

# WEEKDAY KIDS AT FIRST

RICHARDSON, TEXAS



PRESCHOOL  
KINDERGARTEN  
MOTHER'S DAY OUT

972-996-0125



## **Weekday Kids At First Re-opening Plan**

June 15, 2020

In an effort to accommodate the needs of WKAF families and return employees to work, the following Re-opening Plan has been created. This plan has been drafted using guidance from the CDC and Texas Health and Human Services to maintain the safety of children, families and staff.

### **Health Checks – Staff & Students**

- Daily Health Checks will be administered and recorded
  - Upon arrival - Temperature taken, visual inspection, staff/parent questionnaire
  - Lunch time - Temperature taken, visual inspection
  - After nap - Temperature taken, visual inspection
- Staff/Student will be denied entry or sent home if any of the following are true:
  - Temperature 100°F or above (students and staff will not be allowed to return until symptom free for 72 hours and without the aid of fever reducing medications)
  - Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever (students and staff will not be allowed to return until symptom free for 72 hours and without the aid of symptom reducing medications)
  - In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness
  - In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission.
- If a student becomes ill, parents will be called to pick up the child immediately. The student will be moved to a separate room and monitored by a designated staff member until a parent (or authorized person) arrives.

### **Drop-off/Pick-up**

- Students will be dropped-off/picked-up in a line at the front door
  - 1 adult family member and student(s) will approach the building (masks required for all individuals 2 and older)

- Health check will be performed and recorded
- Once cleared, parent will sign-in child
- Designated staff member will assist child with hand sanitizing and deliver child to the appropriate classroom

### **Personal Protection**

- A mask and gloves will be worn by WKAF staff while conducting Daily Health Checks.
- Parents and children 2 and up will wear a mask at check-in check-out.
- Children 2 and up will wear a mask when moving through the hallways.

### **Snacks and Meals**

- Families will provide a morning snack each day for their child. If the child is staying for the extended day program, families will provide a sack lunch for their child.
- Families will provide enough beverages for the day.
- Lunch bags should have a reusable ice pack to keep items chilled as they will remain in the classroom.
- Lunch bags, cups and containers should be labeled with the child's first name and last initial.

### **Visitors**

All persons are prohibited from entering the center except:

- Center staff
- Persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff
- Professionals providing services to children
- Children enrolled at the center
- Parents who have children enrolled and present at the center
  - Parents will be admitted when necessary
  - All procedures under Health Checks – Staff and Students apply to parents
  - Parents will maintain social distancing and remain 6 feet from other people, except their own child

### **Additional Disinfecting Procedures**

- Classrooms will be disinfected
  - Before the arrival of the students
  - Each time the class leaves the room
  - At the end of the day
- Bathrooms will be cleaned and disinfected 3 times per day
- Playground equipment will be cleaned between classes
- Hallway will be disinfected
  - Before the arrival of the students
  - Lunch time
  - At the end of the day

### **Additional Adjustments**

- Soft toys and dress-up clothes will be removed from the classroom
- Additional outdoor times will be scheduled

**The additional time required by staff for drop-off/pick-up, increased cleaning and disinfecting procedures and staff ratios necessitate decreasing program hours at this time. We hope to return to regular hours as soon as possible.**

### **School Closure due to COVID-19**

In the event that a student or staff member should contract COVID-19 we will follow all recommendations by the CDC, local and state government officials, the health department and Texas Health and Human services for cleaning and school closures.

School could be closed without warning and families will be responsible for full or partial tuition (at the discretion of WKAF) for the length of time required to ensure a safe return to school.

In the event of a community outbreak, WKAF will follow guidance by the CDC and state and local government agencies when making decisions for short or long term closures. Families will be responsible for full or partial tuition fees as determined by WKAF at the time of the closure. Families may choose to withdraw at any time with two weeks' notice. Once a family withdraws from the program, there is no guarantee that a spot will be available for their child when WKAF reopens.

The policies in this June 15 addendum supercede any policies contained within the parent handbook. If in doubt, refer to this addendum. If you have questions or concerns, please email or call our assistant director, Judy Grope at [jgrope@weekdaykidsatfirst.com](mailto:jgrope@weekdaykidsatfirst.com) or 972-996-0128.

# WEEKDAY KIDS AT FIRST

503 N. Central Expressway  
Richardson, Texas 75080

Preschool, Kindergarten  
&  
Mother's Day Out

## PARENT HANDBOOK

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Allison Blalock, Director  
Monica Fabila, Asst. Director  
Judy Grope, Asst. Director  
Cheryl Bishop, Director Children's Ministries

## **WELCOME to WEEKDAY KIDS AT FIRST!**

Welcome to Weekday Kids Child Development Center. We are delighted to have the opportunity to be a part of your child's early childhood experiences.

The following information lists policy guidelines established for the Center. Our goal is to provide a quality opportunity for your child.

If you have any questions, comments, or concerns regarding your child or the Center, please feel free to contact us at any time.

### **PHILOSOPHY OF THE PROGRAM**

The philosophy of First United Methodist Weekday Programs is to view each child as a unique individual: To recognize that the individual rate of development is determined by their social, emotional, intellectual, and physical needs. To provide a loving and caring environment in which each child is encouraged to grow and develop at their own rate.

#### **Our goals are:**

- To provide an opportunity for children to develop an awareness of God's love as experienced through relationships with teachers, caregivers, other children, and the child's family.
- To encourage independence and self-confidence through activities which help the child succeed and recognize his/her success.
- To provide opportunities for the children to recognize and express feelings in appropriate ways.
- To provide multi-cultural opportunities for children to grow in their understanding of the world in which they live.
- To provide a setting and opportunity for discovery and learning to take place in a variety of areas such as creative



expression, language development, science and nature, problem solving, and large motor skills.

## CHILDREN'S MINISTRY AT FIRST UNITED METHODIST CHURCH

As part of the overall Children's Ministry at First United Methodist Church, the staff of the Preschool teaches developmentally appropriate religious concepts. For young children, much of the teaching is through the lifestyles and attitudes that adults model. The Preschool and Kindergarten children will also have the opportunity to participate in monthly chapel services. The service will include singing, a story, and a prayer. The following are ways some religious concepts are taught to young children:

- **Unconditional Love** - by accepting and forgiving a child's behavior, teachers help children experience God's unconditional love.
- **Trust** - by being there each day, caring for the daily needs of the children and by being consistent in their expectations and reactions, teachers help children develop trust.
- **Acceptance** - by listening attentively to each child in the class as they talk about what is important to them, teachers are saying that each individual is special.
- **Responsibility** - by encouraging children to complete a task and to put toys away when they are finished with them, teachers are helping the children become responsible members of the class.

There are opportunities for the children to experience the awe and wonder of God's world as they observe nature and growing things. Snack time is an opportunity to thank God for all He has provided. As children come to class each day, they will know the church as a pleasant place to be where God's love and caring are shown. By forgiving mistakes and encouraging good behavior, adults are creating an image of a loving teacher. As children mature, this image will transfer to the image of God as one who loves and cares for them.

## PRESCHOOL AND KINDERGARTEN CURRICULUM AND ACTIVITIES

The curriculum of Weekday Kids at First is composed of basic academic subjects in a developmentally appropriate manner to give the child a well rounded educational foundation ... intellectually, spiritually, and physically ... within his/her learning capacity and in such a way as to provide positive learning.

### **Academic subjects include:**

Early Literacy	Social Skills
Science Discovery	Outdoor Play
Number Concepts	Fine Motor Skills
Creative Art	Music
Cultural Exploration	Music & Movement

Music & Movement is for the purpose of developing motor skills in the child and insuring neuro-muscular balance and coordination, which is basically necessary for reading, writing, spelling and number readiness.

Each age group works with specific units of study around which activities involving basic concepts are centered. These study units cover the general areas of Self Discovery, The World Around Us, Health and Science, Seasons and Holidays.

The staff of Weekday Kids at First is composed of experienced teachers who love and have an understanding of young children. They accept each child as a unique individual. Activities are provided that will allow for the growth of each child at his/her own developmental level. The teachers are required to attend training events during the year which meet the licensing requirements of the Texas Department of Family and Protective Services.

## **LICENSED BY TEXAS HEALTH AND HUMAN SERVICES**

Weekday Kids At First, Inc. is licensed by the state of Texas. We are inspected by a representative from the Texas Department of Family and Protective Services, Richardson Health Department, and Fire Department to ensure we meet health, safety and other state requirements.

Parents may contact the Texas Department of Family and Protective Services by phoning 1-800-582-6036 and/or using the website [www.dfps.state.tx.us](http://www.dfps.state.tx.us) to review Minimum Standards and the most recent licensing report. A copy of the Minimum Standards is also available in the office.

We have an Open Door policy and parents may visit at will. Parents can contact the Director to review and discuss any questions or concerns about the policies and procedures of the Preschool.

## **GANG FREE ZONE**

Under the Texas Penal Code, any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **IMMUNIZATION REQUIREMENTS FOR STAFF/TEACHERS**

WKAF will encourage and pay for all staff/teachers to get annual flu vaccinations. The program also encourages teachers working in high risk areas which could include working with children under 12 months to get HepA and Pertussis immunizations (746.3611)

WKAF will ask each teacher to submit vaccination records voluntarily (746.3611).

## **IN-SERVICE TRAINING**

The Texas Department of Family and Protective and Services,

requires all staff working in child care facilities obtain at least 24 clock hours of training annually. In addition, each teacher is required to be CPR and First Aid certified.

### **Notice of NON DISCRIMINATORY POLICY as to Students**

Weekday Kids at First, Inc. 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, scholarship and loan programs and athletic and other school-administered programs.

### **PARENTAL INVOLVEMENT and COMMUNICATION**

The Preschool sends a monthly newsletter to each family. Important information concerning the school schedule, activities, program changes, special events, or upcoming holidays will be included. In addition, fliers will be posted outside each classroom door announcing special events, holidays, field trips, or important announcements.

At Weekday Kids at First, we have an “open-door policy.” Becoming directly involved in your child’s learning and play activities is enjoyable and beneficial to all concerned.

Demonstration of a hobby or special skill, help with parties, or field trips are just some of the ways your participation would be appreciated. This gives you an opportunity to see how we work and play together and gives the child a feeling of security and importance.

A flexible conference schedule is planned for parents and caregivers to accommodate the needs of working parents. Conferences may be arranged at any time when parents or caregivers have a special concern.

The director and assistant director are always available in the

office or by phone to review and discuss any questions or concerns about the policies and procedures of the Center.

Parents will be notified via email if/when any policies have been added to our handbook.

## **ENROLLMENT INFORMATION**

The Preschool encourages all parents and children to visit the Center prior to enrollment.

Children between 3 months and 5 years may be enrolled on a space-available basis. After touring the Center the parents may place their child's name on a waiting list for possible enrollment. We will contact the parent when an opening becomes available. When accepted, we ask that you bring the following "completed" forms on your child's first day at the Center. All enrollment information must be given to the center office within two weeks of enrollment and kept current.

1. Current immunization records
2. General information sheet
3. Signed emergency authorization
4. Physician's medical statement of health
5. Infant feeding schedule (if applicable)

The Registration Fee is non-refundable.

The immunization record and a list of allergies must be kept current.

## **ADMISSIONS INFORMATION FORM**

Please fill out the Admission Information Form. It includes:

- Pertinent Admission Information
- Release to alternate parties
- Authorization for Emergency Medical Attention

- Health Requirements (immunization record must be kept on file in the Preschool office.)

## **STATE HEALTH REQUIREMENTS FOR CHILDREN**

- Admission Information Sheet with Authorization for Emergency Medical Attention signed by parent.
- A written statement from a licensed physician that the child has been examined within the past year and is physically able to take part in the school program.
- A current immunization record that includes the child's birth date, the number of doses and type, and the dates (month, day, and year) the child received each immunization must be on file in the office. Children must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib, Hepatitis A & B, PCV and varicella (chicken pox).
- A record of a current vision and hearing screening is required for all four and five year olds. Your doctor may provide this screening and record his/her finding on the back of the immunization card. We have arranged for a screening service to provide Vision, Hearing and Speech screening at the school during November. There is a fee for the screening service. If you have NOT returned a completed screening record by November 1, your child will be screened at the school for hearing and vision. Screening for three year old children will be arranged at the parent's request.
- The school reserves the right to request a health certificate from a physician on any child enrolled in the school or making application for enrollment.

## **CHANGE OF INFORMATION**

Please notify the office of any change of information in your child's file. Any change of home addresses or phone numbers for both parents and especially emergency numbers need to be made immediately. We must have phone numbers for at least (2) persons other than the parents who can pick up your child in case of an emergency. Please assist us as we try to keep this

information current.

## **PERMISSION TO PHOTOGRAPH**

The Permission to Photograph form must be on file in the office. This grants permission for staff and parents to photograph during class as well as during parties or other special functions.

## **CHILDREN WITH SPECIAL NEEDS**

It is our policy to accept children in compliance with the Americans Disabilities Act (ADA), its implementing regulations and any other applicable local, state or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the Program Director.

## **WITHDRAWAL OF PUPILS**

Please call the preschool office at 972-996-0125 and notify the Director if you are withdrawing your child. We require at least one month's notice.

Tuition for the current month is due in full. No additional tuition fees will be charged after the current month.

## **ENROLLMENT DISCONTINUATION**

Weekday Kids at First preschool reserves the right to discontinue the enrollment of any child due to

- Non-payment of tuition or registration fees
- Failure to provide center with all required enrollment information (health statement, immunization records, personal and emergency numbers, etc.)
- Child's continued inappropriate behavior

## FEES

### REGISTRATION FEES

2 ½, 3 & 4 year olds (2 days)	\$ 120.00
3 & 4 year olds (3 days)	\$ 140.00
2 ½ year olds (4 days)	\$ 160.00
3 & 4 year olds (5 days)	\$ 175.00
Kindergarten (5 days)	\$ 175.00
Extended Day (1 day/week)	\$ 10.00
(occasional)	\$ 10.00
MDO (per day)	\$ 50.00

### MONTHLY TUITION FEES

2 ½, 3 & 4 year olds (2 days)	\$ 180.00
3 & 4 year olds (3 days)	\$ 200.00
2 ½ year olds (4 days)	\$ 250.00
3 & 4 year olds (5 days)	\$ 260.00
Kindergarten (5 days)	\$ 300.00
Extended Day (1 day/week)	\$ 50.00
(occasional)	\$ 15.00
MDO (per day)	\$ 125.00

**Please make checks payable to: Weekday Kids at First**

- Tuition fees apply to each child enrolled.
- All holidays have been prorated into the monthly fees. Tuition is the same each month and is to be paid in ADVANCE at the first of each month.
- **A late fee of \$15.00 will be charged to your account after 6:00 p.m. on the 15th of each month.**



## LATE PICK-UP CHARGES

For children leaving at 11:45, late pick-up charges will begin at 12:05 p.m. at the rate of **\$1.00 per minute** and will continue to accrue until your child is picked up. For children leaving at 2:00, the charges will begin to accrue at 2:05 p.m.

## SCHEDULE

Preschool	8:45 - 11:45 am
Extended Day	Pickup at 2:00 pm

**It is important for the children to be on time to class** as they often find it difficult to enter a classroom where activities have already begun. Classrooms will have between 6 and 20 students and one or two teachers depending on the room size.

The Richardson Independent School District, (RISD) school calendar is the guideline for our school calendar. We operate between September and May.

## EVENING EVENTS

Open House – Fall	Father's Night - Winter
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## EXTENDED DAY

The Extended Day program is available each day from 11:45 a.m. to 2:00 p.m. for 2 1/2, 3, 4, and 5 year olds involved in the Preschool and Kindergarten programs. Registration is for the year. There is a monthly tuition fee for each day attended per week.

**NOTE:** Extended Day will start the second week of school. This gives us time to organize the Extended Day classes.

**Send a lunch and drink** for your child. Label everything with child's name.

Space for an OCCASIONAL Extended Day may be available for

\$15.00 per day. Please call 972-996-0125 one or two days ahead of time to reserve a space.

## **SEVERE WEATHER**

In the event of severe weather, we will follow Richardson Independent School District closings.

### **IF RISD IS CLOSED, WE ARE CLOSED.**

Inclement weather days WILL NOT be made up and tuition fees will not be refunded.

To find out if RISD is closed, please monitor local media outlets for SCHOOL CLOSINGS. You may also visit the RISD homepage at [www.risd.org](http://www.risd.org) or visit their official social media sites at [facebook.com/richardsonisd](https://facebook.com/richardsonisd) or [twitter.com/richardsonisd](https://twitter.com/richardsonisd)

## **FIRE DRILLS/EMERGENCY EVACUATION**

In the case of fire, severe weather or emergency evacuation, we are as prepared as possible. We have regular fire drills and practices so your child can react in a safe and orderly manner. If an actual emergency occurs requiring evacuation from our center, children and staff will be transported to our designated shelter area at Spring Valley United Methodist Church, 7700 Spring Valley Road, Dallas unless otherwise directed by the City of Richardson Emergency Management officials. Our destination will be posted on the doors of First United Methodist Church Richardson and will be announced on the local television/radio stations.

## **RELEASE AUTHORIZATION**

Please list three people you authorize to pick up your child on the Admission Information form.

## **CHILD RELEASE NUMBER AND CARD**

Adults **MUST** show a Number Release card when picking up children. You will receive a number card for your child to help

guarantee his/her release to the proper adults. Two cards will be issued to you for each child.

## **RELEASING CHILDREN**

In the case of parental separation or divorce, the Center must have a certified copy of the most recent court order regarding child custody which spells out who can pick up the child at which times. The preschool is legally bound to respect the wishes of the parent with legal custody. Without a document, both parents have equal rights to custody. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order or a restraining order is issued against either parent, we must have this information on file. It is our policy to remain neutral in these matters and the center may not serve as a visitation site.

## **SIGNED NOTES AND TELEPHONE CALLS**

Either a note should be sent or a call made for the following reasons:

- Child is absent.
- Child is to go home with someone other than person authorized by the release form.
- Child is to go home in a carpool other than their own.

**Number to call: 972-996-0125 or 972-996-0122**

## **EMERGENCY MEDICAL AUTHORIZATION**

An Emergency Medical Authorization Statement must be on file in the school office. This must have the doctor's name, address, and telephone number. The statement is part of the Admission Information form.

## **INJURIES**

Minor injuries will be taken care of at the Center and you will be notified by the caregiver. Serious injuries require immediate notification of parents. If parents cannot be contacted, the

Director or the Assistant to the Director will call 911 emergency for transport to the nearest medical facility and all attempts will be made to contact you at the numbers provided. Please keep your contact information up-to-date.

## ILLNESS

For the health and safety of all concerned, all teachers will employ standard universal health procedures (chlorine solution (10-1) and rubber gloves) whenever dealing with body fluid spills of any kind.

If your child becomes ill while at school, we will call you immediately and isolate him/her until you can pick him/her up. Please consider the health of all of the children and teachers and do not bring your child to school if he/she has had any of the following symptoms in the 24 hours preceding the start of the school day.

- **fever** – above 100 degrees
- **rash** – any rash other than diaper rash or one diagnosed by a doctor as non-contagious
- **cough** – any cough due to a contagious condition
- **discharge** – from eyes or nose due to an unknown cause or a contagious condition
- **swelling** – in any part of the body
- **vomiting** – any repeated vomiting
- **diarrhea** – of any origin – 2 or more loose/watery stools in one hour
- **green or yellow runny noses**

Please list any allergies or allergic reactions exhibited by your child. **Children should be free of any of the above symptoms for 24 hours without medication before returning to the preschool.**

## CONTAGIOUS DISEASES

- Parents should notify the Director as soon as it has been confirmed their child has a contagious disease.

- Parents will be notified when a contagious disease occurs in the classroom.
- The school reserves the right to ask for a health certificate from a doctor if the child should return sooner than the teacher thinks advisable.

## MEDICATIONS

Prescription medications will be given as physicians instructions and as given by written permission by the parent. Non prescription medications must have the designated amount prescribed for your child's specific age. If your child's age is not listed, for example "under 2 years consult physician," then you must have a note from the physician to verify the dosage before medication can be administered.

Procedure:

- Sign the medication list in your child's classroom. The Center will not administer or be responsible for any medication signed in "as needed." The time to administer medication must be a specified time.
- Place medication in the refrigerator or cabinet in the office.
- Medications must not be placed in the child's backpack or diaper bag.
- All medication for breathing machines must be premixed by parents and stored in the container.
- Do not put medication in infant/toddler bottles or sippy cups.

All medication must be in their original container, clearly and permanently marked with:

- ⇒ child's full name
- ⇒ doctor's name
- ⇒ medication's name

⇒ prescription number

⇒ dosage

Topical medicines will be applied by caregiver. Only teachers, director or assistant will give medication. Permanent records of medications are kept in the director's file.

## **FOOD ALLERGIES POLICY**

We are aware that some children attending our weekday programs are highly allergic to some food items, especially those that can be life threatening.

Weekday Kids at First, Inc., which is part of the ministry of the First United Methodist Church of Richardson, Texas, is doing all it can to prevent an incident or any contamination. The classrooms are multi-use and have many groups and substances in them at various times. They are kept clean on a daily basis.

The teachers in the weekday programs are kept aware of any food allergies of their students and strive to keep each child safe on the days they attend school. Parents have the option of providing their child's snack daily if they so choose.

An Allergy Acknowledgement form and an Allergy Alert plan must be on file in the school office. The plan must be filled out completely with all confirmed allergies, reactions, and steps to take should a child come in contact with the allergen. This form must be signed by a physician and the parent.

## **VISION AND HEARING SCREENING**

Texas State Law requires a current vision and hearing screening for all four and five year olds. Your doctor may provide this screening but we must have a copy of the results for our files. We have arranged for the Rothschild Speech/Language Services to provide vision, hearing, and speech screening at the Center during the first week of November. There is a small fee for this screening service.

Screening for three year old children is optional and will be arranged at the parent's request.

## **OUTDOOR PLAY**

Outside play is an important part of a child's day. It is time for children to build motor skills, have opportunities for social interactions, enhance self-esteem and build cognitive and language skills.

Children need fresh air every day. With the exception of "extreme temperatures" and rain, outside time is an integral part of the daily schedule. Children well enough to attend the program are well enough to participate in all program activities, including outside play time and Music & Movement. Fresh air helps keep children healthy. Children become unhealthy when they spend too much time enclosed indoors in dry air caused by heating or air conditioning systems.

Parents are responsible for providing appropriate outdoor clothing for their children. Staff monitor children and give reminders to keep hats and gloves on outside in cold weather or drink water and play in shaded areas in hot weather.

## **DISCIPLINE / SUSPENSION**

The Discipline Policy of the school is one of guidance and re-direction. During the preschool years children are learning to develop their own inner controls and it is the responsibility of the teachers to guide them in this process. Limits are set and explained to the children. When children overstep these limits, they are redirected to another activity or as a last resort, separated from the group in time-out. If a problem arises which re-direction or guidance cannot solve, the parents are contacted so all can work together for a common solution. It is **NOT** the policy of the school to spank or physically or emotionally discipline any child. We believe loving, firm, and consistent discipline is most effective and appropriate in guiding your children.

Communication between home and school is a major part of our discipline policy. However, if inappropriate behavior continues and our efforts have been ineffective, we will pursue the following steps:

I. If one or more of the following behaviors occurs, the child will be informed that the behavior is extremely unacceptable and will be taken to one of the directors' offices.

The behaviors are:

- A. Verbal or physical abuse
- B. Endangering others (such as throwing objects)
- C. Persistent and excessively disruptive behavior

In the event a child is taken to one of the directors' offices, he or she will sit quietly for 5-10 minutes, depending on the child's age. If the child does not cooperate, the parents will be notified explaining the child's behavior and how the child responded.

II. If the child's visits to a director's office becomes frequent, a conference will be set up between the parents, the teachers and the director. During the conference, a plan of action to improve the behavior will be discussed. A time limit will be set for improvements.

III. If the behavior continues, the director has the option of dismissing the child from the Child Development Center Program.

## **CONFERENCES**

Parent-teacher conferences will be scheduled in the fall for the Kindergarten and 5D4's classes and in the spring for the 3 and 4 year old classes. Individual teachers may schedule additional conferences or parents may request one.

Parents are encouraged to make an appointment for a conference with the teachers whenever needed.

It is best to not informally discuss a problem in front of your



child. We ask that conferences remain between parents and teachers and should not include children.

Should a child require more specialized individual attention than our school can provide, we will suggest other resources which are available to meet the child's needs. We have access to educational consultants.

## MONTHLY CHAPEL SERVICE

One of the goals of Weekday Kids at First is to provide an opportunity for children to develop an awareness of God's love as experienced through relationships with teachers, caregivers, other children and the child's family.

To more directly address this goal we will provide an opportunity for children in Preschool and Kindergarten to participate in a monthly chapel service. The service will include singing, a story, and a prayer. The services will be conducted by the ministerial staff of First United Methodist Church.

## SHARING TIME

Sharing, be it an item pertaining to the unit of study or an experience, is a very important part of preschool. Like all we plan, we want this to be a positive experience that will help the child become a confident individual. The teachers will determine what form sharing will take in each classroom (once a week, once a month, a toy day, a book day, a pet day, etc.). **No weapons of any sort such as toy guns, knives or swords are allowed.**

## BIRTHDAYS

Birthdays are very special events for young children and they love to share them with their friends. We celebrate each child's birthday. The celebration focuses on the child for the day with our Birthday Song in Music & Movement and the Birthday Child bringing the snack. This snack may be the child's favorite food ...a large birthday cookie to share, special cookies, whatever will

be meaningful to your child. (We have found that cupcakes are very messy and often children do not eat them.) You may bring birthday napkins or cups, but **NO FAVORS, BALLOONS, OR GIFTS**. For Birthday Parties away from the school -if you are planning a party for your child that will include **SOME, BUT NOT ALL** of the children from the classroom, **DO NOT DELIVER THE INVITATIONS AT SCHOOL**. It is very painful for the child that has not been invited.

## **CLASS PARTIES**

Parents are invited to help with class parties held at Holiday times during the school year. Teachers will coordinate party sign-up. Parents will provide party snacks, coordinate games and art activities.

## **SNACKS / MEALS**

Each class has a snack provided by the parents on a rotation basis. It is important that the children have a nutritious snack during the active morning to keep their energy level up. Fruit, crackers, cheese, jello, finger sandwiches, and raw vegetables are just a few ideas for snacks. We suggest milk or natural fruit juices as a beverage. A beverage is not always necessary, especially if fresh fruit is being served. Snacks should be brought at the time you bring your child.

**Please, no candy, gummy fruit snacks, fruit rollups, or sodas.**

If the class is cooking on the day your child is to bring snack, you will be asked to send some of the ingredients needed for that cooking experience. What the class cooks will be their snack for the day.

Parents should send a sack lunch and drink for children who are staying for extended day. The preschool does **not** provide lunch for extended day students.

## **MEDIA**

The use of passive media, such as television and videotapes is limited to developmentally appropriate programming that has been previewed by adults prior to use. Another activity is always available for the children; no child is required to view the program. Videos may only be used occasionally for no more than 20/30 minutes for two year olds or up to 2 hours for three year olds and older. Parents will be notified in advance of showing videos in class. Parents can choose that their child not watch the movie that is being shown to the class.

## **TOTE BAGS**

Each child needs a tote bag to bring to school each day. A bag that is open at the top (no fasteners) works best. Your child's name should be on the bag. Weekday Kids at First has totes available for purchase.

## **CLOTHING**

Please bring your child to the center fully dressed in play clothes for the daily activities. The clothing needs to be comfortable, sturdy, and washable to withstand vigorous play and art projects. Please do not allow your child to wear flip-flops, floppy shoes, or cowboy boots. These are not suitable for the activities we encourage and can be dangerous for your child. Sneakers are safer for running and climbing. A sweater or jacket should be provided for changeable weather. Please label ALL OUTER CLOTHING! Please routinely check your child's supply of diapers, as the Center provides them only on an emergency basis.

## **SUNSCREEN / BUG SPRAY**

Parents are responsible for applying both sunscreen and bug spray prior to arrival at school.

## **WATER ACTIVITIES**

Water activities for children include wading pools, sprinklers,

spray bottles, or outside water tables. Additional adult supervision is always present during any type of water activity.

## **TOILET TRAINING and ACCIDENTS**

A child enrolled in a preschool class will be expected to be potty trained when school begins. We understand that children do have an occasional accident. Please supply a full change of clothes each day for your child, including socks and shoes. Soiled clothes will be placed in a plastic bag and sent home for parents to wash. If a child has frequent accidents, the child may be removed from the program until consistent potty success is reached.

## **CARPOOLS**

### **WHY WE CARPOOL**

Preschool experiences help two and one half and three year olds learn that when parents leave them at the classroom door, they can enjoy the morning with their friends knowing parents will return to the door to take them home.

As part of the developmental program, the carpool process is another step in helping children develop their self confidence. As three, four and five year olds, the children gain confidence in themselves as they leave their parents in the parking lot, spend the morning in class and then return to their parents. They learn that by listening and following directions they can take care of themselves in a given situation.

- The school does not assume responsibility for carpools.
- The school will provide you with a list of names and email addresses of the children enrolled.
- We suggest no more children per car than seat belts will accommodate.
- Each carpool will have an assigned release number to be displayed on the front window.
- We provide supervised arrival and departures.

- **For Drop Off** - Cars will form one line, entering from Custer Road letting children out at the porte-cochere.
- **For Pick Up** - Cars will form one line entering from Custer Road and picking up children at the porte-cochere. Cars will exit through the parking lot.
- **DRIVE SLOWLY!!!**

## MOTHER'S DAY OUT

The First United Methodist Mother's Day Out is a Christian-oriented child care program designed to be of service to the community and is available to younger children not involved in other weekday programs.

### WHO IS IT FOR?

The program is designed for children three months of age up to three years. Registration is on a yearly basis. The groups meet Tuesday, Wednesday, Thursday and/or Friday from 9:00 a.m. to 2:00 p.m. The staff is composed of loving, caring adults who have experience and enjoy working with young children. A ratio of one staff person to four children will be maintained in the infant/toddler room and one to six in the two year old class.

### ACTIVITIES

The children are grouped according to ages with appropriate activities, such as creative arts, stories, finger plays, outside play, etc.

### FEES

A \$50.00 registration fee per day is paid at the time of registration. The monthly fee of \$125.00 per day is due the first of each month. A late fee of \$15.00 will be charged to your account after 6:00 p.m. on the 15th of each month.

### LATE PICK-UP CHARGES

Late pick-up charges will begin at 2:05 p.m. at the rate of **\$1.00 per minute** and will continue to accrue until your child is picked up.

## ILLNESS

For the health and safety of all concerned, all teachers will employ standard universal health procedures (chlorine solution (10-1) and rubber gloves) whenever dealing with body fluid spills of any kind.

If your child becomes ill while at school, we will call you immediately and isolate him/her until you can pick him/her up. Please consider the health of all of the children and teachers and do not bring your child to school if he/she has had any of the following symptoms in the 24 hours preceding the start of the school day.

- **Fever** – above 100 degrees
- **Rash** – any rash other than diaper rash or one diagnosed by a doctor as non-contagious
- **Cough** – any cough due to a contagious condition
- **Discharge** – from eyes or nose due to an unknown cause or a contagious condition
- **Swelling** – in any part of the body
- **Vomiting** – any repeated vomiting
- **Diarrhea** – of any origin – 2 or more loose/watery stools in one hour
- **Green or yellow runny noses**

Please list any allergies or allergic reactions exhibited by your child. Children should be free of any of the above symptoms for 24 hours without medication before returning to MDO.

## SIGN-IN PROCEDURE

When leaving your child, please complete the sign-in sheet at the door. Your child will adjust more quickly to the day's routine if you leave immediately after you sign the sheet. The **Emergency Person** and number needs to be someone who could be

contacted **THAT DAY** in case of an emergency. **Comments** – indicate if someone other than yourself will pick up the child. Please sign when you pick up **each week**.

## **THINGS TO BRING**

Send a lunch and a drink for your child in a container with the child's name on it. Infants should have disposable diapers, bottles, food ... everything they will need while they are here. Please **DO NOT** send personal toys with your child. Blankets and stuffed animals (security toys) are acceptable but must be labeled. Pack an extra change of clothes, including socks and shoes, for each day.

## **BREASTFEEDING**

Mothers have the right to breastfeed or provide breast milk for their child while in care. The center has a nursing room located next to the infant classroom. This enables a mother to breast feed her child in a comfortable private environment.

## **CHILD ABUSE AND NEGLECT**

In an effort to protect the well-being and safety of children, the State of Texas requires anyone who suspects child abuse and/or neglect to report it to the proper authorities. The Preschool Staff is required to have annual training to identify the signs and symptoms of abuse and neglect annually. All suspect indicators will be documented and reported. Parents will receive a pamphlet from DFPS outlining the warning signs that a child may be a victim of abuse or neglect. The Preschool is required by law to cooperate with any investigation of child abuse or neglect. The phone number to call to make a report is 1-800-252-5400.

## **SAFE SLEEP**

Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of an infant under one year of age. One of the most important ways to help reduce the risk of SIDS is to put infants on his/her back to sleep. All infants not yet able to turn



over on their own will be placed on their back to sleep, unless the child's parent presents written documentation from a health care professional stating that a different sleeping position is allowed or will not harm the infant. When awake, your baby will be placed on his/her stomach for short periods of time to play and explore.

We strive to maintain a safe and healthy environment for the infants. Our aim is to protect the babies from accidents or exposure to contagious diseases.

We ask parents with other children to refrain from bringing older siblings into the crib room.

Cribs must be free of soft toys and blankets including toys that attach to pacifiers. Children may use an arm free sleep sack.

## **EARLY CHILDHOOD PROGRAM**

In addition to our Preschool and Mother's Day Out program, First United Methodist Church has established a year round, full time, child care center.

The Early Childhood Program is a Christian based program which accommodates children eight weeks to 5 years of age and is open Monday through Friday from 7:00 a.m. until 6:00 p.m.

The Center provides developmentally appropriate activities, a music program, hot meals and snacks, as well as loving teachers dedicated to provide quality care of your children.

First United Methodist Church strives to serve the special needs of families. All of the weekday children's programs observe the same philosophy and have very similar activity based learning experiences. Therefore, children may participate in only one program at a time.

For more information regarding the child care program, please call Allison Blalock at 972-996-0125.



# Resources for Parents

## Child Abuse & Neglect

Parents should be aware that licensed daycare centers staff and administration is required, under penalty of law, to report all suspected cases of child abuse and/or neglect. All caregivers and staff undergo annual training on how to detect child abuse, report child abuse and protect children from child abuse. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately. Abuse and neglect affect people of every age, race, and family income level. The majority of parents who abuse their children love their children, but many factors can lead them to do things they regret.

- **Trouble managing stress.** Problems with work, money, or relationships put a strain on family life. If a parent or caretaker has trouble managing stress, it can lead to abuse.
- **A lack of parenting skills.** Some parents might not understand how to care for a child's basic needs or they might have unrealistic ideas about a child's abilities and behavior. They might punish behavior that is natural for a child.
- **A history of abuse.** Many child abusers were abused or witnessed abuse as children.
- **A problem with alcohol or other drugs.** Alcohol and other drugs impair a person's ability to act as a responsible, caring parent. They can also make it harder to control emotions—especially anger.

These factors can be overcome, and abuse and neglect can be prevented. Don't lash out when you are angry with a child—instead:

- Take a deep breath.
- Call someone or ask a friend to watch your kids while you calm down.
- Call one of the hotlines listed below to find someone to talk to.

- Find a parenting class in the community to learn about ways to handle the stresses of dealing with kids.
- Use this website ([www.dfps.state.tx.us.com](http://www.dfps.state.tx.us.com)) to find programs in your area to help you resolve any underlying issues, such as alcohol or drug abuse.

## Emergencies

- **Dial 911**

## Hotlines

- ***Texas Abuse and Neglect Hotline***  
Report suspected abuse and neglect.  
1-800-252-5400  
TxAbuseHotline.org
- ***Texas Runaway Hotline***  
Counseling, services, and referrals for runaway youth and their families.  
1-888-580-HELP (1-888-580-4357)  
[www.TexasRunaway.org](http://www.TexasRunaway.org)
- ***Texas Youth Hotline***  
Services and counseling for youths and family members in times of stress.  
1-800-210-2278  
[www.TexasYouth.org](http://www.TexasYouth.org)
- ***Texas Poison Control Center Network***  
Don't wait for the victim to look or feel sick—call poison control. Always call 911 if a victim is collapsed or not breathing.  
1-800-222-1222  
[www.poisoncontrol.org](http://www.poisoncontrol.org)

## Parenting Skills

- **National Parent Helpline®**  
1-855-4A PARENT (1-855-427-2736)  
[www.nationalparenthelpline.org](http://www.nationalparenthelpline.org)
- **Car Safety: Look Before You Lock**  
Online education about vehicle safety for children
- **Family Compass**  
Parenting and family programs in the Dallas area.  
[www.family-compass.org](http://www.family-compass.org)
- **Texas Education Agency**  
Life skills classes and resources for teen parents.

## Family Violence

If you are the parent of a child who is a victim of abuse or neglect you should call one of the following hotlines for assistance and intervention:

- **National Domestic Violence Hotline**  
1-800-799-7233 –or- [www.thehotline.org](http://www.thehotline.org)
- **Texas Abuse and Neglect Hotline**  
Report child abuse and neglect.  
1-800-252-5400 –or- [www.txabusehotline.org](http://www.txabusehotline.org)
- **Childhelp® National Child Abuse Hotline**  
The 24/7 hotline offers crisis intervention, information, literature, and referrals.  
1-800-4-A-Child (1-800-422-4453) –or- [www.childhelp.org](http://www.childhelp.org)
- **National Domestic Violence Hotline**  
24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.  
1-800-799-SAFE (1-800-799-7233) –or- [www.thehotline.org](http://www.thehotline.org)



