff or curriculum

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.

Concerns about policies or procedures

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.

(NAEYC 10B.20)

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 Health and Human Service's Minimum Standard Rules or to review a copy belonging to the Weekday Program. This book may be found at <https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-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.

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. (DFPS 746.501)

NOTICE OF NONDISCRIMINATORY POLICY

The Weekday Program admits students and does not discriminate on the basis of ethnicity, national origin, race, age, physical or mental disability, gender, sexual orientation, or parental marital, military, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Students with physical or mental disabilities will be admitted in each circumstance where reasonable accommodations can be made.

EQUAL EMPLOYMENT OPPORTUNITY

The Weekday Program at First United Methodist Church is committed to recruiting, employing, utilizing, compensating, training, coaching, assigning jobs or job duties, disciplining, providing benefits to, and promoting our staff in a manner consistent with our commitment to the inclusion and acceptance of individuals of regardless of ethnicity, national origin, race, age, physical or mental disability, marital status, pregnancy status, gender, sexual orientation, military, or veteran status. All employment decisions will be made without regard to ethnicity, national origin, race, age, physical or mental disabilities, marital status, pregnancy status, gender, sexual orientation, military or veteran status, except where required by written job description or as allowed by law.

To provide equal employment opportunities to all individuals, employment decisions are based on needs of the position, the needs of the school, merit, qualifications, skill set, and other factors that indicate whether a person is likely to succeed in the position. We reserve the right under the Constitution and 42 U.S.C. 2000e-1 to assure that an applicant or employee's religious beliefs and personal conduct are consistent with the beliefs of the United Methodist Church. We also reserve the right to consider an applicant or employee's religious beliefs and personal conduct when making employment decisions.