



**ST. TIMOTHY**  
*Preschool*

Dear Parents,

Welcome to our family! We are delighted you selected St. Timothy Preschool as the place to educate and care for your child. The first five years of a child's life are extremely important. During these formative years, our goal is to develop a love of learning, plus firmly establish proper morals and values. We do this by modeling a Christian lifestyle of tender concern and loving patience.

What makes us different than other places?

Our families become friends. We take a personal interest in each child and actively engage them. We know whether they like blocks or books, or if they prefer the swing over the slide. We talk with them and share experiences together like creating an art masterpiece or becoming a new big brother or sister.

Early childhood education is important to future school success. Our classes are small and our children graduate more than kindergarten-ready. Our teachers are caring, experienced educators. Our top priority is to provide a fun, loving, nurturing environment for a child to develop at his/her own pace.

St. Timothy Cumberland Presbyterian Church also offers many children's programs plus traditional worship style. We have no desire to entice you away from your chosen place of worship, but please know you are always welcome to join us at any time.

God Bless,

Christina Mathews, Jennifer Brooks, Debbie McIntire, and Brittany Patin  
Preschool Administration

# Table of Contents

School Overview .....	3
Classes.....	5
Curriculum.....	6
Safety Practices .....	8
Special Events .....	11
Attendance.....	12
Enrollment and Payment Policies .....	14
What to Bring the First Day.....	16
Preparation for Separation .....	18
Emergency Preparedness .....	19
Questions .....	21

# School Overview

## **Our Mission and Purpose**

Our mission is to reach out to the children and parents of the community with the gospel of Christ by providing loving, Christian care and exemplary preschool education in a safe and fun environment.

Our program is an outreach ministry of St. Timothy Cumberland Presbyterian Church for the families of our church and the surrounding communities.

The program was started in 1983 by a grandmother in the church. It has now grown to be an outstanding school and childcare facility licensed by the Texas Department of Health and Human Services.

The director, responsible for the daily operation of the school, reports to the session of the church.

## **Our Philosophy**

Each child will:

- know he/she is a unique gift from God;
- learn through play and hands-on activities;
- develop self-control;
- develop social skills;
- develop self-esteem and positive feelings toward learning.

## **Guidance Strategies and Discipline**

The word discipline means “to teach.” We focus on development of self-control rather than adult-control, using guidance strategies to help teach the children to exercise positive behaviors.

The most common guidance strategies we use are:

- the setting of firm and fair limits on behaviors;
- encouragement of actions which show respect and fairness to others;
- immediate acknowledgement of positive behaviors;
- redirection of inappropriate behaviors.

Teachers focus on modeling and teaching respectful interpersonal relationships with others rather than on the punishment of misbehavior. Physical punishment of any kind is never used at our school.

Our priority at St. Timothy is the safety and well-being of both our students and our staff. In the rare event that we experience extreme and ongoing behavioral challenges, it may be determined we have to expel a child from our program either on a temporary or permanent basis. We will do everything possible to work with the family of the child(ren) in order to prevent this action. Each case will be handled on an individual basis. The following are some but not all of the reasons we may have to expel or suspend a child from this center:

## **Immediate Causes for Expulsion**

The child is at risk of causing serious injury to other children or him/herself.

Parent exhibits verbal, physical, or intimidating actions towards staff members or children.

### **Other actions which may lead to child/family expulsion or suspension:**

- excessive biting that doesn't improve after implementation of an action plan;
- failure to pay tuition;
- failure to complete required forms, including the child's immunization records and statement of health;
- ongoing behavioral challenges that do not improve with implementation of an action plan.

We will always be in communication with our families regarding behavioral challenges and/or other issues prior to implementing an action plan.

### **Nondiscriminatory Policy**

St. Timothy Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and all school-administered programs.

### **Communication**

Teachers will communicate through communication logs, daily reports, class newsletters and calendars. The administrative team will also communicate through monthly newsletters, occasional handouts, regular emails, and signs on the doors.

### **Parent Questions and Concerns**

Parents are asked to direct their questions or concerns to their child's teacher first. If the question or concern is not answered, please contact the director or administrative staff.

If you have any questions or concerns with our policies and procedures, please contact our director or administrative staff.

From time to time, we may choose to update the Parent Handbook. The most recent version will be emailed to the current parents, as well as be available upon request in the office.

### **Parental Rights**

St. Timothy Preschool does not have the right to withhold a child from any parent. If there are custody arrangements in place, we must have a current copy of the full custody orders on file in the office.

### **Confidentiality**

St. Timothy Preschool maintains confidentiality and respects each family's right to privacy. Families are assured that all individual records, assessments, and documents pertaining to their child are kept in a locked file cabinet and/or a locked room. Only staff having direct access to the child may view the child's records.

### **Gang Free Zone**

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

### **Public Health Emergency Policy**

In the event of a pandemic or public health emergency, it is necessary for us to modify many of our policies and operating procedures. The health and safety of our students, families and teachers our top priority. We recognize that no manual can cover all situations.

# Classes

## **Classes Offered**

Infants (starting at 6 weeks old)  
Toddlers  
Twos and Threes (known by Animal Names)  
Jr. Pre-K  
Pre-K and Pre-K (Dual Language)

Children are grouped according to age with an approximate age span within each animal classroom of nine months. Jr. Pre-K and Pre-K classes are grouped by academic age ranges (from September through August) as they will be grouped in kindergarten. Children 0-36 months are grouped according to state regulations.

## **Toilet Training**

Children must be toilet trained before entering our Jr. Pre-K and Pre-K classes. Toilet-trained is defined as a child having the ability to stay clean and dry during the school day without a pull-up, having no more than one accident per week. Recurring accidents will be addressed on an individual basis and if necessary, a 30-day action plan will be determined by the director.

## **School Schedule– Paid by Tuition**

School days are Monday through Friday  
School hours 8:30 am - 2:30 pm  
Available class options are:  
2-day, 3-day, 4-day, or 5-day  
Pre-K students are strongly encouraged to attend 4 days to receive the maximum benefit of the curriculum.

## **Extended Care – For an Additional Fee**

Before school 8:00 am - 8:25 am  
After school care 2:30 pm - 3:30 pm

## **Calendar**

St. Timothy's calendar reflects several area districts. We follow the HEB School District calendar in relation to inclement weather closings. We operate our school year during the months of August through May. Our summer program operates during the months of June and July. Please refer to our school calendar for the beginning and ending dates of our semesters.

We offer an 8-week summer program on Tuesday/Wednesday/Thursday for preschool students who were enrolled the prior school year and school age children through completed 5<sup>th</sup> grade who have previously attended our program.

## **Summer Schedule – Paid by Tuition**

School days are Tuesday through Thursday  
School hours are 9:00 am - 3:00 pm  
2-day or 3-day class options available

## **Summer Extended Care – For an Additional Fee**

Before school 8:00-9:00 am  
After school 3:00-4:00 pm  
See calendar for summer program dates.

# Curriculum

The curriculum used at St. Timothy Preschool is a combination of tested and successful teacher-developed units including components of Frog Street Press curriculum, Handwriting without Tears, Weekly Readers, and Magic School Bus science curriculum. Teachers employ an on-going plan of action, based on the program philosophy and the ages and stages of the children enrolled.

Each week a topic or theme is introduced and supported by the following activities:

## **Chapel**

As a Christian school, we incorporate chapel into every day. Students in our older animal classes, Jr. Pre-K and Pre-K classes sing songs, learn a monthly Bible verse, and listen to a Bible story. During this time, we help children understand that they are a unique gift from God and He personally cares about each and every one of them. We know this because we read the Bible and learn about His son, Jesus.

## **Circle Time**

This is the time when the teacher presents the theme for the day and teaches/reinforces readiness concepts such as letter recognition and sound, number concepts, colors, shapes, seasons, calendar, etc. The older classes also recite the Pledge of Allegiance.

## **Story Time**

Teachers read a variety of stories to the students. Listening for comprehension and participation in storytelling are basic building blocks for reading readiness.

## **Discovery Centers**

Students are open to discover and learn through child-directed centers such as blocks, manipulatives, art, science, books, listening center, sensory center, and dramatic play.

## **Free Play**

Children learn best through play. Each day, time is set aside for free play, both inside and outside. With two playgrounds and a regulation-size gym, students can play no matter what the weather.

## **Art**

Art gives children the opportunity to be creative and express their individual styles.

Working with paint, crayons, play dough, glitter, feathers, and other fun items allow their imaginations to unfold.

## **Music/Movement**

Students participate in music and movement during the school day. They learn to respond rhythmically to music, new songs, musical games and rhythm band instruments. Additionally, they develop gross motor skills and body control which helps them gain strength and body confidence.

## **Dual Language Pre-K**

This Pre-K class is introduced to the Spanish language through music, books, and focused teaching time in Spanish only. The average daily goal is to teach 75% in English, 25% in Spanish. We highly encourage our Pre-K students to enroll for 4 days to help with their preparation for kindergarten.

## **Indoor & Outdoor Physical Activity**

***Benefits of Physical Activity & Outdoor Play*** Outdoor play not only benefits physical development but also carries benefit for children’s cognitive development and learning. Playing outside can also have benefits for a child’s social and emotional development. It can help build friendships which can be important for a child’s long-term happiness. Consistent physical activity improves memory and brain function, aids in better sleep quality, and improves children’s coordination, flexibility, posture, and balance.

***Duration of Physical Activity*** Students will have at least 30 minutes of outside time each day, weather permitting, with the option of additional time. Should the weather be unfavorable, the gym and fellowship hall will be available for all students to participate in vigorous indoor play. Throughout the day students take part in both child-initiated and teacher-led activities in the classroom. This includes both active and quiet play. In addition to daily, scheduled outside time, all classes participate in Music & Movement during the week.

***Types of Physical Activity*** Students have an opportunity to engage in both structured and unstructured activity both indoors and outdoors throughout the day. Examples of physical activity and movement inside and outside include singing, dancing, yoga, games, jumping, running, etc.

***Indoor & Outdoor Activity Spaces*** Students are able to take part in physical activity outdoors on two playgrounds and four other outdoor spaces and indoors inside the gym, and fellowship hall.

***Recommended Clothing & Footwear*** Since students are highly active each day, we do recommend wearing comfortable, weather-appropriate clothing and closed-toe shoes. Please be prepared for sudden weather changes by having a jacket or sweater available in the fall and spring.

### ***Air Quality, Outdoor Play, and the Weather***

We will use the following guidelines for outside play:

- Children will not play outdoors when the temperature is below 40 degrees.
- Children will not play outdoors when the temperature/heat index exceeds 100 degrees and/or the air quality is not acceptable. The staff will limit outside time and ensure that the students have access to adequate water before, during, and after outside play when the temperature index is high.

The following index is used as a guide for outdoor play in regards to air quality:

<b>Air Quality Color</b>	<b>Air Quality Description</b>	<b>Play Guidelines</b>
Green	Good	Great to play outside
Yellow	Moderate	Safe to play outside
Orange	Unhealthy for Sensitive Groups	Take it easy during outside play; afternoon play limited to 15 minutes
Red	Unhealthy	Outside play before 10:00 am
Purple	Very Unhealthy	No outdoor play

***Inclement Weather Days*** When the weather is unfavorable and does not allow the students to play outside, the teachers will utilize the gym and Fellowship Hall for vigorous activity time. Teachers will lead gross motor activities in the gym and Fellowship Hall and provide necessary items for students such as balls, scooters, tricycles, riding toys, hula hoops, bean bags, large parachute games, etc. We also ask that you send your child in weather-appropriate clothing as this can extend the time we may be able to play outside.

# Safety Practices

## **Medications**

All medications must be approved by the director or administrative staff. We will not dispense antibiotics, cough, or cold medication. If your child is taking these cough or cold medications, they need to stay home. The following medications can be kept at school once a parent fills out the appropriate paperwork.

- Diaper Rash Cream
- Teething Gel
- Asthma Inhalers
- Epi Pens and emergency doses of Benadryl (requires a signed allergy plan from the child's physician)

If your child has any allergies, we must have written information explaining the allergies and types of reactions. Any medication sent to school must be carried by the parent to the preschool office in its original labeled container. The parents will be required to fill out a medication form with dosage and time of needed administration. No medications will be given out without a form signed by the parent. All asthma kits must also be brought directly to the preschool office by the parent.

## **Medication Requirements**

- All medicine must be in the original container and labeled with the child's name.
- If it is over-the-counter medication, it must state the amount to be administered by child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the school.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date and we cannot administer medication after the expiration date.
- The medicine can only be administered to the child for whom it was intended.
- The parent must sign an authorization form and include the dates and times for the center to administer the medication and these directions must follow the label directions. These forms are available in the preschool office.
- Medications need to be picked up by parents on the last day of school during the school year or last day of school during the summer. Any medications not picked up will be disposed of properly.

## **Environmental Health and Pest Control Policy**

The Preschool facility and outdoor play areas are entirely smoke-free. The program maintains facilities, so they are free from harmful animals, insect pests and poisonous plants. In the event pesticides and herbicides are used they are applied according to the manufacturer's instructions. They are used when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children.



### **Immunizations**

Each child enrolled or admitted to St. Timothy Preschool must meet applicable immunization requirements specified by the Texas Department of State Health Services (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). This requirement applies to all children in care from birth through 14 years of age. All immunizations required for the child's age must be completed by the date of admission unless you have one of the following exemption affidavits:

- (1) an affidavit signed by a licensed physician stating that the immunization poses a significant risk to the health and well-being of the child or member of the child's family or household; or
- (2) an affidavit signed by the child's parent or guardian stating that the applicant declines immunization for reasons of conscience, including a religious belief.

Tuberculosis tests are not required of students or staff in our area, but we recommend that parents/staff discuss this test with their doctors.

Our staff are not required to have any vaccines, but we recommend the caregivers discuss the pertussis vaccine and the Covid-19 vaccine with their doctors.

### **Hearing and Vision Policy**

Children who are four by September 1st must have a hearing and vision screening evaluation certificate from their doctor and a copy of this must be provided to the preschool office. A list of special needs or any other information as it pertains to hearing and vision which may be necessary to meet the needs of both the children and the preschool, must be noted.

### **Allergy Policy**

St. Timothy is a nut-free campus. Other allergies will be dealt with on a class-by-class basis. When sending lunch items with nut alternatives, please label the container with the type of alternative used (Example: sunflower butter).

If your child has a severe allergy to food or insects which could result in anaphylaxis, their doctor will need to complete an emergency action plan. You will need to keep Benadryl and an epi-pen in the office.

### **Special Care Needs**

Children with disabilities and other special learning needs are welcome in our classrooms to the extent they can participate in our usual program. Parents will be asked to provide the accommodation recommendations made by their child's health care professional or other qualified professional affiliated with the school district or early intervention program. Staff will work with outside specialists on methods and plans to best meet the individual needs of each child and their family. Enrollment for children with special needs will not be terminated unless a child presents a danger to themselves or others, physically or emotionally, or their needs require a fundamental alteration to the program.

### **Medication and Ointment Policy**

If your child needs any medication or ointment for regular or emergency purposes, you will need to sign paperwork allowing the office to administer each medication. Each medication needs to have a pharmacy label on how to administer. This policy applies to prescription medications and over-the-counter medications.

We provide diaper ointment for our younger classes. If you do not want this used on your child, please let us know. You may also provide your own cream and label it with your child's first and last name.

### **Insect Repellent and Sunscreen Policy**

We allow the use of insect repellent or sunscreen provided by parents. Either of these products will be applied according to the product label instructions.

## **Visitors**

ALL preschool and church visitors must sign in at the office with a photo ID to obtain a visitors' badge. This includes anybody who is on our campus during operating hours.

## **Operational Policy on Infant Safe Sleep**

Parents will review this policy upon enrolling their infant at St. Timothy and a copy of the policy is on the following page. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS) at:  
<http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

## **Exemption to Infant Safe Sleep**

When a health-care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, please see the office for an exemption form to be completed by the infant's health-care professional. The completed form will be kept in the student's file and the student's class with any additional instructions from the professional.

## **Breastfeeding**

Parents have the right to breastfeed or provide breast milk for their child while in care. We also have a comfortable place with an adult sized seat available in the classroom or another location in the church for a mother to breastfeed. Please ask the teachers or the office for assistance.

## **Licensing Notifications**

Parents may contact the preschool office to review a copy of the state minimum standards and our most recent licensing inspection report.

You can also find it online at [DFPS - Search Texas Child Care \(state.tx.us\)](http://www.dfps.state.tx.us/Child_Care/)

Parents may also request to see the most recent copy of the following:

- documentation of liability insurance that complies with Human Resources Code,
- the most recent Fire Marshal's Inspection Report,
- the most recent Health Department's Sanitation Report,
- the most recent Gas Pipe Inspection Report
- the St. Timothy's operational policies.

Many of these inspections or reports are posted on the wall outside the preschool office.

## **Local Licensing Office, PRS Child Abuse Hotline and the PRS Website Information**

Licensing Office

[http://www.dfps.state.tx.us/Child\\_Care/](http://www.dfps.state.tx.us/Child_Care/)

1501 Circle Drive, Suite 310, Fort Worth, TX 76119 817-321-8604

## **Reporting Suspected Child Abuse**

For information from the Texas Department of Family and Protective Services on reporting abuse, neglect or exploitation, visit: [http://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp)

## **Abuse Hotline and Website**

Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide

Make your report through their secure web site and you will receive a response within 24 hours:

[www.txabusehotline.org](http://www.txabusehotline.org)

## **Preventing and Responding to Abuse and Neglect of Children**

St. Timothy Preschool will ensure annual training is completed by employees to prevent and respond to abuse and neglect of children. St. Timothy Preschool loves and cares deeply about all children and is eager to partner with the state to help end child abuse and protect every child.

### **Recognizing the Signs of Child Abuse**

As a way to increase the awareness of child abuse, we have posted on the St. Timothy parent board an informational flyer that includes the four major types of child maltreatment and when to suspect abuse. The four types are physical abuse, neglect, sexual abuse, and emotional abuse.

### **Child Abuse Prevention Strategies**

To increase child abuse awareness, we encourage you to visit the Texas Department of Family and Protective Services website. You may also, look for the Prevention and Early Intervention Programs listed on their website. You will be able to search which programs are offered in our area.

Visit [helpandhope.org](http://helpandhope.org) website which gives help for parents and hope for kids. It offers parenting tips, ways to find help and community resources. These sites also provide information on steps a parent of a child who is a victim of abuse or neglect should take to obtain assistance and help with intervention.

## Special Events

### **Birthdays**

Nothing is more important to your child than celebrating that special day! Your child gets “star” treatment on his/her birthday. Feel free to bring cupcakes or cookies for the teacher to share at an appropriate time during their day. Please remember our campus is nut-free. Also, please consult your child’s teacher to ensure that there are no other allergy restrictions for your child’s class.

### **Themed Celebrations**

While holidays are important family events, we try to keep them simple for the children at school. Special activities are planned for holiday celebrations such as Fall Celebration, Thanksgiving, Christmas, Valentine’s Day and Easter. Each parent is asked to donate time and/or items as needed.

### **Spirit Day**

As a Christian school, we love our school shirts that feature “Jesus is My Superhero.” We will wear these one or two days every month to remind us of the Superhero who truly saved the world.

We also celebrate colors of the month by wearing a designated color for one week outlined in our Curriculum Guide. This is another way of applying what they are learning to their world.

### **Graduation**

When your child has completed our Pre-K class, he/she will participate in commencement ceremonies. Diplomas and Bibles are awarded to mark the first milestone in your child’s educational life. This formal event, held in the church sanctuary, is followed by a reception honoring the graduates.

### **Water Activities**

Children at St. Timothy will have the opportunity to play by hand in a water table in their classrooms and outside. During our summer program, we also have special events involving only wading pools and sprinklers in our outdoor play areas. We acknowledge that there is no lifeguard on duty. The state requires parents to give permission for this activity on the initial enrollment form.

### **Animals**

Animals are not kept at the preschool. By state regulations, we are to notify parents in advance when animals will be brought to school. Therefore, the office will need prior approval before any animals are brought to the school.

ALL animals visiting the preschool must be fully immunized and suitable for contact with children as documented by a licensed veterinarian, animal shelter or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals.

### **Transportation**

St. Timothy Preschool does not provide transportation for students. In an emergency, we will call 911 for transportation to a local hospital. In an evacuation emergency, we have arranged transportation in partnership with the local school district.

### **Field Trips**

St. Timothy does not go on any field trips during the academic school year. However, during the summer program, school age children may participate in walking field trips to the Bedford Public Library or Generations Park at Boys Ranch.

## Attendance

### **Arrival**

**All classes begin at 8:30 am.** Please be prompt. To facilitate an optimal learning environment, we ask that you drop your child off as close to the start of the preschool day as possible. If you need to drop off past 10:00 am please obtain approval from the office in advance.

Our doors are locked everyday 8:50 am - 2:20 pm to ensure the safety of our children. You may access the building by knocking on the door outside the preschool office.

### **Student Sign-In/Sign-Out**

Every student must be signed-in when they arrive at school and signed-out when they are picked up—per state requirement. A staff member will sign the child in and out.

### **Dismissal**

**School dismissal is 2:30pm.** Please be prompt. Students not picked up by within 5 minutes of dismissal time will be assessed a late fee of \$1 per minute.

If an emergency arises and you cannot arrive on time to pick up your student, please contact the school at 817-685-6751. If someone else is picking up your child, please let us know in advance. No child will be released to another person other than the parents unless we have prior notice, including the driver's license number of the person who will be picking up your child. We will then ask to see that person's license before releasing your child to him or her.

### **Absence**

Tuition will not be credited for days a student is absent and other days of the week cannot be substituted. If a child is going to be absent, please notify the school.

### **Conferences**

Teachers and parents should feel free at any time during the year to ask for a conference. Conferences will be between 12:30 pm and 2:00 pm on scheduled days.

### **Visitation**

Parents are welcome to call or visit our school to observe our teaching style. Please be sure to schedule an appointment with the office.

### **Probationary period**

All students will be on a probationary period for six weeks starting with their first day of attendance. We do this to ensure that St. Timothy can provide an appropriate learning environment based on the needs of your child. No refunds will be given for unused tuition, registration or supply fees if your child does not continue with the program after this period.

### **Sick Policy**

Your child's health is very importance to us! Precautions are taken including refusal to admit sick children to class and removing children from their classroom who become ill during school hours. Please make other arrangements for your child when he/she has one or more of the following symptoms:

- An oral temperature of 100.0 or has had one during the previous 24 hours. A CHILD MUST BE FREE OF FEVER WITHOUT FEVER REDUCING MEDICINE FOR 24 HOURS BEFORE RETURNING. Giving your child Tylenol and then sending them to school puts all the other children at risk for illness.
- Symptoms of a possible communicable illness such as diarrhea, vomiting, sore throat, excessive coughing, mouth sores with drooling or wheezing, red eyes, or discharge or crusted eyelids indicating the possibility of infectious "pink eye." A CHILD MUST BE FREE OF DIARRHEA AND/OR VOMITING FOR 24 HOURS BEFORE RETURNING. (An exception is diarrhea believed to be caused by oral antibiotics.)
- Rashes that may indicate the possibility of chicken pox, measles, scarlet fever, or a virus.
- A heavy nasal discharge that is not clear.
- Behavior change such as lethargy or other unusual signs.

We can only administer prescription or "over-the-counter" (OTC) medications that have been pre-arranged with a signed authorization. See the medication policy.

Please notify the office when your child is ill with a communicable disease (including, but not limited to lice, RSV, chicken pox, pneumonia, strep, and mononucleosis).

### **Inclement Weather**

In case of inclement weather, St. Timothy Preschool will follow the HEB School District inclement weather policy. If HEB schools are closed or delayed in opening, our school will be closed the **entire day** to ensure the safety of your children. If the HEB School District dismisses early because of an impending severe weather situation, St. Timothy Preschool will be dismissed at the same time. Please listen to local radio and television stations for this information. We also reserve the right to close early if we consider developing weather conditions to pose a threat to our St. Timothy families and staff. Our school does not have weather make-up days.

# Enrollment and Payment Policies

## **Enrollment Procedures**

St. Timothy Preschool holds an in-house registration and an open registration. The in-house registration is exclusively for students currently enrolled, St. Timothy Church Members and siblings of currently enrolled students. Open registration is for those students new to the program and continues as long as space is available. Classes are always contingent upon reaching a minimum number of enrollees.

To be officially enrolled in the school, each student must have in our files:

- A complete enrollment form including any special care need accommodations.
- The names, addresses, and driver's license numbers of people to whom the child may be released and those of people who may be contacted in case the parents cannot be reached.
- A copy of the most current immunization records
- A wellness statement signed by a physician stating that the child is free from communicable and infectious diseases and can participate in a group program.
- A copy of the results of the child's vision and hearing screening, if the child is four years old by September 1<sup>st</sup>.
- Documentation that the registration fee has been paid.
- Financial Commitment Agreement
- Parent Handbook Agreement

## **Registration and Supply Fees**

A **non-refundable** registration fee is due upon enrollment. Supply fees will be charged at the beginning of each semester (Fall, Spring and Summer).

## **Tuition**

Tuition costs are assessed for the student for the period of one school year. See the tuition sheet for current rates. We offer 2 payment options for tuition: by semester or by month. Please see the director for other payment options. There will be a monthly discount of 10% for the child with the lowest tuition rate if two or more children from the same family attend. St. Timothy church members receive a 25% discount. All school closures have been prorated out of the full school year tuition amount. Therefore, tuition amount will be the same September through May, regardless of holidays.

## **Payment**

When paying monthly, tuition is due on the 1<sup>st</sup> but by no later than the 7<sup>th</sup> of each month. Payment must be made by auto draft or online payment. Please contact the office for the auto draft form or to be set up for online payment.

There will be no reduction or credit in tuition for inclement weather days. We also cannot substitute days or make up days when a child is absent.

## **Enrollment Before Attendance**

When the school year begins, if you wish to enroll your child before he/she attends, (such as a newborn waiting to reach six weeks of age) you must pay the full monthly tuition to keep that opening reserved -- even though the child is not attending yet. (Example, you enroll your child in September, but the child will not actually attend until December. You would still pay full tuition for September, October, November and December.)

### **Schedule Change Fee**

During the school year a change of schedule can be requested. If approved, a \$35 fee will be assessed if there is a reduction in the number of days attending, or if multiple schedule change requests are made and approved in a school year.

### **Late Fees and NSF Charges**

Tuition is due and payable the first of each month and will incur an automatic late fee of \$35 per child if not paid in full by the 7<sup>th</sup> of each month. If payment is delayed, you must notify office.

A \$35.00 fee will be charged for returned payments.

### **Delinquent Accounts**

If tuition is not paid in full by the 15th of each month, your account will be labeled "Delinquent." Your child(ren) will not be allowed to return to school until your account is paid in full.

During this time, your child's spot cannot be guaranteed to stay open. We will call from the waiting list to fill any vacant opening.

All accounts must be paid in full in order to pre-register for the following school year. If your child is removed from school for more than 30 days, a new registration fee will be required before re-entry (if space is available).

### **Withdrawals and Refunds**

Parents are responsible for tuition until withdrawal. Notice should be given two weeks in advance. Refunds are not given for unused tuition, registration or supply fees, vacations, illness or bad weather.

If you experience a financial emergency, please contact the director as soon as possible.

# What to Bring the First Day

## **Please Label all Belongings!**

To ensure all items such as backpacks, clothes, jackets, lunchboxes, etc. go home with the correct child, please label everything with FIRST NAME and LAST INITIAL. For our youngest students, that is especially important for diapers, pacifiers, bottles and sippy cups (both container and lid).

## **Backpack**

To keep every child's personal items separate, a backpack or tote must be used. Again, please label these items clearly with your child's name.

## **Clothing**

Students should wear washable play clothes and comfortable closed-toe sneakers. This allows children to participate safely in all activities. Please send jackets during colder weather. Teachers do their best to protect the students' clothing. We ask for your understanding if an accident occurs while painting or playing outdoors.

Please bring an extra change of clothes (including underwear and socks) in a labeled gallon-size zip-lock bag and store it in your child's backpack in case a change of clothes is needed.

For our younger students, please send a minimum of 4 diapers.

## **Nap Mat Policy and Naptime Items**

The state requires a rest period for all children. For children in the older toddlers through Pre-K all children are required to have a vinyl wipeable mat. Nap mats will be stored at the school. You may purchase one from us or elsewhere. If it gets torn, then you will be asked to purchase another one.

We do not force children to sleep during naptime. Those who don't sleep may engage in quiet play such as reading a book or doing a puzzle.

For our children in the infant rooms, the children will rest in separate cribs and do not require a mat. The state requires that children under 12 months not have any loose articles, pacifiers with attachments, toys, or blankets with them in their crib. Pacifiers without any attachment are acceptable. We do provide baby sleep sacks to provide extra comfort and warmth. You may bring one from home if desired.

## **Lunch**

Please send your child's lunch in a lunch box or lunch bag with his or her name on the outside. Also, remember to label the containers that you wish to have returned. Please send food that your child can feed themselves. (Cut hot dogs and grapes in half to prevent choking.) You do not need to send spoons or bibs as we will supply them. All food should be "ready to eat" in our older classes. We suggest using cold packs or thermos to keep the food at the desired temperature.

We only heat food for our infant and toddler classes. We are not responsible for the nutritional value of lunches brought from home or for meeting your child's daily food needs.



### **Bottles for Infants and Toddlers**

You will need to supply what your child needs for the day. We have refrigerators to store them. For formula-fed babies, pre-mix the bottles each day.

### **Sippy Cup and Water Bottles**

We encourage our students to stay hydrated. Please send either a “no-spill” sippy cup or a water bottle filled with water. When this runs out, we will refill it with water.

### **Snacks**

A portion of the supply fee goes towards a basic sampling of whole grain snacks (ex. Goldfish, Cheerios, crackers, etc.).

### **DAILY CHECK LIST**

- Washable clothes
- Closed-toe shoes
- Change of clothes (in Ziploc bag)
- Jacket (if applicable)
- Lunch
- Water bottle/sippy cup
- 4 diapers/pull-ups (if applicable)
- Nap mat
- Pacifier (if applicable)

### **Additional Items for Infant/Toddlers**

- Bottles (pre-mixed)
- Sleep sack (optional)

## Preparation for Separation

We know this experience can be very hard on you—especially if you are a first-time parent. Tears are very normal on the first day of school and your child’s teachers know how to handle tearful transitions.

Be assured that those tears are usually very brief. It may take your child several weeks to adjust to the new environment and routine. Once he/she does, you will experience with delight how much your child really enjoys school!

1. Talk about school in a positive way. “You are old enough to go to ‘big kid’ school now, isn’t that exciting? I know there are a lot of fun things to do there.”
2. Attend “Meet the Teacher” with your child. This is very important to help your child feel secure about his surroundings and the new faces he will see every day.
3. Do something special together the night before. Fix lunch together and put it in your child’s new lunch box. Let your child pick out what he/she wants to wear on the first day of school.
4. Plan your schedule so you and your child can be rested, unhurried and relaxed that morning.
5. Expect your child to go to school happily and have a good time. Children sense their parents’ insecurities very quickly.
6. Most importantly—remember that your child is a unique individual. You are a good parent. You’ve made the right decision. We believe that children are truly a gift from God—and together we will help you unwrap the talents of your precious little package.

# Emergency Preparedness

## **Emergency Preparedness Procedures**

In compliance with the Texas Department of Health and Human services, our school conducts monthly fire drills. We conduct severe weather drills and lockdown drills four times a year. Please refer to the emergency procedures listed in each classroom for details. We will evacuate to the south side of the front parking lot or the north side of the back parking lot.

In the case of an emergency where we need to find shelter away from the school, our alternate location will be:

### **Bedford Heights Elementary**

**1000 Cummings Drive, Bedford, TX 76021 · (817) 399-3010**

Each teacher will have a copy of your child's enrollment form with the information to contact you in case of such an event.

## **General Emergency Evacuation Procedures**

Our emergency phone number is (817) 571-7474. We will use this number to contact local authorities, parents and the State of Texas licensing office.

Teachers will evacuate the students from the building to Bedford Heights Elementary depending on the type of emergency.

For an earthquake, teachers will direct students to 'drop and cover' and wait until the shaking has stopped, then evacuate the students immediately.

The classroom emergency backpack will accompany the class upon evacuation. This backpack will include an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

The teacher will take attendance and establish the class's status:

- 1) GREEN CARD – All clear/everyone accounted for,
- 2) RED CARD – Missing students, or injury.

At least one teacher will remain with their class at all times.

The building can be re-entered once the building has been declared safe by the director, administrative staff or emergency personnel.

Students will remain with school personnel until safe to re-enter the building or are picked up by an authorized adult.

## **Extended Emergency Evacuation**

The administration and staff will follow the Emergency Response Procedures:

The administration staff will establish a command post at the front doors of the alternate location.

Adults arriving to pick-up a child should report to the command post area only. Adults will be required to show identification and sign the child out. The classroom teacher will verify the information before releasing the child.

The command center will verify the information and then send a 'runner' to pick up the child from their classroom teacher. Parents must stay in the command center area until their child is released to them.

Students will remain at the alternate location until they are released to the parents or an authorized adult.

### **Emergency Closure Procedures During The School Day**

In the event it becomes necessary to send children home early from school, the following Emergency Closure Procedures will be followed:

- The local television/radio stations will be notified.
- Parents will be sent an email notification and as time allows, or they will receive a phone call from the school.
- The normal learning environment will continue until dismissal of students is announced. - A parent pick-up area will be set up by the preschool office.

### **Intruder/Lockdown Procedures**

- In the event of an intruder on campus, the office staff will notify the teachers that we are on lockdown.
- The office staff will call 911 immediately.
- The office staff will contact the church office notifying them of the current situation.
- Classroom teachers will direct students to move away from direct line of the classroom windows or interior door windows. Internal and external doors to the classroom will be locked. Exterior classroom window shades will be closed, and classroom door windows will be covered.
- Designated staff will be responsible to lock internal and external doors to the building.
- The 'lockdown' will remain in effect until law enforcement officers verify it is safe to resume school.
- In the event that the school needs to dismiss students, the 'Emergency Closure Procedures' will be in effect.
- During a lock down situation, parents must not attempt to enter the building until the area has been secured by local law enforcement officers.
- Once the lock down has been removed, parents waiting to pick-up their child(ren) will be directed to the command center by the preschool entrance where the children will be called from the classroom and escorted to the command center by a school employee.

### **Power Outage**

In the event of a power outage, teachers will remain with their students until a decision is made for the remainder of the school day. Students will not be released unaccompanied from classrooms to use the bathrooms. The school day will continue as normally as possible. If a decision is made to send children home, the Emergency Closure Procedures will be followed.

### **Medical Emergencies**

In the event of a medical emergency requiring 911 assistance, 911 and the parents will be called simultaneously. If the parent cannot be reached, St. Timothy will secure any and all necessary emergency medical care for the child. (Please refer to the medical emergency page of your registration form).

In case of an accident or sudden illness, we will always try to:

- Contact the parents
- Contact the person(s) listed as emergency numbers on the registration forms

PLEASE MAKE SURE THAT ALL NUMBERS ARE KEPT UPDATED AND THAT THESE PEOPLE ARE AWARE THAT THEY WILL BE CALLED AND EXPECTED TO PICK UP YOUR CHILD. IF A CONTACT PERSON'S NAME AND NUMBER ARE LEFT, PLEASE MAKE SURE THAT HE/SHE IS AWARE OF THE POLICY SO THAT HE/SHE WILL NOT BE UPSET WHEN CALLED.

## Questions

If you have any questions or concerns at any time, please do not hesitate to communicate these questions or concerns to your child's teacher or to the director. We want to partner with you to ensure that your child has a wonderful learning experience at St. Timothy! Your support and cooperation will enable your child and his/her teacher(s) to have a wonderful preschool year!

## Minimum Standards Index

1. Hours, days, and months of operation	5
2. Procedures for the release of children	12
3. Illness and exclusion criteria	13
4. Procedures for dispensing medication or a statement that medication is not dispensed	8
5. Procedures for handling medical emergencies	20
6. Procedures for parental notifications	4
7. Discipline and guidance that is consistent with Subchapter L of this title	3
8. Suspension and expulsion of children	3
9. Safe sleep policy for infants from birth through 12 months old that is consistent with the rules in subchapter H of this chapter	10
10. Meals and food service practices	16-17
11. Immunization requirements for children, including tuberculosis screening and testing if required by your regional Texas Department of State Health Services or local health authority	9
12. Hearing and vision screening requirements	9
13. Enrollment procedures, including how and when parents will be notified of policy changes	4, 15
14. Transportation, if applicable	12
15. Water activities, if applicable	11
16. Field trips, if applicable	12
17. Animals, if applicable	11-12
18. Promotion of indoor and outdoor physical activity that is consistent with Subchapter F of this chapter (relating to Developmental Activities and Activity Plan); your policies must include: (A) The benefits of physical activity and outdoor play (B) The duration of physical activity at your operation, both indoor and outdoor (C) The type of physical activity (structured and unstructured) that children may engage in at your operation; (D) Each setting in which your physical activity program will take place; (E) The recommended clothing and footwear that will allow a child to participate freely and safely in physical activities; and (F) The criteria you will use to determine when extreme weather conditions pose a significant health risk that prohibits or limits outdoor play; and (G) A plan to ensure physical activity occurs on days when extreme weather conditions prohibit or limit outdoor play	7
19. Procedures for providing and applying, as needed, insect repellent and sunscreen, including what types will be used, if applicable	9
20. Procedures for parents to review and discuss with the child-care center director any questions or concerns about the policies and procedures of the child-care center	4
21. Procedures for parents to participate in the child-care center's operation and activities	12
22. Procedures for parents to review a copy of the child-care center's most recent Licensing inspection report and how the parent may access the minimum standards online	10

## Minimum Standards Index, continued

23. Instructions on how a parent may contact the local Licensing office, access the Texas Abuse and Neglect Hotline, and access the HHSC website	10
24. Your emergency preparedness plan	19-20
25. Your provisions to provide a comfortable place with an adult sized seat in your center or within a classroom that enables a mother to breastfeed her child. In addition, your policies must inform parents that they have the right to breastfeed or provide breast milk for their child while in care	10
26. Preventing and responding to abuse and neglect of children, including: (A) Required annual training for employees; (B) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect (C) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect; (D) Strategies for coordination between the center and appropriate community organizations; and (E) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect	10-11
27. Procedures for conducting health checks, if applicable	13
28. Information on vaccine-preventable diseases for employees unless your center is in the home of the permit holder. The policy must address the requirements outlined in §746.3611 of this chapter	9
29. Procedures for supporting inclusive services to children with special care needs. The policy must address the requirements outlined in §746.2202 of this chapter (relating to What are my responsibilities when planning activities for a child in care with special care needs?)	9
You must also inform the parents that: (1) They may visit the child-care center at any time during your hours of operation to observe their child, the child-care center's program activities, the building, the premises, and the equipment without having to secure prior approval; and (2) Under the Texas Penal Code any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. You may inform the parents by: (A) Providing this information in the operational policies; (B) Distributing the information in writing to the parents; or (C) Informing the parents verbally as part of an individual or group parent orientation.	12, 4