



## **Acton United Methodist Preschool**

3433 Fall Creek Hwy, Granbury TX, 76049

[www.actonpreschool.com](http://www.actonpreschool.com)

817-326-3615

# **PARENT HANDBOOK**

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### **HOURS OF OPERATION**

6:30 AM - 6:00 PM

MONDAY - FRIDAY

### **Mission Statement**

Our mission is to provide a positive Christian environment to develop children's physical, social, emotional, spiritual and intellectual growth while providing a ministry of service and outreach to the community.

**Dear Parents,**

Welcome to Preschool at the Acton United Methodist Church (**AUMC**). Our Preschool is designed to foster your child's educational development while nurturing your child's love for God and His World. Please read through the guidelines offered in this handbook to answer any questions you might have about our school. We want your experience with us to be both pleasant for you and enriching for your child.

I want to offer some helpful hints to help prepare your child for preschool.

- ◆ Remember to always use positive conversations about school activities.
- ◆ Explain to your child that he or she will be going to school to learn, to play with other children and to learn about God.
- ◆ Try to show interest in your child's activities at school by learning about the curriculum in advance to prepare your child for each day's events.
- ◆ Arrive at school on time each day so your child can participate in all activities.
- ◆ Reassure your child that you will be there to pick him or her up at the end of the school day.
- ◆ Encourage interaction with teacher in order that your child experiences a smoother transition.

Our door is always open and we welcome your feedback at any time. Enjoy your time and be confident that your child is in good hands.

**Sincerely,**

**Carmen Davis, Preschool Director**

**Dear AUMC Preschool Families and Friends,**

AUMC Preschool is a licensed non-profit childcare organization providing quality enrichment programs for children ages 6 weeks to 5 years. AUMC Preschool is dedicated to supporting families by providing quality affordable enriching childcare.

Please read this handbook carefully. The purpose of this handbook is to orient you with AUMC Preschool's philosophy and the policies and procedures followed on a daily basis. If you have any questions or concerns regarding the care your child receives, please feel free to contact the Preschool Director.

Thank you for choosing AUMC Preschool for your childcare needs. We look forward to serving you and your family.

**Sincerely,**

**Preschool Board**

### Mission Goals

- Provide affordable childcare through tuition assistance programs.
- Create safe environments for children to learn and grow physically, socially, emotionally, spiritually and intellectually.
- Design school-based programs that are rich in diversity, support families and have dedicated staff.
- Foster children's self-esteem and respect for themselves and others.
- Encourage self-directed behavior and empowerment.

### Administration and Teaching Staff

Acton United Methodist Preschool administration and teaching staff are dedicated to Christian principles and values that will encourage your child to grow spiritually, intellectually, socially and physically.

The Preschool Director is responsible for the efficient daily operation of the Preschool. The Preschool Director is also responsible for recruiting, training, motivating and supervising the teaching staff.

Qualified teachers are selected for their personal integrity, their interest and concern for children and their capacity to understand and relate to children and their parents in a loving and professional way. Each teacher has fulfilled the state and city requirements for continuing education. A complete FBI fingerprint check and central registry background check is required for all staff members prior to working in the Preschool and is performed every two years.

### Preschool Board

Acton United Methodist Preschool operates under the management of the Director. The Preschool Board oversees the operations of the preschool as well as sets policies of the AUMC Preschool. The Board consists of nine church members. They meet monthly or as needed to define policies of the Preschool.

Any concerns or suggestions regarding the Preschool may be addressed to the Preschool Director in writing. If necessary the concern or suggestion can be addressed at the next Preschool Board meeting. A suggestion box is in the school hall to receive your comments and suggestions.

### Tuition and Fees

Tuition is payable weekly. Tuition is due on the first school day of the week. Checks should be made payable to **AUMC Preschool** and placed in the collection box located on the wall just inside the main entrance. Please write your child's name in the memo section of your check. If paying by cash, please bring the correct amount and a receipt from the Preschool Director will be written to you immediately. Each family receives one tuition-free week of vacation per year.

- Tuition price is conditional. *See enrollment price agreement form*
- Each family must pay a \$35 non-refundable enrollment fee.
- A supply fee of \$45 for the fall semester (due September 1), \$45 for the spring semester (due January 1) and \$25 for summer semester (due June 1) is required for all participants.
- There is a \$10.00 fee for each week that a payment is late.
- The late fee will be due the third day of the school week, or the third school day of the month. The child will not be admitted on the 4<sup>th</sup> school day if no payment has been received.
- A \$25 fee will be assessed for any returned checks; further payments must be made in cash or with a money order.

- If child is withdrawn during summer months but parent wishes to save enrollment space in the Fall, a \$100 per child fee is required.
- Each child will receive a 1 week vacation credit after they have been enrolled for 1 year. This vacation credit can be used at any time throughout the year when the child will not be in attendance for a week. Please notify the director when you would like to use the Vacation Credit.
- *No tuition refunds or credits will be made for school days missed due to holidays, illness, family vacation, inclement weather, or other emergency situations except under extenuating circumstances determined by the Preschool Director and the Preschool Board.*

**\* AUMC PRESCHOOL reserves the right to change tuition rates and policies at any time.**

### Subsidy

AUMC Preschool accepts the following subsidized funding:

- Child Care Services

Preschool Director must receive authorization from CCS prior to being accepted into preschool program.

### Drop In

A child enrolled in school for two or three days may attend as a “drop-in” for an extra day if there is an opening. You must contact the Preschool Director prior to bringing your child to confirm that there is an opening in your child’s class. The drop-in fee will be \$40 for each additional day.

### Special Needs

AUMC Preschool is not licensed nor equipped to provide childcare services to special needs children. Any child as a client at AUMC Preschool must be able to participate in and conform to large group activities under the supervision of a single teacher.

### Registration

#### **Enrolling In AUMC Preschool:**

1. Complete a registration packet for each child you wish to enroll. If space is unavailable, your child’s name will be placed on a waiting list.
2. Pay the \$35 non-refundable registration fee per family.
3. Complete and return the enrollment packet to the Director prior to your child’s first day of school. Enrollment packet includes the following information: **(Many forms are required by state licensing regulations. AUMC Preschool cannot begin care until all forms are received, signed by parents and reviewed.)**
  - Admissions Form
  - Emergency Medical Care Form
  - Enrollment Price Agreement
  - Certificate of Immunization Status
  - Discipline and Guidance Policy
  - Photo Release Form
  - Child Information Sheet
  - Physician’s Statement
  - Parent Handbook Agreement
  - Vision & Hearing Screening for children 4 years or older

4. Schedule a site visit with the Preschool Director or attend the orientation meeting at the start of the program. This gives parents and children a chance to orient themselves to the environment, locate their cubby and meet staff.
5. The first tuition payment is due on or in advance of your child's first day at AUMC Preschool. No child will be admitted until full tuition is paid.

AUMC Preschool participates in Child Care Services. Spaces for this program can be limited and preference will be given on a first come, first serve basis. Please apply early if participating in this program. Authorization from CCS must be received by the Preschool Director before a child attends AUMC Preschool.

**AUMC Preschool does not discriminate against race, color, national origin, age, sex or religion.**

### Calendar and Hours of Operation

Acton United Methodist Preschool is open Monday thru Friday from 6:30 a.m. to 6:00 p.m. Children in all classes may be enrolled for two, three or five days each week. Two and three day students will be taken in the classes only if space is available and if no full time student is desiring space. Part time enrollment is allowed by the Preschool Board on a temporary basis. The Preschool Board reserves the right to change any or all classrooms to full time positions only at any time.

All students are requested to be at school for classes beginning no later than 11:00 a.m

The Preschool will be open all regular hours with the exception of the following closures:

#### **HOLIDAYS:**

- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas (24<sup>th</sup> and 25<sup>th</sup> )
- New Year's Day
- Memorial Day
- Independence Day

*\* There are no reimbursements for these holidays*

### Weather Related Closures

All closings and delays due to inclement weather will follow the GISD schedule. If Granbury schools open one or two hours late, AUMC Preschool will open one or two hours late. In the event that inclement occurs during GISD holidays, AUMC Preschool will follow Granbury City Offices closings/delays. The final decision to close early or delay opening will be made by the Preschool Director.

In the event of extreme weather conditions, we are primarily concerned for the welfare of the children and our staff. It is safest to pick up your child early on those days.

Please check the following for the latest school closings:

- Internet: [www.granbury.k12.tx.us](http://www.granbury.k12.tx.us) or [www.hcnews.com](http://www.hcnews.com)

### **Orientation**

An Orientation / Open House for all children and their parents will be scheduled at the beginning of the new school year. It is an opportunity to get to know your child's teachers and Preschool staff, tour the facility and learn the general policies and procedures of the Preschool.

### **Personal Belongings**

Toys and other play equipment should not be sent from home to AUMC Preschool unless requested by a staff member. Please label your child's belongings with their full name. AUMC Preschool is not responsible for lost and damaged items.

### **Parent Participation**

Parent participation is extremely important and increases the quality of our Preschool. We welcome any suggestions, comments or assistance regarding our Preschool at any time. If you wish to help in a classroom, we encourage you to volunteer (a background check is required). We do suggest your time be prearranged with your child's teacher / or Director. In order not to disrupt other children, we do ask when dropping your child off that your good-byes be brief.

The following are some ways to get involved at AUMC Preschool:

- Attend orientation / open house
- Check your child's folder daily and be informed on what's going on at school
- Volunteer (background check required)
- Fund-raising / donations
- Attend Preschool graduation and any other programs
- Complete program evaluations
- Complete exit evaluations
- Communicate daily with center staff
- Suggestion / idea box
- Parent / child conferences
- Newsletters and other publications

### **Parent Communication**

We have an open-door policy to all families. Your comments and concerns regarding any element of the Preschool are always welcomed. A Suggestion Box is in the school hall for your use. Information regarding your child and the class will be provided on a daily basis through the use of individual daily sheets (for the younger classes) and weekly letters.

A child's self-esteem is easily affected by conversations between parents and teachers at arrival and dismissal times. If it becomes necessary to discuss any behavioral problems regarding your child, please refrain from using arrival and dismissal times to address such issues when the child is present. Parents may schedule a conference with their child's teacher at any time by contacting the Preschool Director to make an appointment. Conferences should take place without the child present.

### **AUMC Preschool Licensing**

AUMC Preschool is licensed by the Texas Department of Family and Protective Services (TDFPS). The standards set by this agency and the results of the most recent visit are located on the bulletin board outside the Preschool office. The local licensing office may be reached at 817-573-8612. The licensing agency also handles all reports of abuse and neglect. The hotline is 1-800-252-5400 or reports can be made online at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Regarding Custody Issues**

In the best interest of all the children at AUMC Preschool, if you are going through a legal separation or divorce, we request that the visitation and transfer of children be done at a location away from the Preschool. In the event an altercation occurs at our school, the Director reserves the right to ask the family to seek alternate care at another facility from that day forward. If there is a court order prohibiting a parent from visiting or picking up a child, AUMC must have a copy of the court order on file. We appreciate your cooperation regarding these matters. Our main concern is the safety and well being of all our children.

### **Attendance**

If your child is going to be absent from school, please notify the Preschool Director the day prior to the expected absence or as early as possible on the day of absence. If you do not speak directly to a staff member, please leave a message on voice mail. Please contact the Preschool Director if your child has a long-term illness or special circumstance rendering him or her unable to attend school for an extended time.

If you decide to withdraw your child from the Preschool, please give the Preschool Director at least two weeks written notice. This will allow time for a replacement on the waiting list to fill your child's space in class. You are responsible for your child's tuition until the Preschool Director is notified.

If any child has difficulty adjusting to classroom rules and behavioral problems become unmanageable, the teacher will consult with the Preschool Director in evaluating the problem and recommendations will be made to the parents. The Preschool reserves the right to dismiss any child from school whose parents refuse to follow policies provided in this handbook or whose behavior becomes disruptive and unmanageable.

### **Birthdays and Holidays**

Parents are encouraged to make birthdays and holidays a special event for your child. If you wish to celebrate your child's birthday at school, we welcome you to send a special treat such as cookies for your child to share with his or her class. Only store-bought food is allowed. No homemade food items are allowed for safety reasons. Please notify your child's teacher in advance of your plans.

### **Arrival and Dismissal**

Acton United Methodist Church Preschool hours are 6:30 a.m. to 6:00 p.m. Please do not arrive before 6:30 a.m. This allows teachers time to prepare the classrooms and activities for the day. Always accompany your child to his or her classroom and leave your child in the supervision of a staff member. Please remember to clock your child in when you arrive and clock your child out when you leave. The preschool is required by the state to track attendance. Failure to clock your child in or out could result in termination of child care.

Children must be dropped off at preschool before 11:00am. If you arrive after 11:00am, your child will not be admitted to preschool that day. The only exception to this rule is if you will be late due to your child having a doctor's appointment. In this case, you must notify the Director the day before in order to allow for the late arrival.

If your child brings breakfast with them in the morning, they will be permitted to eat it up until 8 am. After 8 am, the teachers start their curriculum and the children will be busy with daily work. Morning snack is served to the children around 9 am. Please keep this in mind when dropping your child off at preschool.

Upon arrival to the preschool, teachers will do a visual health check. Teachers will look at your child for anything out of the ordinary, like a bump of the face, head, arms or legs. If anything is observed, they may inquire about the cause of injury. Please be advised that this procedure is for the sole purpose of determining if bumps or bruises occurred at home or at preschool. If the injury did occur at school, we will fill out an

incident/illness report for you to sign. AUMC Preschool has the right to refuse care for a child and require a doctor's statement if any other symptoms of illness are visible.

For your child's security and protection, all entrances to the preschool are locked. Please utilize the preschool's main entrance for pick-up and drop-off.

Children should be picked up by 6:00 p.m. Please be prompt in picking up your child to avoid any anxiety issues when your child is ready to leave.

#### **Late Dismissal Policy:**

If for some unavoidable reason you will be picking up your child late, please contact the Preschool Director so arrangements can be made for your child until you arrive. A late charge of \$1.00 per minute will be assessed beginning at 6:01 p.m. for every minute you arrive late to pick up your child. This amount will be billed to your account and will be payable with your next tuition. Please be considerate to our teaching staff as they are affected by timely dismissal of the children. Excessive late pick-ups can result in child care termination.

Children will be released only to their parents or an approved adult listed on your Child Release Form. If it becomes necessary for a person not listed on your Child Release Form to pick up your child from school, you must contact the Preschool Director in advance to inform the teachers of your plans. The person picking up your child should come to the Preschool Director's office with proper photo identification. After making a photocopy of their identification, the Preschool Director will then accompany the alternate to pick up your child. This procedure is for the safety and security of your child.

When you place your child in our care, you are showing us that you trust us with your most prized possession. We want to continue to earn that trust by looking out for your child's welfare during the time that he or she is enrolled with us. Therefore, if we suspect that the person picking up your child is under the influence of drugs and/or alcohol, we will require that someone else from your pick-up list take your child home.

#### **Health**

Steady attendance is encouraged, but please be considerate in evaluating your child for any signs of illness prior to attending school.

#### **Please do not bring your child to school with any of the following symptoms of illness:**

- Diarrhea: Three or more watery stools in a 24-hour period or one bloody stool.
- Vomiting: Vomiting twice or more in the past 24 hours.
- Rash: Body rash, heat or allergic reaction, especially if accompanied by a fever.
- Eyes: Mucus, pinkeye or puss draining from the eyes.
- Sores: Oozing sores which cannot be covered.
- Sore throat: Especially if accompanied by a fever or swollen glands.
- Lice, scabies: Children must be free from lice or nits before returning to childcare.
- Chicken Pox: contagious skin irritation accompanied with fever.
- Fever: Temperature of 100°F or above

**\* Your child should not return to school until free of all symptoms.**

A written doctor's statement with a diagnosis may be required upon returning to preschool after an illness has occurred. This may be required at the discretion of the preschool director.



Should your child become ill while at school, the Preschool Director will notify you. Your child may be sent home at the director's discretion. If a parent cannot be reached we will begin calling alternative emergency contact persons to pick up the child. If the child is not picked up within a timely manner, we will assess a fee that will follow the Late Dismissal Policy. We appreciate your consideration in evaluating your child's health for the protection of other children at school from unnecessary illness. If your child contracts a communicable disease, the school **must** be notified and your child should not return to school until free of symptoms. Parents will be notified if your child's class has been exposed to any such diseases.

The TDFPS requires vision and hearing screenings for children who are four years of age by September 1. This screening may be performed by your personal physician. Screening results must be provided for child's file.

### **Medication**

At AUMC Preschool, medication will only be administered under the following guidelines:

#### **Prescription Medication:**

Written consent from an authorized adult and physician's instructions are required for administration of medication. Medication must be stored in its original container and include:

- Child's name
- Physician's name
- Name and strength of medication
- Legible instructions for administration
- Expiration date or date prescription was filled

#### **Non-Prescription Medication:**

The following medication can be given with written consent from an authorized adult only with dose, duration and method of administration specified on the manufacturer's label for the age or weight of the child needing the medication:

- Antihistamines
- Non-aspirin fever reducers / pain relievers
- Decongestants
- Anti-itching ointments or lotions, intended specifically to relieve itching
- Sunscreen
- Cough drops

#### **A physician's written authorization is required for non-prescription medication that:**

- is not included in the above list
- is to be taken differently than indicated on the manufacturer's label
- Lacks label instructions

\*Parents must fill out a medication administration form and sign it each day that the medication is received.

### **Accidents**

In the event of an emergency:

- AUMC Preschool staff is trained in CPR and First Aid.
- A designated staff member will contact the Emergency Medical System (911).

- The Director or School Supervisor will contact the parent / guardian or if the parent / guardian cannot be reached, the child's alternative emergency contact person.
- Emergency transportation for any necessary medical care will be determined by the emergency response team and / or parent / guardian.
- An **accident / incident report** will be completed and kept at the center.

#### Emergency Numbers:

Emergency Medical/Fire System	911
Child Protective Services	817-573-8612
Granbury Police Department	817-573-2648
Hood County Sheriff's Office	817-579-3307
Poison Control	1-800-222-1222

#### Child Abuse and Neglect

Childcare providers are required by law to report any suspected cases of child abuse or neglect. Referrals may be made to Child Protective Services without conferring with the parents.

Child Protective Services is available for any child that is a victim of abuse and neglect. If someone you know is being abused or neglected call CPS at 817-573-8612 in order to place a report. You could save a child's life by making that call!

Preschool staff is required to be trained annually on recognizing and reporting child abuse or neglect. There are several community resources available to assist with prevention and to create awareness of issues regarding child abuse and neglect. These resources include the Children's Advocacy Center and Mission Granbury. The preschool uses these community resources to assist in staff training. These community resources are available to parents as well.

#### Safety

AUMC Preschool makes every attempt to maintain a safe environment for your child. In communication with local authorities, AUMC Preschool has created an Emergency Preparedness Plan that addresses every type of emergency situation that may arise. Training is held each year with the preschool staff to review procedures for each emergency that may arise.

Fire drills are performed each month and tornado drills are performed every 6 months. Documentation of these drills is kept on file in the director's office for viewing by local authorities.

#### Curriculum

AUMC Preschool is designed to provide a safe, creative play atmosphere for your child to encourage spiritual, emotional, physical and intellectual growth. We teach an academic curriculum as well as a Bible based curriculum.

Your child will participate in age-appropriate individual and group activities designed to meet your child's developmental needs. Group activities will include story time, music, art, library visits and outdoor activities. Learning centers in each classroom consist of developmental toys, art supplies and science equipment. Children will attend a Chapel celebration service each week to express God's love for the world they live in. They will also participate in daily academic time that includes letters, shapes, colors and numbers. Our language teachings will include phonics. Fitness and movement instruction will also be taught.

### Outdoor Play

Outdoor activities are an important part of our Preschool and all children are encouraged to participate. There will be time each day for your child to play in a supervised, securely fenced playground equipped with climbing toys and slides. During inclement weather, equipment will be provided inside the church for indoor play. Please remember to dress your child according to weather changes during the day. It is a state requirement that children experience outside play daily. Therefore, please make sure your child has acceptable clothing for being outside. During the winter children will be going outside unless the weather is inclement. This determination will be made by the Preschool Director. If you do not want your child outside and it is determined by the Preschool Director that it is not inclement weather, you will be asked to pick up your child.

### Rest Period

All children will observe a rest period each afternoon. The rest period will last a minimum of one to two hours. Sleeping mats are provided by the preschool. We ask that parents provide a light blanket for rest time. A favorite soft toy or pacifier will often make rest time a more pleasant experience for your child. Please clearly label all personal belongings with your child's name. Take all bedding home at the end of each week to wash and return them with your child at the beginning of the next week. Having their own belongings during rest period helps your child feel more comfortable resting.

### Breakfast, Snack and Lunch

Breakfast is not offered by AUMC. However, if you wish, you may bring a breakfast for your child to eat before 8:00 a.m. We offer nutritious snacks in our morning and afternoon sessions. All snacks will meet the required nutritional standards set by the Texas Health Services. If your child has special dietary needs, please contact the Preschool Director to arrange for special snacks. Menus will be posted monthly.

It is the parent's responsibility to provide a nutritious and well-balanced lunch for your child that includes protein, bread, vegetables, fruits, and dairy products. **Please select foods that are easy for your child to eat independently, paying close attention to high choking hazard foods.** Any special eating instructions should be included with your child's food.

Please do not send any of the following items for your child: no glass containers, no carbonated drinks, no gum or hard candy, no eggs and no nuts (including nut butters, i.e. peanut butter) of any kind due to allergy issues that may be present in your child's classroom. We will not serve the above items to your child. These rules may vary depending on individual classroom needs.

### Clothing

It is important for your child to be dressed in comfortable clothing at school. Your child's attire should be washable, easy for him or her to remove independently, loose enough to provide freedom of movement and suitable for outdoor weather. Please provide a complete change of clothes for your child including shoes and socks in case an accident requires fresh clothing. All personal articles should be labeled clearly with your child's name. (Please put change of clothes in gallon size zip lock bag, labeled with child's complete name and give to child's teacher.)

Please be aware that bleach water is used to sanitize changing mats, tables, etc. We ask that your child not be sent in good clothes as some articles of clothing may obtain bleach spots due to our cleaning procedures. We strive to keep this from happening and apologize if your child's clothing gets bleach spots.

### **Potty Training**

If your child is not already potty trained, please provide disposable diapers labeled with your child's name on the package. Please place these diapers in the appropriate container in your child's classroom.

Potty Training can be a stressful time for children. We have found that consistency is the key to successful potty training. Please notify us of when you are attempting to potty train your child and what techniques you are using, so that we can use the same procedures. If your child wears pull-ups at home, please send pull-ups with your child for the time that they are in preschool. If your child wears underwear at home, then send underwear with your child. Day-to-day consistency is also fundamental. It confuses a child if one day they wear a pull-up and the next day they wear underwear. Please choose one and stay with it. We understand that accidents will happen, so please send extra underwear and clothing for your child.

We prefer your child be potty trained before entering the 3-year old room. We do not have diaper changing equipment in the 3 year old room or the 4-5 year old room. We require that your child be potty trained before attending the 4 - 5 year old class. If your child is not potty trained and is of the age to enter the 4-5 year old room, we may ask that he/she remain in the 3-year old room until potty training is successful, at which time the Director will evaluate and decide if the child can then be moved into the 4-5 year old classroom.

### **On-Sight Field Trips**

Scheduled on-sight field trips that coincide with classroom curriculum and activities will be taken. All on-sight field trips will be conducted in our facility. Permission forms will be sent home with your child at least one week in advance. Children will not be allowed to attend an on-sight field trip without a signed permission form. If a parent would like to volunteer in the classroom or for on-sight field trips, you will be required to have a background check done in advance. This is required by the Texas Department of Family and Protective Services. This also includes Grandparents and friends that attend with you. All results are private and confidential.

#### **For a child to participate in an on-sight field trip, parents must complete the following:**

- Place the child's name on the field trip permission form with the proper guardian's signature.
- Pay any additional costs for the field trip
- Plan for a way to keep lunch / food cold and safe, if necessary
- Have child wear or bring appropriate clothing and shoes for trip, if necessary
- Provide sunscreen when needed
- Alert staff to any medication needs

#### **Transportation:**

Currently we do not participate in any field trips that require the need for transportation.

## Other Policies and Procedures

### Sexuality Guidelines

#### **Purpose:**

To provide unbiased, accurate information in a safe and comfortable environment that allows children to develop respect for themselves and others, to acknowledge the child's questioning as natural and appropriate and to encourage the child to more fully discuss subject matter with a parent or guardian.

#### **Goals:**

- Encourage children to come to you, the parent / guardian, for more information.
- Encourage children to learn and understand their own family values related to sexuality and be respectful of others values and beliefs.
- Affirm that the question is natural and valid.
- Use correct words for body parts and functions.
- Acknowledge that sexual feelings are natural.
- Affirm children to feel good about whom they are.

*If you are uncomfortable with these guidelines, please talk to your Preschool Director*

### Child Care Biting Policy

We recognize that biting is a terrible thing for the victim, the parents of the victim, the teachers and the parents of the biter. We also recognize that biting is "developmentally appropriate." Please do not infer that this statement implies that it is acceptable. The problem is that it is natural for most children under three years of age to bite.

Sometimes biting is done to relieve anxiety or stress. Children who have not acquired verbal skills do not have the ability to tell us when they are anxious, hurting, upset or stressed. As a result, they have a tendency to bite. Children who are in pain due to teething also have the tendency to bite.

Each time a child bites, an incident report is given to the victim's parents and the biter's parents. We follow privacy acts and will not release the children's names to the other parents involved.

Our staff is trained to give all of their attention to the child who is bitten. TLC and hugs will be given to the injured child while the child who did the biting will be told very sternly "No Biting" and explain to the child on their level how they hurt their friend.

If a child has bitten more than 3 times in a day or if the skin is broken, you will be notified to pick up your child from AUMC Preschool. We will also ask for your support at home to help end biting. If the situation does not improve, a parent conference will be scheduled. A plan of action will be formed during the parent conference. With all parties working together, the situation should be resolved. If the issue is not resolved, AUMC Preschool reserves the right to ask parents to find alternate care for their child.

### **Aggressive Behavior in Children**

Our program believes that early intervention is in the best interest of children, families, and staff. Our school is committed to addressing developmental and behavioral issues as soon as they arise. If our staff identifies developmental concerns, the parents are promptly contacted. The staff will work with the family to share information, make recommendations, and construct an individual program for meeting the needs of the child.

Our staff uses positive guidance techniques when working with children. Some behaviors, such as biting, tantrums, sharing issues, or physical aggression are typical developmental issues that we see in the Preschool environment. For safety and health concerns, we take aggressive behavior seriously. While biting, spitting, hitting, pushing, and kicking can be quite natural responses to frustration in the younger child, children over two years of age are expected to have outgrown these behaviors. Thus, they are not tolerated in the 3-4 year old and 4-5 year old classrooms and will be treated as serious disciplinary offenses by the teachers and Director.

Our policy for handling behavior challenges is the following:

- The parents will be contacted with detailed information.
- The teacher and/or Director and parents will meet together to share information, construct an action plan to support the child, and set a time for a follow-up meeting. While suspension seems like an extreme solution, it is actually a useful and common tool in handling preschool misbehavior. It should be regarded by the parent not so much as a punishment, but as an opportunity for the child to forget his/her old pattern and relearn a healthier one.
- During the follow-up meeting, the teacher and/or Director and parents will reflect and reassess the action plan and determine what, if any, future measures shall be taken to support the child.
- If all our interventions, as well as those made by the family outside of school, have not been successful, we may determine that we are unable to meet the needs of the child. At that time we will ask the family to find an alternate placement for the child.
- In the event that the child is exhibiting behavior that poses a danger to other students or staff, the Director will require that the child be picked up from school immediately that day.

Our program celebrates the individuality of each child. We are committed to responding to a wide range of learning styles and needs. It is only on very rare occasions that a child's behavior may warrant the needs to find a more suitable setting for care.

Examples of such instances include:

- A child appears to be a danger to him/herself, other children or Preschool Staff.
- Medical, psychological or social service personnel working with our school determine that continued care at our school could be harmful or not in the best interest of the child.
- Any other situation in which the accommodations required for a child's success and participation in school place an undue burden on our resources.

### **Guidance Policy**

**Purpose:** To teach children how to respect self, others and property.

**Approaches:** The first approach we use at AUMC PRESCHOOL is **modeling**. Each staff member emulates the behavior expected of children.

The second approach is to guide and educate children in the skills of **positive communication**.

The skills that we teach include:

- Active listening
- Positive feedback
- Using “I” statements
- Practicing general courtesy and consideration
- Communication through empathy and humor
- Encouragement to understand and express feelings

### **Weapons Policy**

AUMC Preschool follows a policy of “NO TOLERANCE” for illegal substances and weapons. Children under AUMC Preschool care may not possess or use weapons on AUMC Preschool property, AUMC Preschool provided transportation and in areas used or sponsored by AUMC Preschool.

Weapons include firearms according to federal and state laws, explosives, items that can be construed as causing bodily harm and toys/objects that appear to be weapons or used to cause bodily harm, regardless of size.

Any child who has brought a weapon to AUMC Preschool:

- Will be removed from the group.
- Parent/guardian will be called immediately to take child home.
- Conference between parent/guardian and Preschool Director arranged. Any situation of this type may result in your child’s being suspended or terminated from enrollment.

### **Conflict - Resolution Policy**

**Purpose:** To facilitate children through the process of resolving conflicts through peaceful, open communication.

**Expectations:**

- Follow staff directions.
- Work cooperatively with staff and peers when conflicts occur.
- Abstain from physical or verbal assaults of other children or staff.

**Corrective Measures:**

**Purpose:** To encourage the choice of appropriate behavior through the use of natural and logical consequences.

**Steps:**

Staff members will communicate regularly with the parent / guardian. Inappropriate behavior will be handled in the following manner:

1. A parent conference will be scheduled to design a behavioral contract specifically addressing the expectations of the staff and parents as well as the needs of the child.
2. If inappropriate behavior continues, the child will be given a one day suspension and a meeting with the parent will be scheduled.
3. If the behavior is not improved, the child may receive up to a three day suspension or be asked to leave the program.

Your child will be immediately removed from the program for the following reasons:

- Possession or use of weapons or firearms (see Weapons Policy)
  - Bringing any illegal substances into program
  - Excessive aggressive behavior (physical and / or verbal)
- **All parents are required to sign the Discipline and Guidance Policy Guidelines as set by the Texas Department of Family and Protective Services. See document in the Enrollment packet.**

### **Anti-Bias/Multicultural Policy Statement**

#### **Purpose:**

It is our policy to incorporate anti-bias and cultural diversity into the environment and daily activities of all AUMC Preschool programs. Our programs attempt to teach children to challenge discrimination, prejudice and stereotypes, while increasing respect and understanding for others.

#### **Approaches:**

- Incorporate culturally diverse/anti-bias philosophy in physical surrounding for example through books, posters and displays.
- Provide children opportunities to participate in culturally relevant activities.
- Train staff annually on culturally sensitive/anti-bias approaches to interacting with children and families in the program.





### **FIRST DAY OF SCHOOL CHECKLIST (12 – 24 month old)**

The First day can be a bit confusing for both you and your child. This list will help you and your child in preparing to begin the journey of Preschool.

- ALL Completed enrollment forms: including immunization records
- Tuition Payment, registration and supply fee paid in full to the Director
- Nap pack (including all things needed for nap-time; i.e.: blanket, pacifier, comfort toy, etc.)
- Change of Clothes including socks and shoes (please have all items in a gallon sized Ziploc bag labeled with child's full name.)
- Diapers or pull ups (wipes are provided but if you prefer a specific type please provide them, and they must be clearly labeled with child's full name)
- Bottles Formula, Baby Food and / or Lunch (NO PEANUT BUTTER OR GLASS CONTAINERS ARE ALLOWED)
- Any other items you feel are completely necessary

### **FIRST DAY OF SCHOOL CHECKLIST (2 - 3 year old, 3 - 4 year old and 4 - 5 year old)**

The First day can be a bit confusing for both you and your child. This list will help you and your child in preparing to begin the journey of Preschool.

- ALL completed enrollment forms: including immunization records
- Tuition payment, registration and supply fee paid in full to the Director
- Nap pack (including all things needed for nap-time; i.e.: blankets, pillow, pacifier, comfort toy, etc.)
- Change of clothes including socks (please have all items in a gallon sized Ziploc bag labeled with child's full name.)
- Diapers or pull ups (if applicable)
- Lunch (NO PEANUT BUTTER OR GLASS CONTAINERS ALLOWED)

# INFANT HANDBOOK

**This handbook details the unique policies and procedures that pertain only to the Infant program. General policies of the school are stated in the General Parent handbook. Please become familiar with its contents of both handbooks. We are available to answer any questions you may have.**

Our mission is to provide a positive Christian environment to develop children's physical, social, emotional, spiritual, and intellectual growth while providing a ministry of service and outreach to the community.

Constant observation, followed by appropriate responses to your infant's needs, insures that we will establish a trusting relationship between the staff and infants, as well as the staff and parents.

### **Drop off**

Clock your child in utilizing the time clock system set up at the front door. Walk through the preschool and into the Christian Life Center (CLC). Bring your infant to the room and wait at the door for the Lead Teacher or Assistant to greet you. Infants may come inside barefoot or wearing socks with gripper bottoms. Parents may not enter the room until they have applied shoe covering and hand sanitation. Once infant is dropped off, parents may exit the facility using the door located inside the CLC.

### **Good-byes**

Please make your good-byes as happy as possible. A hug, a kiss, and a smiling face, saying "I love you and I will be back for you later," is very reassuring. Please trust in the staff to give further comfort as we understand that your infant will cry. This separation anxiety is an important milestone for your infant as it furthers their emotional and intellectual development.

### **Pick-Up**

Clock your child out utilizing the time clock system set up at the front door. Walk through the preschool and into the Christian Life Center (CLC). Please approach the door quietly; this gives you a chance to observe your infant and others as well. There also may be sleeping infants in the room. Please wait for the staff at the door to acknowledge your presence, and we will invite you in. Parents may not enter the room until they have applied shoe coverings and hand sanitation.

### **Sick Days**

If your infant will not be at school, please contact the school office. Your infant must be free of fever, vomiting, and diarrhea for 24 hours prior to the next school day. If your infant exhibits any of these symptoms at school, we will call you to take him/her home. For further details, please refer to our General Parent Handbook.

### **Medication**

Medication will be given at school when requested by parents as authorized by a physician. Parent permission and physician instruction forms are required, and you can find these forms with your Lead Teacher or Director. Please see the General Parent Handbook, Medication, for more information. Please notify the school of all medications a child is taking; even those that are not administered during school hours.

### **Breast Feeding**

AUMC Preschool offers mothers the opportunity to visit throughout the day in order to breast feed. Accommodations will be made for mother's breast feeding if it is desired. Breast milk can also be provided in bottles in order to be fed to their child throughout the day by preschool staff.

## **Clothing, Diapers, Diaper Wipes, and Diaper Cream**

### **Clothing**

- Two full changes at all times. Place in a Ziploc bag with their name clearly labeled on the front.

### **Diapers Clothing**

- Enough for one week (approximately 25)
- Clearly labeled with name on the fold of the diaper

### **Diaper Wipes**

- Please provide wipes for your infant
- Clearly labeled with name on the package

### **Diaper Cream**

- Please see section titled, Medication
- Clearly labeled with name on the package

## **Bottles and Food**

### **Bottles**

- Bring enough for the day pre-filled with breast milk
- Bring enough for the day pre-filled with water and formula
- Formula for just in case scenario
- Bottles and formula clearly labeled with name

### **Cereal**

- Bring dry infant cereal daily as needed, clearly labeled
- Cheerios will be provided by the Preschool

### **Food**

Bring daily baby food clearly labeled with name on it. (NO GLASS CONTAINERS ARE ALLOWED)

### **Milk**

Whole milk will be provided by Preschool

### **Water**

Please provide bottled water for your infant's bottle, clearly labeled with name

### **Juice**

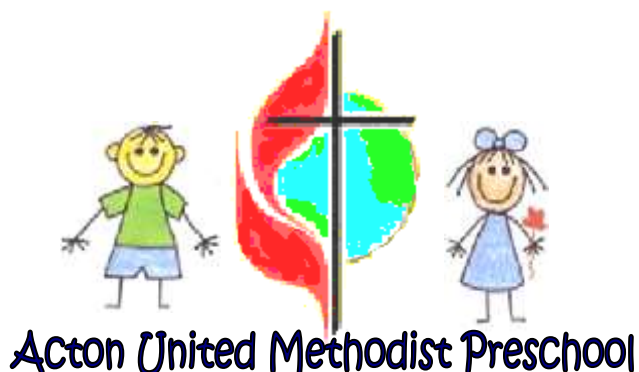
May be sent daily in bottles, clearly labeled with name

### **Food**

Healthy lunches and snacks should be packed daily in a thermos type lunch bag (low sugar/low salt/little food coloring/little preservatives)

## **Other objects**

Please do not send in toys, hair bows, barrettes, or other personal items/possessions. Please see the General Parent Handbook, Personal Belongings.



FIRST DAY OF SCHOOL CHECKLIST  
(Giraffe & Hippo Rooms)

The first day can be a bit confusing for both you and your infant. This list will help you and your child in preparing to begin the journey of Preschool.

- ALL completed enrollment forms, including immunization records
- Tuition Payment, registration and supply fee paid in full to the Director
- Nap items (i.e. comfort toy, pacifier) NO sleep blankets
- 2 full change of clothes including socks (in a Ziploc baggie and clearly labeled with name on it)
- Full week worth of Diapers with name clearly labeled along the fold
- Full week worth of diaper wipes with name clearly labeled on package
- Bottles, pre-filled with breast milk or water/formula mixture for the day, clearly labeled with name
- Extra formula with name clearly labeled
- Bottled water, if you prefer, for your infant
- Any other items you feel are completely necessary (don't hesitate to inquire about any items)