



Parent Handbook

Amended July 1, 2009

Items in italics have been updated since the last revision (9.15.08)

Table of Contents

| | |
|---|----|
| Mission | 4 |
| Early Childhood Options | 4 |
| Children's Day Out..... | 4 |
| Preschool | 5 |
| Pre-Kindergarten | 5 |
| Extended Day | 5 |
| Summer Camp | 5 |
| School Age Options | 6 |
| My Friends' Place | 6 |
| Summer Breakaway | 6 |
| Governance | 6 |
| Licensing | 6 |
| NAEYC Accreditation | 6 |
| Parent Involvement/Parent Teacher Connection | 6 |
| Hours, Days and Months of Operation | 7 |
| Enrollment Procedures | 7 |
| Immunization Requirements | 7 |
| Tuberculin Testing Requirements | 8 |
| Hearing and Vision Screening Requirements | 8 |
| Tuition and Fees | 9 |
| Arrival and Departure of Children | 9 |
| <i>Home/School Communication</i> | 9 |
| <i>Illness and Exclusions Criteria</i> | 10 |
| Procedures for Dispensing Medication | 11 |
| <i>Procedures for Handling Medical/Dental Emergencies</i> | 12 |
| Handwashing | 12 |
| Assessment of Children | 13 |
| Discipline and Guidance Practices | 13 |
| <i>Biting</i> | 14 |
| Behavioral Concerns | 15 |
| Confidentiality | 15 |
| <i>Meals and Food Services Practices</i> | 16 |
| <i>Birthday Parties</i> | 16 |
| <i>Holiday Celebrations</i> | 16 |
| Procedures for Feeding Infants | 17 |
| Diapering | 18 |
| Toilet Training | 18 |
| Naps and Rest time | 18 |
| Field Trips | 19 |
| <i>Animals and Classroom Pets</i> | 19 |
| Dress code for Children | 19 |
| Outdoor Play and Exposure to the Elements and Insects | 19 |
| Clothing | 19 |

| | |
|--|----|
| Shade and Sunscreen | 19 |
| Insect Repellant | 20 |
| <i>Water Play</i> | 20 |
| <i>Emergency Procedures</i> | 20 |
| <i>Security Breach</i> | 20 |
| <i>Fire Drills</i> | 20 |
| <i>Severe Weather</i> | 20 |
| <i>Closings</i> | 21 |
| Procedures for Concerns | 21 |
| Dismissal | 21 |
| Withdrawal Policy | 21 |
| Procedures for Parents to Review Minimum Standards and Licensing Reports | 22 |
| How to Reach the Local Licensing Office, DFPS Hotline, and DFPS Website | 22 |
| <i>Reporting Abuse and Neglect</i> | 22 |
| Notice of Nondiscriminatory Policy | 22 |
| Equal Employment Opportunity and Affirmative Action Policy | 22 |

Items in *Italics* have been updated since the last revision (9.15.08)

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 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 and Pre-Kindergarten. For over 30 years, 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". This means the program does not focus merely on academics, but also has a heavy emphasis on social and emotional 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, which is based on the National Association for the Education of Young Children's concept of developmentally appropriate practices. To learn more about NAEYC and High/Scope, parents are encouraged to access their webpages at www.naeyc.org and www.highscope.org. The comprehensive learning environment of the Weekday Program includes enrichment classes for children in Preschool through Pre-Kindergarten. Music-and-movement is offered beginning in our two-year old program. Spanish classes begin in our three-year-old program. To promote childrens' spiritual development, Early Childhood Chapel (for twos and older) is held twice a month and includes singing as well as an interactive Bible story and prayer.

Children's Day Out:

Designed for our youngest enrollees, Children's Day Out includes infants and toddlers. The primary goal of Children's Day Out is to introduce infants and toddlers 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 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.

Preschool:

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, but 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:

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. Pre-Kindergarten also uses 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.

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). Summer rates will vary. Our extended day staff is made up of caring, experienced teachers who seek to provide a home-away-from-home for the children enrolled.

Summer Camp:

Summer Camp is for 2-month olds through 5-year olds. Summer Camp is open 7:00-6:30 each day. 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. 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 Barron, Dooley, Forman, Hedgecoxe, Hickey, Hunt, McCall, Meadows, Memorial, and Mendenhall. If needed, we will also pick up children from other East Plano elementary schools or Armstrong and Bowman Middle Schools. 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

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.

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 Senior 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.

NAEYC Accreditation:

The Weekday Program is accredited by the National Association for the Education of Young Children. For more information on NAEYC, visit their website at www.NAEYC.org.

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 do, however, 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 Pumpkin Carnival and Spaghetti with Santa. 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.

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 am-6:30 pm. The normal preschool day is from 9:00 am-2:00 pm. Before- and after-school care is available from 7:00-9:00 am and 2:00-6:30 pm. Summer Programs may vary and will be announced each year in March.

Enrollment Procedures:

Parents must complete the following parts of the enrollment process:

- Enrollment fee
- 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.

Immunization Requirements:

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 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 (746.609).

*If for any reason (medical, religious, etc.) your child is not current on immunizations, you must file a Affidavit Exemption From 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.

Tuberculin Testing Requirements:

Documentation of a TB screening *of children* is not required.
(TDFPS Minimum Standards 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. (TDFPS Minimum Standards 747.629 based on www.dshs.state.tx.us/vhs)

Tuition and Fees:

Rates:

- The Weekday Program Board will set enrollment and tuition rates each spring for the summer and the following school year. All payments may be dropped off in the Weekday Program office in the green box marked "WP Tuition".

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:

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

Tuition:

- Tuition is due on the 1st of each month.
- A late fee of \$25 will be assessed on payments that are 10 days past due.
- 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.

Extra Fees:

- A late fee of \$1 per minute will be charged anytime a child is picked-up after 2:15pm or 6:30pm. This amount is due at the time of pick-up.

Refunds and/or make-up days due to illness, vacations, etc.:

- 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.

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 and pre-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.

The state of Texas requires all children be signed in and out each day (*TDFPS Minimum Standard 746.631*). Children who are in morning extended day or 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.

LFP (extended day) begins at 7:00am and preschool begins at 9:00am 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 7:00am or 9:00am.

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 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 and also inform 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 to 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*
 5. *a brief summary of the activities in which the child participated*
- (TDFPS Minimum Standard 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*
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.

(TDFPS Minimum Standard 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.

(TDFPS Minimum Standard 746.307)

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*

(TDFPS Minimum Standard 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.

Staff are also required 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 Standard 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 accident/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 signed by the parent, teacher and administrator and will be placed in the child's file. 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 self report to the Texas Department of Family and Protective Services.* (TDFPS Minimum Standard 746.305)

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

Handwashing:

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.

(TDFPS Minimum Standard 746.3415-3416, NAEYC Standard 5.A.09)

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. As needed, 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 High/Scope Child Observation Record (COR), observations, anecdotal records, and individual/small group experiences to continue this assessment throughout the year.
- Families will be encouraged to add information to their child's COR and share developmental milestones through the year.
- Preschool teachers will use the information gathered to plan individual and small group experiences through the year.
- Parents 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 COR Pre-kindergarten will be assessed using the High/Scope Early Literacy Assessment (ELA).
- Three-year old and pre-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 or experiences at preschool.
- At the end of the year, preschool teachers (except Pre-K) will file each child's portfolio in the office. Pre-K teachers will send portfolios home with each child.

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; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

(TDFPS Minimum Standard 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 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 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 will observe the child and confer with the teacher about how to address the issues.
- If necessary, the director will schedule a conference with the child's family.
- If necessary, the director will refer the family to outside resources who can provide assistance.

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. 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.

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 6 months.

WE ARE A PEANUT FREE FACILITY. Due to the frequency and severity of peanut allergies, the Weekday Program does not allow foods that contain peanut butter or nut products. Children who bring peanut butter or nut products 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 these items must be labeled each day.

To prevent choking hazards preschool 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 Standard 5.B.14)

Sodas, Fast food and candy are not allowed.

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

(NAEYC Standard 5.B.02, based on CACFP guidelines

http://www.fns.usda.gov/cnd/Care/ProgramBasics/Meals/Meal_Patterns.htm#Child_Lunch_Supper)

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 also say a blessing before each meal and snack. Teachers should sit with the children to model appropriate behaviors and to encourage a peaceful and enjoyable mealtime.

Food should not be brought from home for sharing, unless it is whole fruits or commercially prepared packaged foods in factory-sealed containers.

(NAEYC Standard 5.B.02)

Birthday Parties:

NAEYC standards discourage children from bringing food from home to share with other children. Therefore, 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 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.
- If a child brings edible treats from home, they will be sent home with children at the end of the day.

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, 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.

Again, food that is brought from home for sharing should be whole fruit or commercially prepared packaged food in factory sealed containers. (NAEYC Standard 5.B.02)

Procedures for Feeding Infants:

The 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.

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. Staff discard after one hour 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.

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 Standard 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 prevent 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 Standard 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:

As required by the state, all children will have a supervised rest time each day *(TDFPS Minimum Standards 746.2901)*.

- Infants, toddler, two- and three-year old children will have a nap time each day. Pre-K students will have a short rest time but do not need to bring a rest mat but may bring a pillow or blanket.
- 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 a medical professional, infants who are unable to roll over independently will be placed on their backs to sleep

Field Trips for 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.

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.*
(TDFPS Minimum Standards 746.3905)

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 everyday.*

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.
- 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.

(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 Standard 5.A.10)

Emergency 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 following location. 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).

*First Baptist Church Plano
Methodist 1300 E 15th St
Plano, TX 75074-6296
(972) 424-8551
(NAEYC Standard 10.D.08)*

Or

*Custer Road United
6601 Custer Road
Plano, TX 75023
(972) 618-3450*

- 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 Standard 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.
(TDFPS Minimum Standard 746.5205, NAEYC Standard 2.K.04, 10.D.08)*
- Severe Weather Drill Procedures
*The State of Texas requires Severe Weather Drills once every six 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.
(TDFPS Minimum Standard 746.5205, NAEYC Standard 2.K.04, 10.D.08)*

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.*

Please consult local TV and radio stations for information whenever inclement weather is predicted. You may sign up to get e-mail or text message alerts by going to <http://kxasstore.hipcricket.com/>. They will alert you immediately when PISD makes a decision regarding closings.

- *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, TDFPS and/or the Centers for Disease Control.*
- *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 Senior Associate Pastor.

If parents 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, 2-weeks written notice is required.

Procedures for Parents 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/documents/child_care/child_care_standards_and_regulations/centers746.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.

How to Reach the Local Licensing Office, DFPS Hotline, and DFPS Website:

If parents have questions or concerns about the Weekday Program or child care policies in the state of Texas they may contact the child abuse hotline at 1-800-252-5400 or go to the DFPS website at www.txabusehotline.org.

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. Call 1-800-252-5400 or go to www.txabusehotline.org to make confidential reports. Failure to report suspected abuse or neglect is a crime.

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.

(Texas Family Code 745.261, NAEYC Standard 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.

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 Standard 10.E.01)