

# WEEKDAY KIDS AT FIRST

RICHARDSON, TEXAS



PRESCHOOL  
KINDERGARTEN  
MOTHER'S DAY OUT

972-996-0125



# WEEKDAY KIDS AT FIRST

503 N. Central Expressway  
Richardson, Texas 75080

Preschool, Kindergarten  
&  
Mother's Day Out

## PARENT HANDBOOK

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

We are delighted to have the opportunity to be a part of your child's early childhood experiences. We encourage you to become involved, visit classrooms, ask questions, and give suggestions so this may be a meaningful experience for your family.

## **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 TDFPS

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

All employees will be encouraged to receive TB shots during pre-hire process. 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, exclusive of CPR and first aid.

### **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**

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.



## ENROLLMENT INFORMATION

### ADMISSIONS INFORMATION FORM

Please fill out the Admission Information Form. It includes:

- Pertinent Admission Information
- Release to alternate parties
- Field Trip Authorization (for 4 year olds and Kindergarteners)
- Authorization for Emergency Medical Attention
- Health Requirements (immunization record must be kept on file in the Preschool office.)
- Health-care Professional's Statement (stating the child has been seen by a physician in the past year and is physically able to participate in the preschool program.)
- Vision and Hearing Statement (for 4 year olds and Kindergarteners)

### 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, work phone 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.

### **WITHDRAWAL OF PUPILS**

Please call the preschool office at 972-996-0125 and notify the Director if you are withdrawing your child.

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
MDO (per day)	\$ 50.00

#### MONTHLY TUITION FEES

2 ½, 3 & 4 year olds (2 days)	\$ 170.00
3 & 4 year olds (3 days)	\$ 190.00
2 ½ year olds (4 days)	\$ 240.00
3 & 4 year olds (5 days)	\$ 250.00
Kindergarten (5 days)	\$ 285.00
Extended Day (1 day/week)	\$ 50.00
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 2:00 p.m. on the 15th of each month.** Overdue notices will be sent after the 15th of each month. Fees are NOT refundable. Fees may be paid in the WEEKDAY OFFICE. We do not send monthly tuition statements.
- If you withdraw your child during the school-year, the current month's tuition is due paid in full before withdrawal from the program.
- Parents will be notified of policy changes through written communication. Parents may contact the Preschool Director at 972-996-0125 with any questions or concerns about the policies and procedures of Weekday Kids at First.

## 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. Total maximum capacity on any given day is 145 children.

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

### 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.

## **MEDICATION**

Medication must be brought to the Preschool Office. The Medication Authorization Form must be signed by the parent for each medication. Medication must come in its original bottle and will be kept in a locked cabinet.

## **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.

## DISCIPLINE POLICY

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.

### **FIELD TRIPS**

Field Trips are an important part of early childhood learning experiences. They are planned by the individual four year old classrooms. The number of Field Trips planned will vary depending on the age of the children, makeup of the class and availability of transportation. Children who are unaccompanied by their parent must ride in a church van driven by the director or their teacher. If parents are able to attend, they may take their own child in their car. We discourage younger family members from participating in field trips as the adult attention needs to be focused on the classroom children.

### **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 Body Rhythmics 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. No balloons are allowed at any parties.

## **SNACKS**

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.

## **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.

## **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 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 2:00 p.m. on the 15th of each month. Overdue notices will be sent after the 15th of each month. Fees are NOT refundable. Fees may be paid in the WEEKDAY OFFICE.

## 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.

## **BACK TO 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.

## **CRIB ROOM**

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 12 years of age and is open Monday through Friday from 7:00 a.m. to 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)





