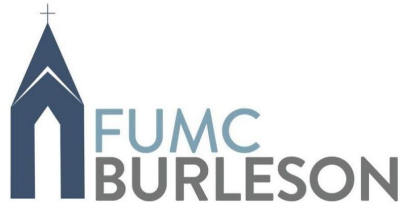


First United Methodist Church Preschool Parent Handbook 2019-2020



590 N.E. McAlister
Burleson, TX 76028
817-295-0635 ext. 240
Church Phone # 817-295-1166

“Let the children come to me, and do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it.”

Luke 18:17

Mission Statement:

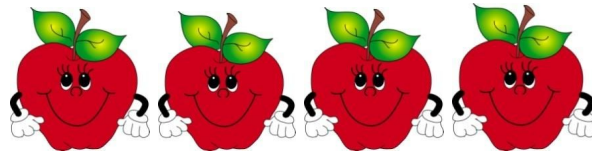
The purpose of the First United Methodist Church of Burleson Preschool is to provide a safe and nurturing environment for children to grow physically, mentally, socially, emotionally, and spiritually through developmentally appropriate activities in order to develop a positive self-image and prepare them for the transition into kindergarten.

Dear Parents,

The first years of your child's life seem to go by so quickly! Each step along the way has been a new experience for your child, as well as for you. We are dedicated to helping make your child's preschool experience a positive one by providing a strong, Christian, loving, and safe environment. Your child will participate in various activities designed to help develop fine and large motor skills, social skills, following directions, group participation, problem solving, decision-making skills, independence, and an understanding of both academics and the Christian faith which builds a strong foundation for your child's education. While the above developmental skills are a very important part of education for preschoolers, we, at FUMC Burleson Preschool, also feel that your child's well-being is centered on their self-esteem, sense of curiosity, self-direction, and above all – love. Love for themselves and others.

With that in mind, the preschool provides many opportunities for our students to learn these basic principles. We feel these basic principles help them in all aspects of their lives, especially knowing that the Lord loves and cares for them. We look forward to making your child's preschool years a happy, loving, and memorable time.

*In Christian Love,
Cari Foster
Preschool Director*



Goals and Objectives:

Children will grow socially and emotionally by learning to...

- ♥ Listen
- ♥ Follow simple directions
- ♥ Think for themselves
- ♥ Live within limits they can understand
- ♥ Make choices
- ♥ Express feelings in socially acceptable ways
- ♥ Identify with an adult other than a parent
- ♥ Feel secure away from home
- ♥ Make new friends
- ♥ Work both individually and in a group
- ♥ Take turns
- ♥ Share

Children will grow physically and mentally by...

- ♥ Developing large and small muscle coordination
- ♥ Developing visual and auditory discrimination
- ♥ Developing language skills
- ♥ Recognizing colors and shapes
- ♥ Recognizing letters
- ♥ Recognizing numbers 1 to 10
- ♥ Working creatively with the hands
- ♥ Learning to cut with scissors

Children will grow spiritually by...

- ♥ Practicing prayer at meals and snacks
- ♥ Hearing age appropriate Bible stories
- ♥ Exploring God's wonderful creation
- ♥ Celebrating major Christian holidays
- ♥ Hearing faith language such as God, prayer, Jesus, love, and worship used in the classroom

These goals are built into the preschool curriculum. The curriculum is a mixture of play, stories, songs, movement, activities, art, and learning projects.

Curriculum:

The preschool has age appropriate, diverse activities which make the most of learning opportunities for all. Christian values and attitudes will be practiced, although specific religious doctrine is not a major emphasis of the curriculum. The music-based Frog Street Press Curriculum is incorporated into our daily activities to address literacy goals by providing a foundation for developing language and literacy. Mathematical concepts such as number recognition, quantity, geometry and spatial sense, and measurement are addressed through hands on activities. Pre K students enjoy Quirkles, a hands-on science curriculum. All Toddlers through Pre-K will also have Chapel and Fitness class each week.

Enrollment:

The FUMC of Burleson Preschool does not discriminate when enrolling children in the preschool. The state requires the following forms to be completed and on file in the preschool office before a child can enter FUMC Burleson Preschool:

- Admission Information Form
- Preschool Health Statement signed by your child’s doctor
- Current vaccination record or state waiver.
- Parent Handbook Verification Form (first page of this book)
- Discipline and Guidance Form
- Students entering Pre-K need a hearing and vision screening

The FUMC Burleson Preschool begins enrollment for the school year in February and March. The children of church members and those currently attending the program are enrolled first. Open enrollment begins in late March.

Schedule Changes:

Due to the size of our enrollment and the paperwork required by state, there will be a charge of \$25.00 for any schedule changes throughout the current school year. This will be in affect starting Sept.1, 2017.

Pre-K Students:

The extra \$10.00 tuition goes toward our science curriculum and also field trips. We will go on 3 field trips throughout the school year. One in the Fall, one at Christmas time and another in the Spring. Each child must be accompanied by an adult other than their teacher as we are not equipped to transport children according to state standards. We try to give as much notice as possible in order for parents to make arrangements to be available that day.

TUITION 2018-2019

Registration Fee: \$165.00

This yearly, per child, **non-refundable fee** is due at the time of enrollment, and covers all church support and supplies for the entire school year. Enrollment forms and registration fees will be required yearly as children promote into a new age group.

The First United Methodist Preschool has a no-refund policy of all monies paid to the Preschool.

2018-19 pricing

Nursery/Toddler

9:00 am – 2:00 pm

Tue/Thu	\$210.00
Mon/Wed/Fri	\$260.00
Mon – Fri	\$350.00

Before School *

7:00 am – 9:00 am

1 day a week	\$25.00
2 days a week	\$40.00
3 days a week	\$55.00
4 days a week	\$70.00

2’s and 3’s Classes

9:00 am – 2:00 pm

Tue/Thu	\$185.00
Mon/Wed/Fri	\$240.00
Mon – Fri	\$325.00

After School **

2:00 pm – 5:30 pm

1 day a week	\$40.00
2 days a week	\$70.00
3 days a week	\$95.00
4 days a week	\$125.00

Pre-Kindergarten

9:00 am – 2:00 pm

Tue/Thu	\$200.00
Mon/Wed/Fri	\$255.00
Mon – Fri	\$340.00

5 days a week \$85.00
*Parent must provide a snack
or breakfast for student.

5 days a week \$155.00
**A snack is provided for
after-school students.

Fees are per month and per child, and are due the first day of class for the month. **All fees must be kept current if your child is to remain in the program.** After the 15th of the month, a late fee of \$35 will be assessed. If payment hasn't been made by the last day of the month, the child will be removed from the roll. Should you choose to re-enroll after that, new registration fees will apply. Because our tuition is based on the total number of school days in the year, **FULL MONTHLY TUITION IS DUE REGARDLESS OF THE NUMBER OF DAYS PRESENT DURING THE MONTH.**

A tuition discount of 10% is offered for families who choose to pay the entire year's tuition by September 6, or a 5% discount for those who pay for the entire semester by either September 6 for fall, or January 10 for spring.

Preschool Hours & Attendance:

The First United Methodist Preschool is open Monday through Friday. The preschool begins on the Tuesday following Labor Day and ends on the Thursday before Memorial Day. We follow the Burleson Independent School District Calendar for holidays and closings.

Before-School Care	7:00 a.m. to 9:00a.m.
Preschool	9:00 a.m. to 2:00 p.m.
After-School Care	2:00 p.m. to 5:30 p.m.

Before and after school care is available for children enrolled in the preschool program. **Please do not arrive before 9:00 a.m. if your child is not enrolled in before-school care. Pick up your child promptly at 2:00 p.m. unless your child is enrolled in after-school care. At 2:05 we will enforce our Late-fee policy.** The sign in sheet in each classroom can be used to note any changes in pick-up arrangements. You must sign the attendance sheet located by your child's classroom door when arriving in the morning. As a courtesy, please call if your child will be absent from school.

Our program is enrollment based. Because of the teacher-child ratios in each room, please note that we are NOT able to switch your child's attendance days based on school closings or personal requests. Make-up days are not allowed for absences. Any days your child attends outside of his/her normal enrollment will be considered a drop-in, and will be an additional fee.

Before School Program:

The before-school program begins at 7:00 am. Children enrolled in before-school may be dropped off any time after 7:00 am. Parents must send breakfast or a snack for each child. At 8:50 am, all children will be taken to their respective rooms. Please enter through the doors at the east end of the building.

After School Program:

The after-school program is from 2:00 p.m. to 5:30 p.m. Children enrolled in after-school may be picked up any time before 5:30 pm. All children must be picked up by 5:30 p.m. A nutritious snack will be provided. The person picking up the child must sign the sign-out sheet and make note of the time.

Late Pick-Up Fees:

Any child picked up after **2:05pm** that is only enrolled in our 9-2 program will be charged \$15 due upon pick-up.

If your child is enrolled in our After-School program then the cost for any child not picked up by 5:30pm will be \$2 per minute late. Time is at the director's discretion. Repeated (more than twice in a semester) failure to pick up by 5:30pm will result in being unenrolled from the after-school program.

Tardy Policy

We ask that all children be in class by 9:45 each day. If your child is arriving after this time we will need a Doctor's note to admit them for the day. When children arrive after activities have started, the day can be disrupted for everyone. If there are special circumstances please make prior arrangements with the Director or your child's teacher.

School Closing Calendar 2019-2020:

First Day of School	Aug. 19
Labor Day	Sept. 2
School District Closing	Oct. 11-14
Thanksgiving	Nov. 25-29
Christmas	Dec. 20 - Jan. 6 (Spring Semester will start Tues. Jan. 8)
MLK Day	Jan. 20
President's Day	Feb. 17
Spring Break	Mar. 16-20
Good Friday Holiday	April 10-13
Last Day of School	May 21 (This is on a Thursday this year)

(Calendar is based on the BISD School Calendar, and is subject to change)

Drop-Ins

Drop In care will only be offered in an Emergency situation and can only be allowed if there is space available.

The rates for drop-in care are as follows:

Before-School Care	7am-9am	\$15 per day
Regular Day	9am-2pm	\$25 per day
After-School Care	2pm-5:30pm	\$15 per day

Summer Program:

The summer program is held Tuesday and Thursday for six weeks during June and July from 9:00 a.m. – 2:00 p.m. Separate registration fees and tuition are required.

Staff:

Our teachers have been carefully screened, including state and federal background checks. Each teacher is well qualified and trained for their position. We require at least one teacher from each classroom to be First Aid and CPR certified and all teachers are required to take a minimum of 24 continuing education hours each year.

Security Measures:

The FUMC Burleson Preschool has security measures in place to keep children safe. Parents must sign in on the attendance sheet located by the door of the classroom. The preschool has an open-door policy which allows parents to visit anytime, but only authorized parents or family will be allowed to visit the preschool. Parents and volunteers who wish to visit inside the classroom more than one time per month (outside of party days) must submit to a background check, which costs \$2. For the privacy and security of all children, loitering in the preschool hallway after drop-off and pick-up times for the purpose of socialization is not allowed. Your child will only be released from school to persons authorized by you and noted on file in the preschool office. We must have verbal or written permission from you in order to make any changes. Unauthorized persons will not be allowed inside the preschool rooms unless accompanied by the director or assistant director. The outside doors in the preschool area are locked from 9:30 am – 1:30 pm. The main doors of the building are unlocked. Check in at the church office when you enter the building between 9:30 a.m. and 1:30 p.m.

Emergency Procedures:

The preschool has a comprehensive evacuation plan in case of fire. All children will be ushered out of the building following the evacuation plan. The preschool practices fire drills on a monthly basis. In the event of severe weather, children will be gathered in interior rooms of the building such as the bathrooms or an interior classroom with no windows. Severe weather drills are held quarterly.

In any emergency, parents will be notified by the preschool staff as soon as children are situated safely if there is a need for them to be picked up immediately. Children will only be released to authorized persons listed on the admission information form. For this reason, it's imperative that parents update this information if there is a change or addition. If there is a need to take shelter in place, it is the advice of the Burleson Fire Department that children not be allowed to leave until the all clear is given. The off-site evacuation location will be

1. Hajek Elementary School
555 NE McAlister Rd.
Burleson, TX, 76028
817-254-3700.

2. First Baptist Church Burleson
317 W. Ellison St.
Burleson, TX 76028
(Location upon arrival will be in their gym located on the South side of the building)

All medical emergencies will be handled in the best interest of the child. First aid will be administered for any injury that occurs, and parents will be notified by a written incident report to be signed. In the event of a serious illness or injury, parents will be contacted by phone. If a trip to the emergency room is necessary, 911 will be contacted and the director or assistant director will accompany the child to the hospital.

We keep in close contact with Burleson Police Dept., Burleson ISD and Hajek Elementary for any situation that would require us to lock down the school. If Hajek is put on lockdown then we are too. In that case, we lock all teachers' doors and shut them as well as close blinds to windows and keep children away from them. The Director and Assistant Director are visible in the halls and monitor doors for any suspicious activity. If any activity is suspected the Police are called immediately.

Illnesses:

According to the State of Texas Minimum Standards for Day-Care Centers, an ill child **must not be admitted** for care if one or more of the following exist:

- The illness prevents the child from participating comfortably in center activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- The child has an **oral temperature of 100.4** degrees or higher, or **armpit temperature of 99.5** degrees or higher and has behavioral changes or other signs and symptoms of illness.
- Any of the following symptoms and signs of severe illness, such as lethargy, difficulty breathing, uncontrolled diarrhea (2 or more loose, watery stools in 24 hours), vomiting (2 or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior changes or other unusual signs.

*****Children may return to school once they have been fever-free (without the use of fever-reducing medication), vomit-free, and/or diarrhea-free for 24 hours, or have a written release from a physician*****

Medication:

All medications must be submitted to the classroom teacher and have a Medication Authorization Form completed by the parent. Medications will be kept in the classroom and be stored in a locked cabinet or out of reach of the children. Medications must be in their original containers, and are to be clearly labeled with your child's full name, date brought to the center, and full instructions on usage. We will not administer more than the dosage given on the bottle or any medications that have expired. Please note the dosage and time to be administered on the medication authorization form in your child's classroom. You must provide a measuring device so the correct dosage can be given to your child.

Insect repellent or sunscreen:

If a child is requiring either insect repellent or sunscreen for their day while attending preschool it will need to be applied before the child is signed in under the Preschool care.

Allergies:

If a child has a diagnosed allergy then we are required by the DFPS to keep a F.A.R.E plan form in the child's file and in their classroom. This plan will need to be filled out and signed by the parent AND the child's physician. If the allergy requires an Epi-Pen it will be kept in the child's classroom out of reach of any of the students but easily accessible to the teacher(s).

Immunization Requirements:

Each child must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25TAC97, Subchapter B, found at www.dshs.state.tx.us/immunize. Exemptions are allowed that meet criteria specified by the TDSHS rules in 25TAC97.62. **As you update your child's vaccinations, please bring a copy of the record to update your child's file.**

Head Lice:

Head lice are tiny gray to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to live. They lay tiny white oval-shaped eggs about the size of a knot in a thread, called nits that lice glue to each strand of hair close to the scalp. Although it is hard to see head lice, a person can see the nits if they look closely. Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head which is caused by the bite of the head lice. If you discover that your child has head lice, please report it to the preschool director immediately. When a parent reports that their child has an infestation of head lice, or if a teacher discovers that a child has lice, the following procedures are to be followed:

- The teacher will notify the director of the infestation.
- The teacher or director will contact the parent to pick up the child from care immediately, pursuant to [Texas Administrative Code: Title 25, Part 1, Chapter 27, Sub Chapter A: Control of Communicable Diseases, RULE §97.7 Diseases Requiring Exclusion from Child-care Facilities and Schools](#).
- The child will be readmitted after one treatment with an over-the-counter FDA-approved shampoo or cream, following the directions on the packaging exactly. The child must be re-treated 7-10 days following the initial treatment with an over-the-counter FDA-approved shampoo or cream treatment, following the directions on the packaging exactly.
- The school will follow all necessary cleaning procedures to prevent the spread of lice.

Vision And Hearing Screening:

All four-year olds enrolled in Texas licensed child care centers must have a vision and hearing screening. This screening should be administered at the child's four-year old check up with their pediatrician. Please bring us a copy of this documentation so we can keep it in your child's file.

Guidance & Discipline:

FUMC Burleson Preschool seeks to demonstrate positive guidance for children. The teachers give consistent reminders of the rules to the children. We discipline using redirection, distraction, time with a teacher, or a "time out". Rarely, children who exhibit more severe or persistent misbehaviors are brought to another classroom or to the office for a cooling-off period. Children are spoken to calmly and firmly about inappropriate behavior. Teachers will never use corporal punishment, rude or abusive language or threaten a child with punishment. If a child is brought to the office twice in one school day for the same disruptive behavior a parent may be called to pick them up for the remainder of the school day.

If a child becomes uncontrollably aggressive to other children, and our established discipline techniques are unsuccessful, or if the child willfully harms another child or adult, the parent will be contacted to pick up their child from school immediately. Some behaviors that could result in an automatic pick up from school are willfully hitting, kicking or spitting on a teacher or administrator. As educators, we understand that children's behaviors are one way they communicate with us. Each child is unique, and has unique needs. In the unlikely event that a child is sent home three times for uncontrollably aggressive or distractive behavior, he or she will be permanently unenrolled from the preschool program.

Dismissal of a Child

The FUMC Preschool reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences (including rest times), his/her behavior is disruptive to the program, he/she is consistently aggressive to children or staff, a parent's behavior is disruptive to the program, or if fees have not been paid. Once a child has been sent home for disruptive or aggressive behavior 3 or more times in a 3 month time dismissal of the child will be discussed with the Director and parents of the child. The final decision will be decided by the Preschool Director.

Biting Policy

Even though biting is a perfectly normal stage of development during childhood, it is required by the Department of Social Services Child Care Licensing Division that the First United Methodist Preschool maintain a safe and healthy environment for all children in care. Biting occurs for many reasons whether it is teething, a lack of language, frustration, attention getting, being overly tired or simply just trying to get a reaction from someone. The First United Methodist Preschool policy on biting is as follows:

- If your child bites 2 times (as long as the skin on the other person is not broken) on any one day then your child will be sent home for the remainder of that day.
- If at any time the skin is broken due to a bite then the child will be asked to go home immediately.
- If the biting continues and is severe to where it becomes necessary to send the child home three times, or has more than 10 biting incidents in a 6 week period, or is adding undue stress on the other children or the environment it will become necessary to discuss termination of child care arrangements. This is not something that the FUMC Preschool wants to do, and please know that this would be a last resort.

Some things that FUMC Preschool does to minimize biting in the child care setting are:

- Shadow the biter so that he or she is always near the providers or within arms-reach.
- Provide lots of language such as "Biting hurts." and "We use our teeth for food."
- Provide frozen teething rings for those who need something to chew on.
- Provide supportive information to parents who are worried about their child biting and offer suggestions of how to stop the biting habit.

Bullying:

Conduct is considered bullying if it exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and interferes with a student's education or substantially disrupts the operation of a school. Any conduct in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property that has the effect or will have the effect of physically harming a student, damaging a student's or property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or is sufficiently severe, persistent and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student will be considered bullying, and is strictly prohibited. If a teacher observes a bullying incident, the teacher must notify both children's parents that same day in the form of an incident report, which must be signed by the director. If a child or his/her parents reports that he/she is being bullied, the teacher must report to the preschool director, who will then report to the senior pastor. Every report will be fully investigated. The reported victim and the reported bully may receive counseling from the preschool director or senior pastor. When bullying is reported, a thorough investigation will begin no later than the next school day.

Parent-School Contact & Notification:

Communication is key in providing the best learning environment for your child. Teachers, Directors, and After-School Supervisors are available by phone, briefly at drop-off and/or pick-up times, and by written communication. The preschool communicates regularly through your child's daily notes and folders, and monthly calendars. Another way to keep open communication between parents and preschool staff is through Parent/Teacher Conferences. Conferences will need to be scheduled during the Teacher's work hours. The preschool director will contact a parent if a conference is deemed necessary to discuss a child's progress or if any concerns arise with a child attending the preschool. A parent may, at any time, request a conference with the preschool director and the child's teacher.

Unity among preschool families and the FUMC Preschool staff is a high priority. As in any community, disagreements do arise. In order to address complaints and concerns in a professional manner, first schedule an appointment, either in person or over the phone, with your child's teacher to discuss any issues that arise. If the issue is not resolved after discussion with the teacher, a three-way conference will be scheduled to include parents, teachers, and the director.

Social Media:

The Preschool has a Facebook page that they will use to get out information as well as signs posted in the school. However, the Preschool does not use this page for messages. If you have a question for the preschool we ask you email or call us so that we can make sure all messages are answered. Our email is cari@fumcburleson.org or call 817-295-0635 ext. 240.

Many of our teachers have some version of a social media account and will create a Facebook class page to send out special announcements and reminders. It is up to each class as individuals rather or not they have one of these pages. Please inquire with your child's teacher about these pages and how you can be added.

Changes in Your Child's Environment:

Please inform us of any changes in your child's environment such as parental separation, custody changes, death of family member or pet, new sibling, moving, etc., so we may be more receptive to any behavior changes.

Clothing:

Please dress children in casual, comfortable, washable clothes that are appropriate for the weather. Please bring disposable diapers for babies, toddlers, twos and threes not yet potty-trained. **Please bring pull-ups with Velcro sides if your child is potty training. Wear easy to pull up and down clothes.** Children are the safest, and sustain fewer playground injuries when they are wearing athletic shoes. Children are encouraged to wear socks and closed-toe shoes. Any sandals must secure at both the toe and heel (no flip-flops). Shoes with a raised heel are not allowed at the preschool.

Bring a change of clothing in a Ziploc bag to be kept in the child's cubby or backpack all year. **PLEASE LABEL ALL ITEMS BROUGHT TO SCHOOL!**

Necklaces:

All children age 2 years and under are prohibited to wear any type of necklace to school. This includes the amber teething necklaces. It is consider a choking hazard. If I child arrives at school wearing a necklace it will have to be removed and placed in the child's backpack or diaper bag.

Items from Home:

Toys, videos, electronic games, trading cards, etc., brought from home are strongly discouraged, as they often cause conflict between children, can disappear, or get broken. The preschool and other parents are not responsible for lost, stolen or damaged items. **All backpacks, coats, pillows, blankets, etc. should be clearly marked with your child's name.**

Toilet training:

As your child progresses through the process of toilet training, we will continue at school whatever you are doing at home. Please communicate your wishes with your child's teacher. Accidents are developmentally normal of preschool children. If a child wearing underwear has more than one accident in a day, they will be dressed in a pull-up for the rest of the day to preserve clothing and aid in the cleanup process. Children in Pre-K must be completely potty trained.

Lunch:

It is required that all children bring a healthy lunch each day, as we are not responsible for the student's nutrition. Lunch will be eaten in the classroom. **Only send foods your child can eat without help (except for nursery).** Teachers are not able to refrigerate or heat foods sent in lunches. **Please include a non-carbonated drink, napkin, straw and spoon if needed. Soda and energy drinks are not permitted, and will be returned unopened.** It's our practice to encourage children to eat their most nutritious items before opening and offering desserts and snack items, as time allows. If you wish for your child's teacher to open and offer all foods at the same time, please let her know. Any unopened or leftover foods will be returned in your child's lunchbox so you have an accurate picture of what your child ate that day, unless it's a particularly messy food that could damage the lunchbox.

Foods that are round or cylindrical in shape pose an increased choking risk and **MUST** be cut into small bites. According to our State Licensing standards, examples of foods that present a high risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole. Any foods that meet that description that are not cut will be returned unopened, at the teacher's discretion.

Nursery-Food, formula, and breast milk will be refrigerated and heated for children in the nursery only. A sheet indicating the child's food and breast milk or formula amounts will be filled out and signed monthly. Please provide bottles, formula, and a spoon if your child is eating baby food, bibs and a blanket for your child.

We will also provide nursing mothers a comfortable place to breastfeed, if you so choose.

PLEASE CLEARLY LABEL ALL ITEMS BROUGHT TO SCHOOL.

Rest Time:

Children are required to have rest time. Please bring a blanket or nap mat for rest time. Children may also have other comfort items to help them rest, as needed. Cribs and one mat per child are furnished. Parents will be required to provide a new mat, or purchase one for \$10 from the preschool for their child, if the provided mat is destroyed. While children are not required to sleep, they are required to remain quiet on their mats during rest time to allow their classmates the opportunity to rest comfortably. If a child is disruptive for more than 30 minutes and keeping other children from getting their rest after an alternative activity has been offered, a parent may be called to pick them up for the remainder of the school day. PLEASE LABEL ANY SLEEP ITEMS BROUGHT TO SCHOOL!

Infant Sleeping guidelines:

- Infants (6 weeks- 12 months) can only sleep in a crib.
- NO child** can sleep in a bouncy, swing, or other Restrictive Infant Equipment (RIE).
- Infants who are walking/12 months old may be provided a washable mat or cot as opposed to a crib.
- NO blankets or lovies may be used with a sleeping infant.
- Babies can NOT be swaddled when asleep in a crib.
- NO bottles may be used in a bed or in a RIE.
- Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.

Birthday Parties:

Birthdays are a special occasion and cause for celebration. You may bring snacks and drinks to celebrate your child's birthday. Please contact your child's teacher to make arrangements and to check for any classroom allergies. Gifts are not exchanged at the preschool. If you bring party invitations to hand out at school, please bring one for each child in the class.

Weather Policy:

We follow the Burleson ISD's decisions regarding weather-related closings. If BISSD closes, we are closed. If BISSD delays their opening by two hours, the preschool will open two-hours late, at 11:00am. Please note that NO BEFORE-SCHOOL CARE will be available on weather delay days. Please refer to the FUMC Burleson Preschool Facebook page, television news, or radio for school closings. Burleson FUMC Preschool does not make up these days.

Consumer Product Recall:

As required by Texas law, the preschool must regularly check the Consumer Product Safety Commission (CPSC) recall list to ensure there are no unsafe children's products in the center. Any unsafe items will be removed from the center. Printouts of recalls are posted outside the preschool office. The CPSC recalled may be accessed at www.cpsc.gov or www.dfps.state.tx.us.

Operational Policies and Procedures:

FUMC Preschool follows all policies outlined in the Texas Minimum Standards for Child-Care Centers. You may view a copy of these standards in the office at any time, or online at www.dfps.state.tx.us. If you have any concerns, feel free to contact your director or assistant-director. You may also contact our state licensing representative at 817-321-8604 or on the internet at www.dfps.state.tx.us. Our most current licensing report is available for viewing on our bulletin board outside the preschool office. The statewide Abuse & Neglect hotline is 1-800-252-5400 if you ever feel the need to report suspected abuse or neglect.

Parents will be notified in writing of any changes to our policies and procedures.

Preventing and Responding to Abuse and Neglect of Children:

All preschool staff members receive at least one clock hour of annual training focusing on prevention, recognition, and reporting of child abuse and neglect. This will include factors indicating a child is at risk for abuse or neglect, warning signs indicating a child may be a victim of abuse or neglect, internal procedures for reporting child abuse or neglect, and how to access community organizations that have training programs available to child-care center staff members, children, and parents.

Parents can increase their awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect, prevention techniques, and strategies for connecting with appropriate community resources and organizations by visiting www.helpandhope.org.

Gang-Free Zone under the Texas Penal Code:

Any area within 1000 feet of the preschool is designated a gang-free zone. Any organized criminal activity will be subject to harsher penalty.

Animal Free Zone:

We ask that no pets from home be brought into the center. This includes at drop off and pick up of your child. If this happens you will be politely asked to take the animal back out to your vehicle. This is a safety risk as the preschool cannot ensure the vaccines of every animal our students own in their homes.

2018-2019 PARENT HANDBOOK VERIFICATION

Parents, after reading the handbook please sign and return this page to the preschool director or your child's teacher.

Please return this no later than the Friday following the first day of school. Please feel free to ask the preschool director or a teacher questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the Parent Handbook for First United Methodist Church of Burleson Preschool. I agree to follow all policies outlined within the period my child is enrolled in the program.

Child's Name:

Signature of parent/guardian

Date

