



# Parent Handbook

# 2018-2019

## Admission Policy

LifePoint Preschool admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. We do not discriminate on the basis of race, color, nationality, and ethnic origin in administration of our educational policies, admissions policies, or scholarship programs.

### - Age requirements -

Children must be 2 years old before September 1st to enter the 2 year old class, 3 before September 1st to enter the 3 year old class, 4 before September 1st to enter the 4 year old class (Pre-K).

### - Toilet training -

All children entering the three year old program must be fully potty trained. To enroll in the 3 or 4 day three year old program, the child must be completely potty trained. While a few “accidents” are understandable, a three year old needs to take care of their own bathroom needs independently on a daily basis. A child enrolled that has multiple accidents will be withdrawn from the program.

## Preschool Times & Tuition

**Months of Operation:** September through mid-May

**Time of Operation:** 9:00 a.m.-2:00 p.m. Monday through Thursday

**Registration fee:** \$100 per child

- \* The registration fee is due at the time of registration and is non-refundable.
- \* A separate registration fee is due each school year the child is enrolled in the program.
- \* Siblings require a separate supply fee as well.

<b>Annual Supply Fee:</b>	<b>2 day</b>	<b>\$ 100</b>
	<b>3 day</b>	<b>\$ 150</b>
	<b>4 day</b>	<b>\$ 200</b>

- \* The annual supply fee is due May 1<sup>st</sup>.
- \* The supply fee is non-refundable after the school year begins in September.
- \* A partial refund will not be given if a child withdraws during the school year.

**Monthly tuition (August 15th– April 15th) :** Paid on 15th of each month

\* 10% discount on tuition for siblings.

<b>2 day</b>	<b>\$ 215</b>
<b>3 day</b>	<b>\$ 300</b>
<b>4 day</b>	<b>\$ 375</b>

**Fee Payment Schedule:** Registration: \$100 registration fee

May 1st: Supply fee due (\$100, \$150 or \$200)	December 15th: January tuition
August 15th: September tuition	January 15th: February tuition
September 15th: October tuition	February 15th: March tuition
October 15th: November tuition	March 15th: April tuition
November 15th: December tuition	April 15th: May tuition

## Registration

1. The complete registration form and the \$100 registration fee are due at the time of registration. This will hold your child's spot in our program during registration. If enrolling after May 1<sup>st</sup>, registration fee and supply fee will be due at the time of registration.
2. All admission forms must be completed, appropriately signed, and turned in by May 1st. The annual supply fee is also due May 1st. Families enrolling May 1<sup>st</sup>-August 15<sup>th</sup> will have 2 weeks from registration to complete and return the admission paperwork. Families enrolling after August 15<sup>th</sup> or during the intended school year must complete admission paperwork before your child is allowed to attend class. State licensing requires all forms to be complete in order for your child to participate in our program. It is the parent's responsibility to keep forms up-to-date at all times with correct addresses, phone numbers, email address, emergency contacts, doctor info., etc.
3. Tuition is due in advance on the 15th of the preceding month. Yearly tuition is divided into nine equal monthly payments. The first payment is due August 15th and the last payment due April 15th. There will not be a tuition payment collected in the month of May. We will email you a tuition reminder August 1st so payments can be made promptly. LifePoint Preschool accepts cash, check (made payable to LifePoint Church), automatic withdrawals (debit forms available in the admission packet) or online payments (checking account). A new automatic withdrawal form must be filled out each school year.
4. Tuition is due the 15th of each month. A late fee of \$20 will be applied starting the 20<sup>th</sup> of the month and a written notice will be emailed. If the overdue tuition balance is not paid by 25th of the month, including late fees, your child will be withdrawn from the program for following month. We do not refund money for absences, holidays or bad weather days. You are required to pay for school days missed due to illness or vacation. If your child is sick the day tuition is due and the office is notified, payment is expected when your child returns. There will be no payments accepted on Fridays. Payments cannot be made over the phone.
5. A charge of \$25.00 will be collected for returned checks or returned online payments. If this occurs more than once, a cashier's check or money order will be required.
6. Please give the preschool notice in writing by the 15th of preceding month if you need to withdraw your child. If a child is withdrawn from the program, any tuition collected is non-refundable. If you remove your child from the program after school has started, the supply fee is non-refundable. If your family takes an extended leave of absence during the school year, you can continue to pay timely tuition for the duration of the absence or you can choose to withdrawal your student for the duration of the absence. If your child is withdrawn, LifePoint Preschool cannot guarantee a spot will be available when your child returns. Your child will be put in the #3 spot for the wait list for that class.
7. We will not be able to take requests for certain teachers, classmates or allergy-free rooms. Registration will be filled in the order in which it is turned into the preschool office and classes will be filled on a first-come-first-serve basis. Class rosters are firm when they are released.
8. When our program is full, we will maintain a waiting list for the remainder of that school year. LifePoint Church members will receive priority positioning on the wait list and move ahead non-LifePoint Church members. Then current families already enrolled in our 2 or 3 day program and on the wait list for 4 days will be contacted to fill empty spots for classes before opening the spots up to the public. The current wait list will be discarded at the end of each school year and a new wait list will begin at registration for the next year.

9. In the event a child requires more attention or specialized training than LifePoint Preschool can provide and still maintain a quality experience for all involved, LifePoint Preschool reserves the right to refuse and/or terminate the enrollment of any such child. Parents will be informed of the reasons for termination. In addition, if we feel the safety of children and/or staff is in jeopardy, we reserve the right to remove the child immediately.
  
10. We will notify you via email communication of any changes in our operational policies or enrollment agreement. Please provide an email address on the registration form that is checked regularly, as this email address will be our main form of communication with the parents.

## **Enrollment Information**

For your child to be fully enrolled in LifePoint Preschool, the entire enrollment packet must be completed and returned before your child may attend class:

1. Completed Registration Form
2. \$100 Registration fee
3. Admission Information
4. Health Requirements (signed by Physician)
5. Copy of Updated and Complete Immunization Record from Physician or Clinic (signed by Physician or include Physician stamp to be valid)
6. Authorization for Emergency Medical Care
7. Authorization for Pick Up
8. Authorization Agreement for Electronic Fund Transfer (optional)
10. Medication Authorization Form (if Epi pen or Inhaler is required)
11. Food Allergy Emergency Plan (signed by Physician if allergy present)
12. Hearing & Vision Screening (ages 4 & 5 only)
13. Supply Fee due May 1st

\* Please notify the Director ASAP if there are any changes to your child's information throughout the year.

## **General Information**

### ***- Traffic Flow -***

All traffic should maintain a slow, safe speed and proceed in a counterclockwise direction around the building. All traffic should enter the parking lot on Preston Meadow and continue counterclockwise around to the correct Preschool entrance (north side for 4 year olds, west side for 2's, & 3's). We cannot express enough the importance of traffic entering and leaving the same direction. Please be very mindful of small children walking between cars and crossing the street. Please do not have distractions, such as cell phones, while driving through the preschool parking lot. Please be mindful of the children's young age, their excitement, playfulness and inhibitions. We want to ensure everyone is safe at all times. Please do not leave children unattended in parked cars.

### **- Parking -**

Parents with children participating in the 4 year old programs can park in the north parking lot, enter through the glass doors, and proceed up the large staircase in the front lobby. Parents with children participating in the 2 and 3 year old programs can park in the west parking lot and enter through the Preschool entrance. Please use the correct entrance upon arrival and dismissal, to reduce congestion in the hallways and the parking lots. Parents leaving the north parking lot can use the top tier to return to Preston Meadow, instead of circling the building, to reduce congestion. Parents leaving the west parking lot need to continue counterclockwise around the building.

### **- Drop off -**

Teachers prepare for the day from 8:30 am-8:55 am. Children may not be dropped off until 8:55 am. Doors will automatically unlock at 8:55 am. Please do not enter the classrooms before the teachers arrive. Please do not allow older or younger siblings to enter their sibling's classroom during drop off or pickup. This helps LifePoint maintain accurate staff/student ratios and supervision at all times.

Safety is our main priority. It is our policy to have a sign in/out sheet, requiring a signature (parent or responsible adult) outside each classroom. Please remember to sign this form every class day when arriving and then again at departure. This is particularly important for the preschool staff during emergency drills, so we know who is present and how many children for which we are responsible.

If someone other than the child's parent will be picking up, the authorization form will need to be updated in the office and the authorized pickup person will need to stop by the preschool office so we can obtain a copy of their driver's license before we release the child to them. Their name must exactly match the name given to us on the Authorization for Pick Up form. It is the parent's responsibility to update the authorization form prior to the new person picking up. You may make changes (additions/omissions) to your records at drop-off time. This is for the safety of your child and will be enforced by all caregivers and staff.

### **- Pick-up -**

Doors will automatically unlock at 1:45 pm each day. If parents enter the building before 1:45, they can obtain a visitor badge to pick up early. Please be prompt in picking up your child(ren) by 2 pm. A late fee of \$5.00 is charged beginning at 2:10 pm and \$1.00 per minute thereafter. Children are brought to the office at 2:10 to wait for their parents. If you have to pick your child up from the office, this will serve as your notice that a late charge has been incurred for that day. These charges are due the day they are incurred. We request that only adults or siblings over the age of 18 pickup children from their classrooms. Please do not allow children to leave your side at dismissal. The play equipment in the lobby is not licensed by the preschool, so please discourage children from playing on it before/after school. We want children to remain safe, especially near stairs and exit doors. Once your child is signed out for the day, it is the parent's responsibility to supervise their children.

Please do not allow children to play outside the north entrance. There are offices nearby conducting business at this time. Children are welcome to play in the far north parking lot, beyond the second tier parking level or meet at a local park.

### **- Tardiness -**

Teaching children to be on time starts early. By arriving on time, children have time to settle into their classroom before beginning their daily activities. Teachers have planned activities or specials starting at 9:15 am. Pre-K has morning assembly beginning promptly at 9:15 am.

### ***- Emergency Preparedness Plan -***

The Minimum Standards for Child Care Centers in the state of Texas requires facilities to maintain an emergency preparedness plan designed to ensure the safety of children during an emergency by addressing the staff responsibility and facility readiness. LifePoint Preschool has a plan for the children in case of fire, severe weather, lockdown and evacuation. The Preschool reviews these emergency and evacuation plans with the staff each year and conducts monthly fire drills, severe weather drills and lockdown drills 4x a year. Children will be evacuated to designated safe area near the north fence line in the event of fire, flood, gas leak or disease outbreak. If the Director feels the children need to be moved further away, children will walk to the Heritage Yards BallPark facilities at 4525 Hedgcoxe Road, west of LifePoint Church.

Children will be sheltered temporarily in interior downstairs classrooms and bathrooms from severe weather. These routes are notated on diagrams in each classroom for a parent to review. Lockdown procedures due to dangerous intruder, volatile person or endangering person in the area, are not released for safety reasons. Staff have very specific instructions on accounting for all children during sheltering/evacuations/relocations with emergency information contained on their clipboards. In the event of an emergency, all parents or guardians identified on the child's admission forms will be notified via email or phone call to the type of emergency, sheltering location and any additional details specific to the emergency as soon as children are safely sheltered. Additional information will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lockdowns, children will not be released until the area is deemed safe by local law enforcement. If you have questions regarding this plan, please ask the Director.

### ***- Visitors and Security -***

LifePoint Preschool locks all entrances from 9:30 am-1:45pm. If you need to gain access during this time, please ONLY use the west entrance and ring the bell located on the wall, or call 972-335-2556. We are equipped with a security camera and intercom that can see and hear persons located at the west entrance. All visitors are required to visit the preschool office first to sign in and receive a visitor's badge before proceeding to the classrooms. This includes parents/children arriving late for school or parents picking up early. The badge serves as an additional security measure communicating to the teachers that visitors have been authorized by the office staff to be in the building. It is our policy not to allow registered sex offenders either in our school or on our property.

Parents must fill out and sign the Authorization for Pick Up form to authorize someone other than either parent to pick up their child from school. The Authorization for Pick Up form requires the first/last name and address of the person being authorized. The authorized person must first come to the preschool office and present the preschool staff with a valid form of identification, such as a driver's license, that will be photocopied and kept in the child's file. The name and address must exactly match the Authorization for Pick Up form the parents filled out. The preschool office staff will provide the authorized person a temporary visitor badge to be shown to the child's teachers before the child will be released. The child will not be released if the person cannot provide accurate identification.

Visitors must come into the preschool office, sign their name, destination and time on the visitor log before proceeding to their child's classroom. Visitors must only visit the classroom indicated on the sign in log and not other areas of the preschool. Badges are temporary and must be reissued.

### ***- Snack and Lunch Guidelines -***

Children need to bring a healthy snack and lunch each day. Snacks need to be labeled and placed in the snack bin provided for your child's class. Please do not send candy, carbonated beverages or sugary snacks. We will provide water with the morning snack. Water will be offered again after recess and at lunchtime. No baby bottles will be allowed because we are striving for more independence and language development. A child must

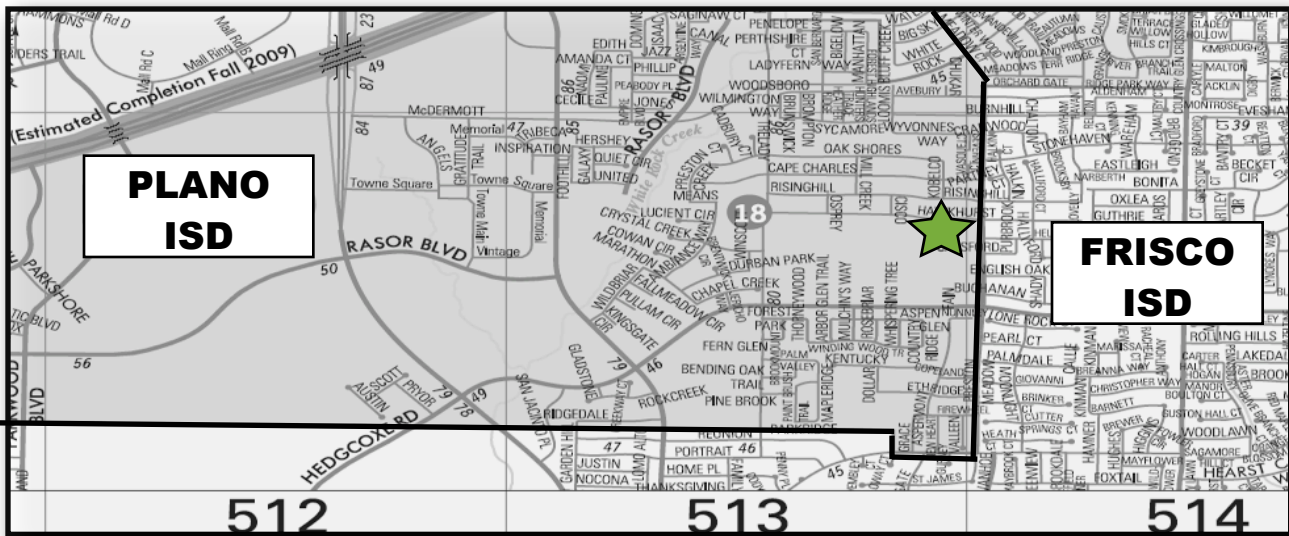
be able to feed themselves. LifePoint Preschool is not responsible for the nutritional value of food provided by a child's parents or meeting the child's daily food needs. The state licensing guidelines suggest children bring one food from each of the four food groups. We will not allow children to share food. Due to time constraints and maintaining teacher/student ratios, please do not send food that must be heated and/or refrigerated. Your child may be placed in a classroom with dietary restrictions, or allergies such as a "nut" or "peanut". A note will be sent home and a sign will be posted on the classroom door informing parents of the allergen to avoid. There will be no outside food allowed for birthdays and classroom celebrations. Treat bags may be provided for classmates as an alternative and will be sent home in backpacks at the end of the day.

**- D.E.A.R. Time / Naps -**

The State of Texas requires all children attending a program for 5 or more hours per day to have a short rest time after lunch. Our twos will nap every day, but our 3's and 4's will have D.E.A.R. (Drop Everything And Read) time instead. All children are required to bring a mat for rest time. This mat must be washable and labeled. It is a state requirement that your child's name show on the sleeping side of the nap mat. If your child has a security item he/she needs during rest time (blanket, stuffed animal, etc.) please label them clearly. Children will not be made to sleep. Quiet activities, such as puzzles, books or toys, will be provided to the 2 year olds if they do not nap.

**School Calendar**

LifePoint Preschool approximates Frisco ISD school calendar with the exception of start and end dates. The preschool will start after Frisco ISD and end before Frisco ISD. If Frisco ISD is closed for holidays or teacher workdays, so is LifePoint Preschool. LifePoint Preschool has a Plano address but is in Frisco ISD. A map has been provided below to show the close proximity between the Frisco/Plano school boundaries. LifePoint Preschool is situated to the west of Preston Meadow and north of Hedgcoxe, a Frisco ISD school zone.



***Inclement Weather -***

Since the Preschool is on the Preston Meadow boundary of school zones, LifePoint Preschool will close if Plano ISD, or Frisco ISD closes due to inclement weather. We will not have late start past 10 am; if PISD or FISD delays later than 10:00 am, we will close that day. Many of our teachers and students drive from surrounding areas. We are unable to make up missed days. We will not pro-rate or discount tuition.

**- Meet the Teacher -**

Each family will receive an email in August outlining when school will start. We will have a Meet the Teacher day before school starts. Look for information regarding dates and times in an email August 1st. Please make sure we have an accurate email address on file. During Meet the Teacher, it is important to check that information on class emergency sheets are accurate and that you have listed an emergency contact, other than either parent.

**- Photography -**

LifePoint Preschool typically invites a photographer to the preschool to take individual pictures of all the children in the Fall. A photographer will be hired in the Spring to take class photos and cap/gown of graduating PreK students. No retakes will be taken. If you have more than one child attending LifePoint Preschool in the fall, we will take a sibling & individual photos on the scheduled photo day of the youngest sibling.

LifePoint Preschool reserves the right to take and use photographs/videos of current students for use in the parent display case, graduation ceremonies and end of the year portfolios.

**- Christmas Programs -**

Children ages 2-5 will perform Christmas songs in a special Christmas program for parents one morning in December. A short cookie reception will follow in the classroom.

**- Graduation -**

The Pre-K will have a short graduation ceremony one morning in May. All students in the PreK are asked to participate in the graduation ceremonies. A short cupcake reception will be follow in the classroom.

**- Dentist Visit -**

February is Dental Health month. LifePoint Preschool invites a local dentist office to visit the preschool and provide a short presentation to children, ages 3-5, regarding proper brushing habits.

**- Firemen Visit -**

October is Fire Safety month. LifePoint Preschool invites the local Plano Fire Department to visit the preschool and provide a short presentation to children, ages 3-5, addressing what to do if their house is on fire. All children, ages 2 - 5 years, will be able to see the firetruck, as long as the firemen schedule permits. Occasionally, they are called away to an emergency and their visit will not be rescheduled.

**- Teddy Bear First Aid -**

A local company will visit LifePoint and speak to the kids about safety and basic first aid tips for small cuts and bruises. The company has requested each child bring a stuffed animal to be the patient and take care of their "boo-boo".

**- Handwashing Clinic -**

A local company will visit LifePoint and speak to the kids about sanitary practices such as covering a cough, sneeze in a sleeve, tissue handling, and proper handwashing technique. These are basic concepts that will combat the spreading of germs while your child is in our care. This program will be available to the 3 & 4 year olds.



## Discipline & Guidance

Discipline issues are handled in a positive and encouraging way. Children will be encouraged to make “good choices” and treat others with respect. If a child is being disruptive and redirecting, talking, changing the environment or “thinking time” does not change the behavior, a parent conference will be held with the Director and teacher to devise a plan to be implemented at school. We define “thinking time” as time away from the group, in a chair in the classroom with a book or puzzle. We want to work with children and build a positive self-image while encouraging them to be self-directed and use self-control. If a child is aggressive and poses a safety threat to themselves or classmates, the teacher will bring them to visit with the Director until the child has regained their composure and is no longer a safety threat. If the behavior that is dangerous to the child or classmates continues or disrupts the class, the child will be asked to leave the program. Under no circumstances will corporal punishment be used at preschool.

*\*Minimum Standards Title 40, Chapter 746 & 747, Subchapter L*

In addition, LifePoint Preschool adheres to the Discipline / Guidance Policy in Texas Minimum Standards listed below:

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child’s level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age. There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child’s mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

*\*Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

## Curriculum

### **- Classroom Instruction -**

We use Frog Street Press curriculum, Handwriting Without Tears and STEM (Science, Technology, Engineering, Mathematics) activities. Our curriculum is centered around monthly themes with hands-on learning centers. Time is spent on fine motor development to help your child grow and move to the next level. Frog Street Press provides a variety of curriculum fundamentals and classroom resources that are fun with age appropriate crafts and activities. Handwriting Without Tears was developed based on documented research of early literacy. HWT is a complete curriculum that is developmentally based and inspires active learning. We also utilize First Look Bible Curriculum to teach bible truths. First Look is used throughout our day and during Chapel for 3-5 year olds.

### **All classes will spend time daily in the areas of:**

- Bible Lessons
- Circle Time
- Story Time
- Crafts
- Academic Songs
- Centers with Manipulatives
- Fine Motor Development with hands-on activities
- Weekly Movement class for all ages
- Weekly Science Class for 3's, 4's and 5's
- Weekly Music Class for all ages
- Weekly Chapel for 3's, 4's and 5's

## Parent Communication

### **- Email Communication -**

We will utilize an electronic email distribution list to communicate important information such as calendars, reminders, tuition notices, etc. This will be our main form of communication with our families. The registration form must be filled out and kept on file with a current, preferred email address that is checked regularly. Changes to our operational policies or procedures are subject to change and will be communicated to parents through email. Please update this information as necessary to maintain adequate communication. It is up to the parent to communicate to the preschool office if they are not receiving monthly newsletters from the preschool office. Each family can only have one email address on file with our email distribution service.

### **- Folders -**

A daily folder will be sent home with each child. Please check this folder for important newsletters, special announcements, notes from the Preschool office, reminders, daily reports, and crafts. It is important to sort through the contents every day so you are aware of changes or upcoming events. Please use this as a tool to send messages or notes to your child's teacher as a form of communication.

**- Daily Reports -**

Daily reports will be sent home with each two year old to keep you informed of your child's day. This form relays pertinent information, such as overall mood, eating habits, number of diaper changes, and amount of sleep. We hope this will be a valuable tool for you as your young child transitions from school to home.

**- Incident Reports -**

Parents will be notified of minor injuries and/or incidents when you pick up your child and given an incident report. The caregiver and the Director will sign the report. The parent must sign a copy that will remain in the child's records at the school. LifePoint Preschool will make a courtesy call in the event a child sustains an injury to any part of their head.

**- Assessments -**

Children placed in 3 & 4 year old classes will be assessed three times a year by their current teacher. The assessments will take place at the end of September, January and April. Parents will be provided a copy of each assessment as they are completed.

**- Conferences -**

Parents may plan a conference with your child's teacher or the Director at any time.

**~ Confidentiality -**

The preschool office is not able to share contact information of other preschool families. This includes phone numbers, emails addresses or physical addresses. LifePoint Preschool respectfully asks parents not put notes or any communication in their child's classmates take home folders without permission from the Director.

**Health & Nutrition**

**- Illness at school -**

***If a child becomes ill at school or symptoms develop, we will:***

- a. Contact one of the parents to pick up the child or the emergency contact if a parent is not reached; and
- b. Remove the child from other children while waiting to be picked up.

**- Illness Policy -**

***If your child has one or more of the following, your child must not attend school:***

- a. An illness that prevents the child from participating comfortably in school activities including outside play. We are unable to keep our teacher/student ratios when one student is inside for recess.
- b. An illness resulting in a greater need for attention and that compromises the health, safety and supervision of other children.
- c. The child has one of the following: (unless medical evaluation by a health-care professional indicate that the child can participate in school activities)
  - i. Symptoms or signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea in the last 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or

- ii. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

**IMPORTANT: LifePoint Preschool requires a child be free of fever, vomiting, diarrhea, or any other symptoms, without the use of fever-reducing medication, for 24 hours prior to returning to school.**

**Children with the following symptoms will not be allowed to attend school:**

- a. Fever (must be fever-free for 24 hours without medication)
- b. Vomiting and/or diarrhea (must be free of symptoms for 24 hours).
- c. Any symptoms from childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc., or any infectious contagious diseases.
- d. Chicken Pox- all sores must be completely scabbed over and dry underneath.
- e. Colored discharge from the nose
- f. Sore Throat
- g. Excessive cough with cold/croup
- h. Fifth Disease
- i. Any unexplained rash
- j. Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-mouth disease.
- k. Pink-eye or other eye infections (must be on medication for 24 hours before returning to school)
- l. Any communicable diseases
- m. Head lice

You will be notified in writing within 48 hours of becoming aware of a child in our care or an employee who has contracted a communicable disease or an outbreak of head lice in the group.

**- Emergency Illness -**

***If your child has a critical illness/injury that requires the immediate attention of a physician, we will:***

- a. Contact emergency medical services to take the child to the nearest emergency room. A staff member will accompany the child to the hospital.
- b. Give the child first-aid treatment or CPR if needed.
- c. Contact the child's parent. **Please be available by phone throughout the day.**
- d. Contact the physician identified in the child's record.

**- Immunization Requirements -**

Each child enrolled or admitted must meet and continue to meet applicable immunization requirements specified by the Texas Department of Health. You will have a form at enrollment to complete which must be signed by your physician. The documentation must include in English: name, date of birth, number of doses, vaccine type with the month, date and year the child received each vaccination. Documentation must include the Physician's name, address, office contact number and Physician's signature. Photocopies of vaccination records are acceptable. This documentation can be faxed from a doctor's office to the preschool during school hours at 972-335-3135. At this time, children in our area are not required to have a tuberculin (TB) test.

**~ Vaccines ~**

LifePoint Preschool does not require staff members to have additional vaccines for employment. However, staff members are encouraged to visit the recommendations for adult immunizations on the Center for Disease Control (CDC) website. LifePoint Preschool makes immunizations for vaccine-preventable diseases

optional to employees. LifePoint encourages the use of protective medical equipment, such as gloves, to protect employees and children in care from exposure to possible disease.

**- Vision and Hearing -**

Vision and Hearing screening is required for children 4 years of age and older as of September 1<sup>st</sup>. These screenings must be completed by the end of the first semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional must conduct the screening. This documentation can be faxed to the preschool during school hours at 972-335-3135.

LifePoint Preschool will have a qualified company come to the school to screen children during the fall semester only. There will be a nominal cost for this service.

**- Students with Food Allergies -**

We may enroll children with severe allergies. Many times these allergies can be life-threatening. Your child may be placed in a classroom where there are restrictions on what can be brought for lunch or snack (i.e. peanut butter, milk, etc.). We are committed to providing a safe place for children with allergies to come for 12-24 hours a week. We can not accept requests to be placed in a non-allergy classroom.

For the safety of students with food allergies, LifePoint Preschool requires all parents/guardians to provide all lunches and snacks. Parents/guardians may not send items in lunches or snacks that contain foods to which any student in the class has an allergy. If the food allergy is “air born” or “reaction by contact” as well as ingestion, parents/guardians must make LifePoint Preschool aware of this situation so that special seating or restrictions may be implemented. Your cooperation is appreciated. All parents in the classroom will be notified of the allergy and a sign will be posted outside the classroom. If a snack is brought to school containing an allergen prohibited in that classroom, the school will provide the child with saltine crackers as an alternate snack.

Parents of children with food allergies will be asked to have a physician sign off on a Food Allergy Emergency Plan, indicating the known allergen, symptoms and steps to be taken in a food allergy emergency. These parents will also need to give LifePoint Preschool permission to post their child’s allergy and food allergy emergency plan in the classroom, where food is served, and where their child spends time, so employees can view it easily.

No outside food will be allowed for birthdays or classroom celebrations. Treat bags may be provided for classmates as an alternative and will be sent home in backpacks at the end of the day.

**- Medications-**

Medication will **not** be dispensed at school. This includes antibiotics, cold medicine, Tylenol, diaper rash ointment, etc. Exceptions will be made for medical conditions requiring medication for sudden attacks (such as asthma) or life threatening responses requiring an Epi-pen. These will be kept in the preschool office after the parent fills out a Medication Authorization Form. This information should also be noted on the registration, admission form, allergy detail form and food allergy emergency plan. The authorization is good for up to six months and must include clear information on symptoms to watch for. We will notify the parent immediately after administering the medication and document it the child’s records. Medications will be checked throughout the year to ensure they have not expired. All medication not picked up by June 1 will be destroyed.

**- Administering Epi-Pen -**

LifePoint Preschool shall not be responsible for the diagnosis and treatment of student illness. The administration of an Epi-pen to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student.

Before an Epi-pen may be administered to any student during school hours, LifePoint Preschool shall require the written request of healthcare professional that shall give permission for such administration and relieve the school and its employees of liability for administration of the medication. Listed below are 3 forms that must be completed and kept on file in the LifePoint Preschool office.

1. ***Signed Parent Agreement.*** This is a statement acknowledging the parents' understanding that if the specified procedures are followed, LifePoint Preschool shall have no liability as a result of any injury arising from the administration of the Epi-pen by the classroom teachers or directors to the student and that LifePoint Preschool, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the Epi-pen to the student.
2. ***Signed Authorization for Epi-Pen Administration & Food Allergy Emergency Plan (if necessary).*** This form should be filled out by the child's prescribing physician.
3. ***Signed Medication Authorization.***

### Miscellaneous Information

#### ***- Child Abuse / Neglect -***

All LifePoint Preschool staff are required to complete an annual 1 hour course on child abuse and neglect and factor indicating a child is at risk. This course includes increasing staff awareness of warning signs , including warning signs that a child may be a victim, and prevention techniques. All staff members are required to report suspected physical, sexual abuse or neglect to the proper community or state authorities. If a parent feels they need help obtaining assistance, intervention or reporting abuse they can contact the TX Abuse Hotline at 1-800-252-5400 or visit their website at <https://www.txabusehotline.org>. If further assistance is needed, please contact the Director for local resources.

*(a) "A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter. (b) ...the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected...."*

*\*Texas Family Code, 261.101 (a)(b)*

#### ***- Labeling -***

Please make sure to clearly label all of your child's belongings with child's first name and last initial. This includes lunches, mats, clothes, coats, hats, blankets, bags, backpack, etc. We will provide a place for your child to store their items. 2 year olds will have labeled cubbies outside the classrooms, while 3 and 4 year olds will have cubbies inside the classroom.

#### ***- Dress Code -***

Please dress your child appropriately each day for play, painting and possible messy crafts. Weather permitting, children will go outside each day. During winter/spring months, children will go outside if the wind chill is above 40 degrees. During summer/fall months, children will go outside if the heat index is below 95 degrees. If you feel your child is too sick to go outdoors, he/she needs to stay home that day. Please always send a coat or jacket in cooler weather.

Please bring a change of clothes (including socks, undergarments and shoes) each day for all ages because accidents happen. Due to the playground covering and safety considerations children must wear closed-toed shoes, namely tennis shoes (no flip-flops or sandals). We encourage you to dress your child in comfortable, washable clothing that your child can handle by themselves in the restroom.

### **- Transition Time -**

The first few weeks of the school year can be a little overwhelming for young children and parents. We ask parents to be patient and allow 6 full weeks of transition time to settle into the school routine. We understand it is difficult to see your child cry or upset. However, we encourage you to drop them off quickly and call the preschool office to follow up. We will check on your child each time you call in order to reassure you they are doing well.

### **- Personal Toys -**

No toys may be brought from home unless specifically requested by the teacher in writing. If requested, please label appropriately.

### **- Birthdays and Treats -**

Birthdays are wonderful! Due to varying allergy restrictions, dietary restrictions and cultural differences, LifePoint Preschool does not allow outside food to be served in the preschool, such as birthday cake or cookies. Simple treats bags may be sent to school on your child's birthday and dispersed by the teachers at the end of the day in each child's backpack. Sending a birthday treat is optional. If your child's birthday falls in June, July or August, or when school is not in session, you may celebrate your child's ½ birthday during the school year. Birthday invitations must be passed out to the entire class. LifePoint Preschool can not release the names or addresses of students enrolled in the program.

### **- Student Portfolios -**

Each student will receive a portfolio at the end of the school year. Portfolios contain a variety of work samples showing growth and development throughout their yearly enrollment. Portfolios will also include photos of each child, as well as their classmates, participating in school activities.

### **- Classroom Photographs -**

Images of your child may be used in student portfolios for your child and their classmates. These photos may also be used in graduation slideshows and the preschool monitor in the display case. However, images of your child will not be posted to the website, any social media or used for advertising purposes.

### **- Playground -**

When the temperature or heat index is over 95 degrees, falling precipitation or the temperature or wind chill is below 40 degrees, children will use a "Playroom" for large motor play that day. Sunscreen and insect repellent must be applied at home.

The 2 and 3 year olds will utilize the smaller playground attached to the south side of the preschool building. The 4 year olds will utilize the larger playground across the parking lot on the west side of the preschool building.

### **- Field Trips -**

We will not take any field trips off campus with your children. We are not authorized to transport children. Instead of field trips, we will invite special guest such as dentists, firefighters, or performers, to come onsite to visit the preschool.

### **- Animals -**

If we have animals come to visit, you will be notified via email. The Science lab observes the life cycle of a frog with tadpoles and will watch caterpillars become butterflies in the spring. If you have any concerns, please let us know.

**- Water Activities -**

In the event we decide to have outdoor water activities, such as wading pools or sprinklers, you will be notified via email. Sensory tables in the classroom may contain water occasionally.

**- Gang-Free Zone -**

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited. Anyone engaging in gang-related criminal activity or engaging in organized criminal activity within 1000 feet of LifePoint Preschool is a violation of this law and is therefore subject to increased penalty. Parents may contact their local municipality to obtain a copy of a gang-free zone map.

**- Breastfeeding -**

Parents have the right to breastfeed an infant in our facility in a breastfeeding room. This room provides a comfortable adult-size chair, changing table and privacy. Please ask the Director if you need to utilize this room during operating hours.

**- Consumer Product Safety Recalls -**

The Texas Legislature enacted a law requiring child care providers to regularly check the CPSC toy recall list and ensure there are no unsafe children's products in the facility. Parents can view a list of current recalls and notices on the CPSC Internet website at [www.cpsc.gov](http://www.cpsc.gov) or [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Any item found on the recall list will immediately be pulled from the classroom.

**Contact Information**

**- Parent Board -**

There is a parent board that hangs in the Preschool office year round that contains important documents authorized by the State of Texas. Parents are able to view this board at any time.

If you have a concern, please contact your child's teacher. If you have questions about the program's policies and procedures, we strongly encourage you to bring that information to the Preschool Director. If you have communicated your concerns with the Director and your concerns are still present, you may contact the Children's Minister at LifePoint Church at: 972-335-3112 x411. LifePoint Preschool is a ministry of LifePoint Church. We have an open door policy at LifePoint Preschool. Please visit LifePoint Preschool at any time during your child's school day. You are welcome to observe your child's class or any of the school's operations and participate in program activities while your child is here, without having to secure prior approval.

We have a postings board in the LifePoint Preschool office with additional information about our program and State Licensing information. Please feel free to look at it at any time. The following information will be posted at all times:

- Our child care center's license
- The letter or form from the most recent licensing inspection or investigation
- The licensing notice Keeping Children Safe
- Emergency and Evacuation plans (posted in classrooms)
- Activity plans for each class (posted in classrooms)
- Licensing Notice of Availability for Review
- Emergency telephone numbers, including nearest licensing office phone # and school phone #
- Toy Recall Notification
- Gang-free Notification
- Any other licensing notices with specific instructions to post



LifePoint Preschool is a State Licensed Child Care Center. If you would like to review the Minimum Standards or the most recent Licensing Inspection Report, please see the Director, Stacey Mitchell, and she will provide a copy for your review. The most recent Licensing Inspection Report is posted on the Parent Board in the Preschool office. You may also review the Minimum Standards and most recent Licensing Inspection Report online at [www.tschildcaresearch.org](http://www.tschildcaresearch.org).

To report child abuse, contact the Texas Department of Protective and Regulatory Services at 1-800-252-5400.

Our licensor's phone number is: 972-633-6695.

Child Licensing Intake Number is: 1-800-582-6036.

Protective and Regulatory Services website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)