

South Hills Christian Church



**SHCC Preschool
Parent Handbook
2017-2018**

South Hills Christian Church Preschool

3200 Bilglade Rd.
Fort Worth, TX 76133
817-926-5298 office
817-894-0747 school cell phone
Fax: 817-926-6267

Director: Claudia Slayter
Minister: Rev. Dottie Cook

Parent Handbook & Operation Policies

Table of Contents

Statement of Purpose	1
Preschool Goals.....	1
Curriculum.....	1
Program Hours and Procedures	2
Arrival & Release Procedures	2
Release & Late Pick-up Procedures	3
Health Requirements & Immunizations	4
Illness	4
Notifications to Parents	5
Emergencies	5
Fire/Tornado Procedures	6
Abuse/Neglect	6
Fort Worth Child Licensing Office	7
Parents Rights	7
Class Schedules	7
Tuition	8
Inclement Weather	9
Voluntary/Involuntary Withdrawal	9
Toys	9
Conferences & Communication	10
Discipline & Guidance	10
Lunch & Snacks	11
Rest Time	11
Field Trips	12
Transportation	12
Water Play	12
Celebrations	12
Nursing Mother	12
Clothing	13
Parent Signature Page	14

Statement of Purpose

The South Hills Christian Church Preschool is a part of an outreach ministry of the church to the surrounding community. We provide creative early learning experiences, which help children develop intellectually, morally, emotionally, physically and socially. We endeavor to lead each child to find a wholeness and completeness in all of life.

Preschool Goals

To provide an opportunity for children to learn new things.

To provide a safe, secure and loving environment that makes each child feel special.

To build children's self-esteem by providing activities that are age appropriate.

To stimulate each child's creativity and self-expression.

Curriculum

Our curriculum includes age appropriate activities for children aged 12 months through 5 years. We include activities in language, art, music, science, socialization and math. Children are placed in classes according to their age as of September 1st each school year. **Children need to be potty trained before starting in the 3 year old class.**

Visit our web site for detailed information about our curriculum.

www.shccpdo.com

Program Hours and Procedures

Preschool Program: August through June

Daily Hours: 9:00 – 2:00 Monday through Friday

Before care is 7:30 – 9:00 and after care is 2:00 to 5:30 this service is available at an additional charge.

Summer Program hours: 9:00 to 2:00 Monday through Friday

Before care 7:30 to 9:00 and after care 2:00 to 5:30 at an additional charge.

Check with preschool office for summer dates.

SHCC Preschool follows the Fort Worth ISD holiday schedule as well as inclement weather school closings. If FWISD has a delayed opening we will be closed. Please note that school closings are announced on TV and radio stations in our area.

Notify the director when your child will be absent from school.

All admission records must be completed before your child can be admitted into the program.

There are no tuition adjustments for illness, vacation, or weather days.

Arrival and Release Procedures

SHCC Preschool doors are locked until 7:30 am. Children who are attending before care are dropped off in the designated area at this time. At 8:40 the doors are locked and then reopened at 9:00 am for drop off of students not in the before care program.

The person bringing the student to school must accompany that child to their classroom. The student must be signed in and out each day using the computer in the entry way.

Remember, regardless of your child's age, this is an educational program. All children are cared for according to carefully planned lessons by the lead teacher in their classroom. Therefore, consistent late arrivals ensure that your child will miss out on important components of their intended program. Additionally, this lack of routine could result in a difficult transition for your child which serves to decrease the level of enjoyment they may have had otherwise.

Students must be in their classroom by 9:15 unless you have a doctor's note stating you or your child were at an appointment that morning. This allows your child to fully participate in all morning activities.

Doors are locked each day from 9:30 to 1:30, if you need entrance during this time please call the school at 817-894-0747.

AVOID PROLONGED GOOD-BYES when dropping your child off in the morning. Not only does it make it harder on your child when you are leaving but can cause a chain reaction upsetting an entire classroom.

Release and Late Pick-Up Procedures

Late Pick-Up: If you did not indicate at drop off with your child's teacher or call the school office by noon that your child is staying for after care and your child is not picked up by 2:10 we will treat the situation as a late pick-up. Late pick-ups are charged \$1.00 per minute that the child is in care. The late fee applies to children who are picked up after 5:30 as well.

Release of Children: In the event that another person is picking up your child from school, it is the responsibility of the parent to inform the teacher or director and make sure that person is listed in your child's admission records. A photo copy will be made of the authorized persons photo ID at the time of pick up. SHCC Preschool will not release your child to a person not listed in your child's admission forms.

Be sure to inform all those authorized to pick up your child from school about all of SHCC Preschool's policies for arrival, release and late pick-up fees. If your child is not clocked out when they are picked up you will be charged for after care until 5:30 pm.

Health Requirements and Immunizations

- Complete and up to date record of immunizations
- Children who are not immunized will not be able to attend the program
- A health form from your child's physician stating your child is in good health and able to participate in our program
- **Four year olds must have a vision and hearing screening on file at SHCC Preschool within 120 days of their fourth birthday.** This screening is acquired from your child's physician, or a reputable screening service. **This is required by law and is the parent's responsibility.**

Your child cannot attend school until all admission documents are on file at the school. Admission records are required before the first day of school or, in the case of vision and hearing, on your child's fourth birthday.

It is the responsibility of the parent to keep all records current at the school.

Illness

A health check is performed each day when children arrive in their classroom. Records are maintained on each child only if an illness at school has occurred or a child arrives with unusual bruising, swelling, cuts, sores and or rashes.

Children may not attend school with the following:

- Fever (oral 100.0, rectal 101.0 or auxiliary 99.0)
- Undiagnosed/untreated rash
- Diarrhea, vomiting, difficulty breathing
- Unusual lethargy, uncontrolled coughing, green or yellow running nose.
- Inability to join in regular preschool activity due to illness
- Communicable Disease (chicken pox, flu, etc.)
- Infestation (lice, ring worm, etc.)

Parents will be notified in writing upon exposure of communicable disease and infestation.

Parents will be notified immediately to pick up their sick child (ren) from school. Once notified, you will be given one hour to come and get your child. Children cannot return to school until they have been fever free, without diarrhea or vomiting without the use of medication for 24 hours.

Parents should notify the preschool when a child is absent due to illness or communicable disease.

SHCC Preschool staff does not administer medication.

Tuberculosis testing practices: All teachers will have an annual TB test. Teachers that test positive for TB must consult a physician for a chest x-ray and further evaluation before being allowed to return to work. All staff are strongly encouraged to have a flu shot each year and to be vaccinated for whooping cough.

Notifications to Parents

Parents are notified in writing of all injuries, communicable diseases, infestations, damages to facility due to severe weather and any situation that places their child at risk.

Emergencies

- Emergency medical services (911) will be contacted for all children that require medical attention by a physician and it will be the responsibility of the parents/legal guardian for assuming the cost of the ambulance service.
- First Aid or CPR will be administered when needed. Teachers are all First Aid/CPR certified.
- Physician identified on child's record will be notified.
- Child's parents will be notified immediately.

Fire/Tornado

Fire drills are practiced monthly with designated safe areas outside our facility. The map of exits and safe areas are posted in each classroom.

Tornado/Severe weather drills are practiced every three months. Our safe area is in the hallway east of the center glass doors. Children will sit with their backs to the wall.

In case of building evacuation due to fire or other severe conditions we will relocate to: Hill School, 4817 Odessa, Fort Worth, TX 76133, by walking across the street to that location.

In the case of complete area evacuation due to a toxic spill or gas leak, our preschool is evacuated by the Fire Dept. to this remote evacuation location: Westminster Presbyterian Church, 7001 Trail Lake Dr., Fort Worth, TX 76133. When leaving the building the teachers will take emergency contact information with them to notify parents of evacuation.

In addition to our current evacuation plan, any child younger than 24 months or who is not able to walk without assistance will be evacuated by all adult staff in the building. They will either be carried or other assistance as needed.

Abuse or Neglect

State law requires that the school immediately report all suspected/observed cases of child abuse or neglect.

Anyone having cause to believe that a child's physical or mental health has been adversely affected by abuse or neglect should contact the Department of Family and Protective Services (DFPS) Child Abuse Hotline 1-800-252-5400.

Fort Worth Child Licensing Office

To report problems with this facility contact:

Fort Worth Licensing Office

1501 Circle Dr. Suite #310

Fort Worth, TX 76119

800-582-8286

817-321-8604

www.dfps.state.tx.us

Parents Rights

Parents have the right to ask to review a copy of minimum standards and the child-care center's most recent licensing inspection report. Contact the center director for this information.

Class Schedules

All classes are offered the same schedule each day.

Monday through Friday, hours 9:00 to 2:00, with the option of before care beginning at 7:30 a.m. and after care until 5:30 p.m.

The preschool year runs from August to June, Monday through Friday, 9:00 to 2:00, with before and after care option.

The summer program is Monday through Friday, 9:00 to 2:00 with before and after care option. Check with the office for summer dates.

Tuition

Tuition is paid monthly, due by the 1st of each month, and late by the 5th of each month. After the 5th students can not return until tuition is paid in full, there will be a 10% late fee assessed. Tuition can be paid by check, cash, money order or through your banks online bill pay. Returned checks need to be replaced with cash or a money order and accompanied with a \$35 returned check fee.

Registration fee is \$75.00 per family and is non-refundable

Supply Fees are paid in August and in January

2 days a week \$85.00 per payment

3 days a week \$125.00 per payment

5 days a week \$187.00 per payment

Monthly Tuition

2 days per week (Tuesday/Thursday) \$170.00 per month

3 days per week (M/W/F) \$250.00 per month

5 days per week (Monday through Friday) \$375.00 per month

Before and after care is \$5.00 per hour for 1 child or \$7.00 per hour for 2 children.

Check with the director for rates if more than 2 children are in care.

There is a 5% discount on tuition for siblings.

There is a 20% discount for before and/or after care if paid in advance each month with tuition.

Tuition is like a car payment whether you drive the car or not you still make the payment; we wish we could give everyone discounted tuition for vacations, holidays, and other scenarios. There are no tuition adjustments made due to inclement weather, illness, vacations or holiday schedules.

Inclement Weather

Sometimes it is necessary to close due to severe weather. Please tune in to local radio/TV for announcements and the most current information.

If FWISD is closed or opens late SHCC Preschool will be closed.

Voluntary or Involuntary Withdrawal

A thirty (30) day notice in writing is required for withdrawal from our program. This notice must be submitted to the preschool director and requires tuition to be paid through the month's end. This will enable the school to fill the vacancy from their waiting list.

As a private school we reserve the right to disenroll a student under any of the following circumstances. This is in keeping with our goals of doing what is best for all children. We will keep the parent informed to ensure the best communication.

- A child's behavior consistently prevents the other children from learning; we are not a sitter service
- A child hits a teacher
- A child deliberately harms another student
- Tuition payments are not being fulfilled. Our philosophy is if you entrust us with your child, then you should respect us by paying on time.
- A family does not follow the guidelines set forth in the parent-packet (this would be a reoccurring issue to reach this point).

Toys

Toys from home should not be brought to school unless the student's class is having show and tell that day.

A stuffed animal for nap time is fine.

Conferences and Communication

- Parents are welcome to schedule a conference at any time.
- Please contact the director so a time can be arranged that is suitable for all parties.
- All of your concerns should be discussed with your child's teacher per conference or arranged telephone call.
- The director will provide a monthly newsletter each month. Please take the time to read all information.
- Parents will also receive written notice about any changes to our operational or enrollment policies. Acknowledgement that you have been informed of any policy changes requires a parental signature on file in your child's school records.
- We have an open door policy. Parents may visit the preschool at any time. Please check in with the director's office when you visit our school.

Discipline and Guidance

Our goal is to build self-esteem by setting appropriate limits necessary to learning self-control and responsible behavior in a preschool environment.

A variety of techniques may be used to help children with appropriate classroom skills.

Some of the following techniques are implemented at SHCC Preschool.

- Redirection: offering choices to eliminate difficult behavior
- Conflict resolution: asking children to verbalize their needs by talking about the event.
- Conscious Discipline techniques with safe space in classroom.

If unacceptable behavior continues, parents will be required to remove the child from the program.

Corporal punishment is never used at SHCC Preschool

Lunch and Snacks

Children bring a morning snack, lunch (packed with a cold pack inside) and afternoon snack, if staying for after care. If a child does not have his/her snack and we have to provide a snack more than once in any given week there will be a \$5.00 fee each week. Prepare simple food items your child can easily eat. Make sure food is cut into bite size pieces when necessary. Package food appropriately and label lunch boxes and containers. Include napkins and appropriate utensils.

Admissions records including the preschool enrollment agreement state that parents agree to provide lunch, beverages and snacks from home for their child. This agreement also clearly states that parents do not hold the preschool responsible for the nutritional value of their child's food.

Suggested food items: fresh vegetable sticks, fresh fruit, crackers, bite-sized cheese pieces, yogurt, sandwiches, lunchmeat etc.

If a child is still nursing and the parent wishes to send breast milk for the child to consume during snack or lunch this is not an issue.

Children are encouraged, but not forced to eat.

Students are not to share their food with their classmates.

Rest Time

The 1's, 2's, and 3's classes participate in a rest period every day following lunch. All students in these classes must provide their own rest mat for use at school. We require that all blankets and mats brought from home go home at the end of each week to be laundered and returned to school the following week. All blankets and mats need to be labeled.

If you do not want your child to participate in rest time, you will need to pick your child up at noon.

Field Trips

We do not take field trips. We invite special community helpers to visit our preschool each year. (Fire Dept., Police Dept., Dentist, etc.)

Transportation

We do not offer transportation services.

Water Play

We have water tables that are used in our classrooms as well as sprinkler play on the playground during our summer program. Parent's permission is required for all water play activities and is part of the preschool parent agreement and admission record. We do not go swimming or use wading pools.

Celebrations

Holiday Parties: A sign-up sheet will be posted for each classroom celebration. Parent participation is important in these celebrations and is what makes them enjoyable for our students. Classroom teachers will keep you informed.

Birthday Celebrations: Check with your teacher for what time works best in their schedule. Parents may provide cookies or cupcakes that have been commercially prepared as required by state law. Please include plates, napkins and forks.

Nursing Mothers

If a child needs to be nursed by their mother while at our building the mother will be able to use the Youth Lounge area. This area will permit privacy and quiet while the mother is nursing her child.

Clothing

Each child must have at least one full change of clothing (shirt, pants, underwear, socks and shoes) in their backpack at the preschool at all times in case of accidents or spills. This clothing should be clearly labeled. Include a plastic bag for wet clothes.

Dress your child in comfortable clothing suitable to outdoor play and messy art projects. **Shoes should be closed-toed, no sandals please.** This is for your child's safety while playing outside. Our playground has wood chips to cushion the surface and these can cause problems when wearing sandals on the playground.

LABEL ALL BELONGINGS INCLUDING DIAPERS, BACKPACKS, LUNCH BOXES, CLOTHING OR ANYTHING ELSE YOU WANT RETURNED IN CASE OF LOSS.

Concerns or Questions

We have an open door policy please visit with the preschool Director at the first available opportunity. Your questions and concerns are important to us and we encourage all parent-staff communications.

Please sign and return this page with your child's enrollment papers.

I have read and agree to follow the South Hills Christian Church Preschool guidelines and policies.

Child's name (list each child)

Age (s)

This form must be completed and on file for each child enrolled in our program on a yearly basis.

Please check one

I give permission for my child's photo to be used on the school's web page and or the school's Facebook page.

I do not give permission for my child's photo to be used on the school's web page and or the school's Facebook page.

Parent Signature: _____

Date: _____