

## **2022-2023 Parent Handbook**

### **Christ Church School for Little People**

#### **Toddler/Preschool Program**

4203 South State Hwy 6  
College Station, Texas 77845

Christ Church (979) 690-7714  
Christ Church Fax (979) 690-6098  
[www.christchurchcs.org](http://www.christchurchcs.org)

Preschool Hours: Monday- Thursday  
9:00 a.m.-1:30 p.m.

Camp Stay & Play Hours: Monday – Thursday  
1:30 p.m. – 2:30 p.m.

*“Whoever welcomes one child like this in My name welcomes Me”*

Mark 9:37

# Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>INTRODUCTION</b> .....	<b>3</b>
<b>PHILOSOPHY AND PURPOSE</b> .....	<b>3</b>
<b>PURPOSE OF THE PARENT HANDBOOK</b> .....	<b>3</b>
<b>POLICIES AND PROCEDURES</b> .....	<b>4</b>
<u>CURRICULUM AND EXPECTATIONS</u> .....	4
Curriculum Emphasis .....	4
Academic Expectations .....	6
<u>ENROLLMENT AND REGISTRATION</u> .....	8
Enrollment Guidelines .....	8
Preschool Registration Guidelines .....	8
EARLY REGISTRATION FOR CURRENTLY ENROLLED STUDENTS .....	10
EARLY REGISTRATION FOR SCHOOL AND CHRIST UMC STAFF .....	10
EARLY REGISTRATION FOR CURRENTLY ENROLLED STUDENTS’ SIBLINGS .....	10
REGISTRATION FOR CHRIST CHURCH MEMBERS AND THE COMMUNITY.....	10
<u>HEALTH AND SAFETY</u> .....	11
Immunizations .....	11
Required Medical Exams .....	11
Medical Dispensation .....	11
Illness during the school year .....	12
Returning to a Child Care Facility after COVID-19 or similar symptoms .....	13
First Aid and Emergency Procedures.....	14
Gang Free Zone .....	14
Safe Sanctuary .....	14
Privacy .....	14
<u>OTHER OPERATING POLICIES AND PROCEDURES</u> .....	15
Agency Contact Information.....	15
Animals .....	15
Arrivals and Departures .....	15
Birthday Celebrations.....	16
Biting Incidents.....	16
CAMP Stay and Play .....	17
Dismissal and Suspension.....	17
Discipline and Guidance.....	17
Field Trips.....	18
Licensing.....	18
Parent Teacher Organization .....	19
Parent – Teacher Communication.....	19
Preventing and Responding to Abuse & Neglect.....	19
Religion.....	19
School Parties .....	19
Open House, School Visitations and Teacher Home Visits .....	19
School Year and Closing Due to Weather .....	20
Snacks.....	20
Special Events .....	20
Toilet Training .....	20
Tuition and Fees .....	22
What Not to Bring to School.....	22
What to Bring and Wear to School .....	22
Who May Pick up your Child.....	23
Withdrawals.....	23
Emergency Plan.....	23
Tuition & Fee Schedule.....	24
Child Care Operations Amendment regarding Christ church Baptismal Pool .....	25

# Introduction

Welcome to the School for Little People at Christ Church. This Parent Handbook has been prepared to provide information concerning philosophies, policies and procedures of the school. Please read it carefully so that you will better understand the role we all play in making this years' experience a special time in the life of your child.

## Philosophy and Purpose

The purpose of the School for Little People is to provide a well-rounded program for the children of Christ Church and its surrounding community. Through our programs, each child can grow and develop spiritually, academically, cognitively, physically, emotionally, and socially within a Christian atmosphere.

We believe each child is a gift of God, a special unique person valued for his/her own worth, who is growing and learning independently while interacting with the environment through play, a child's "work". A love of learning is fostered through an environment that is rich with opportunities for growth in a variety of activities and experiences.

The School for Little People is are a part of the Children's Ministries of Christ Church and is considered a ministry of the church.

## Purpose of the Parent Handbook

The purpose of the School Handbook is to inform parents of the school's policies and procedures and other program information, including the school's discipline and guidance policy. *Parents are expected to read and abide by the policies stated within the Handbook.* Parents are required to sign and return the Acknowledgement of Parent Handbook form as part of the school registration process.

The policies and procedures within this handbook are subject to periodic review. Parents will be notified in writing of any changes made throughout the year.

# Policies and Procedures

## Curriculum and Expectations

### Curriculum Emphasis

#### General Objectives

1. To provide a secure and nurturing environment, fostering independence, curiosity, and the development of age-appropriate skills.
2. To promote a good self-image and sense of identity.
3. To encourage cooperative play.
4. To provide a delightful learning atmosphere.
5. To stimulate intellectual achievement for children in a Christian atmosphere.
6. To create an awareness that each child is worthy of God's love and the love of other human beings.

#### Developmental Objectives

*A child's growth is encouraged by faculty and staff guidance in six areas:*

#### **1. Emotional**

- a. By acquiring a positive self-image.
- b. By becoming independent.
- c. By identifying feelings.
- d. By verbalizing feelings.
- e. By accepting reasonable authority and limitations.
- f. By interacting with the environment.
- g. By responding to new challenges.

#### **2. Physical**

- a. By providing each child with the opportunity to develop fine and gross motor-skills through the use of age-appropriate materials and activities.
- b. By observing, encouraging, and supervising the development of these skills.

#### **3. Social**

- a. By encouraging cooperation in a group setting.
- b. By facilitating interaction with teachers and peers.
- c. By lengthening the attention span.
- d. By guiding ability to follow directions.
- e. By learning to complete tasks.

#### **4. Creative**

- a. Art
  1. By offering manipulation, exploration, and creation with a variety of art materials.
  2. By encouraging the child's self-expression, feelings, and observations.
- b. Music
  1. By listening to many kinds of music and learning to sing, move, relax and respond to music.
  2. By providing activities that teach concepts, reinforce learning, and develop skills in addition to enjoying music for its own sake.
  3. By studying composers and their music to learn to identify instruments, musical genre and history.
- c. Dramatic Play – by providing opportunities to use puppets, costumes, and other props to identify with people, times and places in a make-believe world.

## **5. Intellectual**

By providing age-appropriate activities which will facilitate auditory and visual skills through:

- a. Language Development
  1. By providing the opportunity to hear proper language in individual and group activities.
  2. By building vocabulary as a daily activity.
  3. By participation in exercise to develop concepts of color, size, shape, position, location, relative number terms, relative weight and sizes, classification skills and substance.
  4. By providing opportunities for reading-readiness – with all ages as we begin with storytelling and move forward with the other learning styles.
- b. Math Development
  1. By encouraging the abilities of identification, classification, and measurement through both planned and unplanned activities in the school day.
  2. By understanding math concepts and skills in solving problems. Each child will be given many opportunities for concrete experiences with math by using objects that can be touched, moved, and manipulated.

## **6. Spiritual**

By providing appropriate times and guidance on learning of God's love in our world:

- a. By providing opportunities for prayer in the classroom and in chapel.
- b. By participating in chapel on a weekly basis to hear God's stories and sing God's praises.
- c. Through experiencing God's love through our teachers, the church environment, and the wonder of God's world.

## **Academic Expectations**

Christ Church School for Little People strives to develop and promote the best in every child. We focus on the spiritual, emotional, intellectual, social, and physical components of the young child. Our curriculum is theme based, developmentally appropriate, and child-centered. Active learning situations, in which children have opportunities to make choices and decisions, manipulate materials, use language in personally meaningful ways, and receive appropriate adult support and guidance is a fundamental part of our program. Teachers use a wide variety of resources to plan activities for the children. Below you will find the expectations of each class which follows the guidelines provided by the National Association for the Education of Young Children.

### **Toddler**

- ❖ Socialization
- ❖ Language acquisition
- ❖ Controlling actions and emotions
- ❖ Exploratory activities involving the senses
- ❖ Explore and manipulate various art materials
- ❖ Develop fine and gross motor skills
- ❖ Colors
- ❖ Shapes
- ❖ Minimum of 30 minutes of outdoor play daily, divided into 2 playground times

### **Two's**

- ❖ Social/Emotional skills
- ❖ Language acquisition
- ❖ Exploratory activities
- ❖ Self-help skills
- ❖ Colors, shapes, practice counting, eye-hand coordination, recognition of first name
- ❖ Explore and manipulate art materials
- ❖ Sensory activities
- ❖ Minimum of 30 minutes of outdoor play daily, divided into 2 playground times

### **Three's**

- ❖ Social/emotional skills
- ❖ Independence/self-help skills
- ❖ Sensory activities
- ❖ Exposure to letters
- ❖ Name recognition
- ❖ Introduction to name writing
- ❖ Shapes, colors
- ❖ Cutting and gluing skills
- ❖ Counting 0-10 and beyond
- ❖ Sorting
- ❖ Science exploration
- ❖ Minimum of 30 minutes of outdoor play daily, divided into 2 playground times

## **Fours**

- ❖ Independence
- ❖ Cutting, gluing, name writing
- ❖ Number recognition (0-10), object representation, sorting, patterning, shape recognition, sorting, patterning, shape recognition, ordering by size, one to one correspondence, counting 1-10 and beyond
- ❖ Problem solving skills
- ❖ Introduction to upper and lower-case letters and their sounds
- ❖ Performing experiments using the scientific method
- ❖ Vocabulary and language enrichment
- ❖ Preparation for kindergarten
- ❖ Minimum of 45 minutes of outdoor play daily

## Enrollment and Registration

### **Enrollment Guidelines**

Enrollment in the School for Little People at Christ Church shall be open to any child, provided the program can meet the needs of that child. Enrollment shall be granted without discrimination in regard to sex, race, creed or political belief.

### **School Registration Guidelines**

Registration is held in the Spring for the following Fall. Early registration is held for our currently enrolled students and their siblings as well as our School and Christ Church staff. Registration is then opened to church members. Finally, registration is opened to the community.

A waiting list will be formed for each class as the classes fill. As spaces become available in a class, they will be filled from this waiting list. Placement on a waiting list does not require a deposit. Waiting lists are not carried over from year to year. Written notice will not be sent to those on waiting lists.

#### ***Early Registration for Currently Enrolled Students***

All children currently enrolled in a Christ Church School will be given priority placement for an equivalent spot in our program for the following school year.

Due to the variability of the enrollment for the Toddler class from year to year, it is not always possible to accommodate all of our 2-day Toddlers in the 2 day 2-year-old classroom or the 2 day 2-year-olds into the 3-day 3 classroom. If space limitations do arise, you will be notified the week prior to early registration of the space limitations for that class. You will still be guaranteed a spot in the 2-year-old program. However, during registration, spaces for the 2 day 2-year-old program and 3 day 3-year-old program will be filled on a first come, first served basis as the completed packets are received from our currently enrolled students.

The class will be considered full to School staff, Christ Church staff, and siblings, until all currently enrolled students have been accommodated. If spaces are still available after currently enrolled students are registered, we will then fill the class based on the waiting list.

To **increase/decrease** the days enrolled, the following is required:

- Complete and return the registration packet including the May 2023 tuition, registration fee, and supply fee. (Doctor's release is not required to be eligible to increase/decrease your days) At the time you return the **completed** registration packet, you can indicate that you would like to increase/decrease your days enrolled.
- If space is available in your requested class at the time you return the **completed** registration packet, your child will be enrolled in the requested class. Enrollment will be finalized upon the completion of the Doctor's Release form and immunizations which are due Monday, August 15, 2022. Records may be mailed or hand delivered to the school office.
- If space is not available in the requested class, your child will be enrolled in the guaranteed class and placed on the waiting list for the requested class.

**NOTE:** If we have not received a completed registration packet for a guaranteed space by the end of early registration, this space will be released to other potential students and the currently enrolled student will then be required to follow the same registration process as our Christ Church members and the community. Any unpaid fees incurred must be paid in full before next year's registration space is guaranteed.

### *Children of our staff will be registered as follows*

- Members of the School and Christ Church staff may request a registration packet and request class space(s) the week prior to early registration by contacting the Director.
- If space is available in your requested class at the time you request the registration packet, your child will be **temporarily** registered in the requested class. At that point, **you will have until the *beginning* of early registration to complete and return the remainder of the registration packet (excluding the Doctor's Release and copy of birth certificate).** The completion of the registration packet (including the registration fee, supply fee and May 2023 tuition) will confirm your child's registration for that class. Enrollment will be finalized upon the completion of the Doctor's Release form.
- If space is not available in the requested class, your child will be placed on the waiting list for the requested class.

**NOTE:** If we have not received a completed packet for the child by the beginning of early registration, this space will be released to other potential students and the child's registration will then follow the same process as the early registration for currently enrolled students' siblings or the process for Christ Church members and the community, whichever is applicable. All accounts must be current in order to register for the next school year.

## ***Early Registration for Currently Enrolled Students' Siblings***

Siblings of our children currently enrolled in SFLP will be registered as follows:

- Completed registration packets are accepted on a first come, first served basis each day of early registration.
- If space is available in your requested class at the time you complete the online request, your child will be registered in the requested class. You will then be contacted by the School office to pick up a registration folder which will be due back in 2 business days. Enrollment will be finalized upon the completion of the Doctor's Release form and copy of the child's birth certificate.
- If space is not available in the requested class, your child will be placed on the waiting list for the requested class.

NOTE: If we have not received a completed packet for a priority space by the end of early registration, this space will be released to other potential students (children on the waiting list with **completed** registration packets). All monies from completed registration packets will be returned for children who remain on the waiting list after early registration ends (as the waiting list does not require a deposit). All accounts must be current in order to register for the next school year.

## ***Registration for Christ Church members and the Community***

Registration will first be held for Christ Church members and will then be opened to the community. Children for both the Christ Church members and the community will follow the same process for registration. The children will be registered as follows:

- **Registration includes parents completing the online request to register their child. This online link will be live on the Christ Church webpage and will be emailed out to families who have requested more information about registering for the 2022-2023 school year. Once completed, you will be contacted by the school office with confirmation of placement in the requested class. At this time, we will contact parents with a scheduled time to pick up the registration packet.** (*Spaces will be held for a brief period to allow you time to immediately complete and return the form*).
- If space is available in your requested class at the time you return the complete the online request to register, you will also need to provide the **non-refundable** registration fee and the applicable supply fee at that time. You will be billed through Brightwheel and all payments should be made online using our school app. There is no fee to pay using ACH. Your child will then be **temporarily** registered in the requested class. At that point, **you will have two (2) school business days to complete and return the remainder of the registration packet (excluding the Doctor's Release)**. The completion of the registration packet and the May 2023 tuition will confirm your child's registration for that class. Enrollment will be finalized upon the completion of the Doctor's Release form, immunization and copy of the child's birth certificate.

NOTE: If the completed registration packet is not returned within the two (2) school business days, the space will be released to other potential students and the supply fee can be refunded, upon written request, according to the refund policy stated on the Tuition and Fee Schedule. If a completed packet is returned after the two (2) preschool business days, your child will either be confirmed for the requested class or placed on the waiting list, depending on space availability.

- If space is not available in the requested class, your child will be placed on the waiting list for the requested class. The waiting list does not require a deposit.

## **Health and Safety**

### **Immunizations**

The laws of the State of Texas and Department of Family and Protective Services require the following age-appropriate immunizations for all children enrolled. Affidavits to waive vaccines will not be accepted.

- Diphtheria, Tetanus, Pertussis – DtaP
- Haemophilus influenzae type b – Hib
- Hepatitis A
- Hepatitis B – HepB
- Inactivated Poliovirus – IPV
- Measles, Mumps, Rubella – MMR
- Varicella
- Pneumococcal – PCV

### **Staff Immunization Requirements**

All Staff are required to stay up to date on their immunizations. This includes the following.

- Influenza (annually)
- Pertussis (Tdap)

### **Required Medical Exams**

All children must have a current medical examination upon enrollment. The Director and your child's teacher should be informed of any chronic medical problems or allergies before his/her first day. SFLP can be authorized to dispense medication, if necessary. See the Medical Dispensation policy below for details regarding the authorization and the dispensation processes.

All four and five-year old's are required by the State of Texas to complete a vision and hearing screening. Your child's pediatrician offers this service.

### **Hearing and Vision Policy**

All students are required to have a signed medical release and a copy of their current immunizations on file, prior to their first day of enrollment at School. Students ages 4 and older by the first day of school are also required to have a copy of a recent hearing and vision screen.

### **Medical Dispensation**

SFLP will administer medication to our students with a need. Need is determined by the child's parents and their physicians. Written documentation is required from the physician(s) to confirm the need for medication to be dispensed at school. This documentation must be updated every six (6) months, preferably at the beginning of the school year and the following January.

Medication will be dispensed under the following criteria:

- Medication must be in the original container and the child's full name must be printed on the container.

- The School Medical Dispensing Form must be completed and current and be on file in the office.

Medication will be dispensed as follows:

- The director will administer medication in the office. An exception would be a life-threatening situation, e.g. an allergic reaction; in which case, the lead teacher or the teacher in charge of the child would be allowed to administer the medicine if the director is not available. This includes the use of the Epi-Pen.
- A record will be kept in the office noting the date and time of the administration of the medication.
- Parents will be called as soon as the medication has been dispensed.
- If the Epi-Pen is administered, 911 will be called immediately and then the parents will be notified.

## **Illness during the school year**

Great care is taken to protect children from acquiring infections or illnesses at school. To protect children and staff members, children who are ill must be kept at home. If your child is not well enough to play outside (which we do everyday), then your child needs to be cared for at home.

Please keep your child home:

- If your child has a fever (an oral temperature of 100.4 or higher or an armpit temperature of 99.4) or has had one during the previous 24 hours.
- If your child has been on an antibiotic for less than 24 hours.
- If your child has a cold less than 4 days old.
- If your child has a heavy nasal discharge.
- If your child has a constant cough.
- If your child is fussy, cranky, and generally not himself/herself.
- If your child has symptoms of a possible communicable disease.
- If your child has a watery bowel movement that cannot be contained in a diaper or underwear. Children must remain home for 24 hours, free of diarrhea symptoms.
- If your child has had 2 or more episodes of vomiting within the previous 24 hours. Parents will be contacted immediately if his/her child vomits at school. You will be asked to pick up your child and watch him/her for 24 hours to make sure that your child does not experience any more vomiting.

Parents should notify the school when children have a communicable disease, so that other parents may be notified.

For your child's well-being, someone must be available to pick him/her up from school within 30 minutes if he/she becomes ill. If both parents will be away from telephone contact, then a friend or neighbor should be available. Please be sure these names and telephone numbers are on your child's forms that have been turned in to the office. Children who are ill will be taken to a separate room away from well children and staff.

Child Care Regulation requires that that when a child or employee tests positive for COVID-19, we will notify:

- Our local health authority about the presence of COVID-19 in our facility. The local health authority will advise us on operational procedures. DSHS has established a listing of [Coronavirus Disease 2019 \(COVID-19\) Local Health Entities](#). This list identifies the local health authority or Public Health Regional Office for each county.
- Child Care Regulation. Contact your licensing inspector or the Child Abuse or Neglect Hotline at 800-252-5400 or [email MSC](#). The notification must occur as soon as possible, but no later than 48 hours after you become aware.
- All parents of children in the child care operation. We will coordinate with local health officials to notify all parents in writing and within 48 hours of becoming aware that a child or employee has contracted an illness deemed notifiable by the DSHS. Parents will be notified by Brightwheel, phone call or text. We will maintain confidentiality of the child or employee.

SFLP staff are trained to clean and disinfect all areas the sick child may have been, including the isolation room.

The final decision concerning whether a child is well enough to be in school lies with the School's Director and, in their absence, with the Assistant Director.

#### **RETURNING to a CHILD CARE FACILITY AFTER COVID-19 or Similar Symptoms:**

- If individuals have fever, cough or shortness of breath and have not been around anyone who has been diagnosed with COVID-19, they should stay home until 72 hours after the fever is gone and symptoms subside. If the individual's symptoms worsen, the individual should contact a health care provider to determine whether testing for COVID-19 is recommended.
- If staff members or parents believe that they or the child has had close contact to someone with COVID-19 but are not currently sick they should monitor their health and the child's health for fever, cough and shortness of breath during the 10 days after the last day they were in close contact with the individual with COVID-19. They should not go to work or school and should avoid public places for 10 days.
- If a staff member or child is diagnosed with COVID-19, the individual must not enter the facility for at least seven days after the onset of the first symptoms. The individual may return under any of the following symptoms:
  - If the individual had a fever, entry to the facility is permitted three days after the fever ends and an improvement in the initial symptoms is observed (for example, when a cough and/or shortness of breath are not exhibited).
  - If the individual did not have a fever, entry to the facility is permitted three days after an improvement in the initial symptoms is observed (for example, a cough and/or shortness of breath).
  - If the individual exhibited any symptoms of COVID-19, entry to the facility is permitted no sooner than seven days after the onset of symptoms.

## **First Aid and Emergency Procedures**

School staff are required to be first aid and CPR certified. All teachers and staff are trained in emergency and safety procedures. In the event of a critical illness or injury that requires immediate medical attention, the following procedures will be followed:

1. Child will be given first aid or CPR as needed.
2. EMS will be contacted to take child to nearest Emergency Room as listed on child's emergency card.
3. Parent will be contacted.
4. Physician identified on child's record will be contacted.

If there is an injury that is not serious enough to require medical attention (scrapes, bruises, bites, etc), parents will be notified when picking up their child.

The School for Little People is required to conduct fire drills once a month and severe weather drills every 3 months. These drills make quite an impression on your child the first time a drill is held. As time goes by, your child will become accustomed to the drills and will know what is expected of him/her.

## **Gang Free Zone**

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

## **Safe Sanctuary**

Christ Church is committed to providing an environment that is as safe as possible for children and youth who participate in any Christ Church Ministry. Also, Christ Church is committed to taking the necessary precautions to protect those working in a Christ Church Ministry from false accusations or suspicions.

As a ministry of Christ Church, the School follows the Safe Sanctuary policies and procedures. Christ Church School staff (employees and volunteers) are required to meet the requirements and approvals for service set out in the policy.

Safe sanctuary training is provided periodically throughout the school year.

For further details regarding this policy and its procedures, please see the Christ Church Policy for the Prevention of Abuse of Children and Youth.

## **Privacy**

Out of respect for classmates who may have denied permission, please do not post pictures of your children's classmates at school on any social media site.

## *Other Operating Policies and Procedures*

### **Agency Contact Information**

Child Abuse Hotline: 1-800-252-5400  
TDFPS: (979) 731-0119, – Licensing Inspector  
TDFPS website: [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care)

### **Animals**

From time to time, animals may be brought to the school to enhance the lesson being taught in the room. A notice of the animal's presence must be posted as to when the animal will be present in the class. Any animal that visits must bring a note from the veterinarian that states that the animal is in good health and is up to date on all vaccinations.

### **Arrivals and Departures**

Our parking lot is extremely busy at arrival and dismissal times. Please watch for children, **DRIVE SLOWLY**, and park in a designated parking space.

School staff will be on duty in our car-ride line from 8:45am-9:10am. All parents will drop off their children under the covered circle drive adjacent to the Christ Church Sanctuary. This covered drive is facing north and is closest to the School playground. Teachers will greet their students, sign them in and walk them to their classrooms. We know that the first few days will be a learning curve. Teachers will be on duty to begin greeting students in the car line no later than 8:45am. Any families arriving after 9:15am will need to park in the lot in front of the school, walk your child under the tarp covered circle drive by the school office and wait for someone to greet you. At that time, children will be screened and taken to their classroom.

All families will have a name placard given to you during your "Meet the Teacher" time. We ask that you place this card on your dashboard in a visible location to help us expedite the process.

You may also walk your child to the front by the school office for drop off.

Parents are encouraged to utilize curbside drop-off and pick-up for your child. At 8:45am, teachers will begin greeting parents at their vehicles to assist children from their car seats. All parents participating will proceed to the covered drive adjacent to the Christ Church Sanctuary, facing the North. This covered drive is closest to the School playground.

We ask that a quick smile and kiss be given so that all students can be unloaded in a timely manner. Please be patient as we know the first few days will be a learning curve for all.

Any special instructions for the day should be written in advance and handed to the teacher at drop off. **No child may be let out of the car in the parking lot.**

Texas penal code states that leaving a child younger than 7 inside a car for more than 5 minutes is against the law unless someone older than 14 is watching him or her. If you must leave an infant in the car while picking up your child, please have another adult stay with him or her.

Afternoon departure will take place using the curb -side pick-up. At 1:25pm, teachers will begin dismissing preschool students to their parents. We ask that you place the name placard (given to you during Meet the Teacher) in your vehicle dashboard. Staff will be present to help call children to speed up the pick-up process.

Staff will be present in the car rider line beginning at 1:25pm – 1:40pm daily. We ask all families place their name placard on your dashboard in a visible location to help us expedite the pickup process. All parents will pick up their children under the covered circle drive adjacent to the Christ Church Sanctuary. This covered drive is facing north and is closest to the school playground.

Staff will bring your children to you. Due to liability and safety issues, we ask the parent or caregiver be the one to buckle your child into their car safety seat.

Stay & Play students will be dismissed from Big House at 2:30pm.

Parents may also pick up their children from the front of the school office daily. Once you have checked your child out of our care, it is your responsibility to supervise them. There are many potential dangers at checkout including moving vehicles and water. We love that our families are building relationships and getting to know one another. Our priority is keeping your children safe.

**Parents are expected to pick up their children on time. Children will feel secure at school more quickly if they are not always the “last one” to be picked up. If for some reason you find that you will be unavoidably delayed, please call the school office so that we may explain to your child that you will be late. A fee of \$20.00 will be charged if a parent is late picking up the child. An additional \$1.00 per minute AFTER 1:45pm will be charged. If you are late, your child will be waiting for you in the school office. The clock in the Director’s office will determine lateness. The school office will make multiple attempts to contact the child’s parents to estimate a pickup time so that the child can be comforted. Children at the school after 3:00pm may be taken to the church administrative offices and signed into the care of an on-call Pastor until the parent arrives. We understand that pick up will take longer the first few days of school.**

## **Birthday Celebrations**

The marking of every year of life is precious and exciting. Parents wishing to bring a food treat to celebrate a child’s birthday should plan with the teacher in advance.

If you are distributing invitations **at school** every child in the class **must** receive one or they cannot be distributed on campus. Nobody likes hurt feelings.

## **Biting Incidents**

Biting incidents should be handled with much care and deliberation. All biting accidents should have an accident report filled out and placed in the office (on the child who was bitten). The staff member should report all biting incidents to the Program Director in the event the parent calls the office to discuss the bite. Biting should be handled with caution and treated as such. Be sure that a copy of the accident report is given to the parent of the child who was bitten. **You should never, never indicate nor discuss the child who did the biting with any parent other than the parent of the biter.** If a parent requests the name of the child who did the biting, let that parent know you are not authorized to reveal this information to any parent. Should further attempts be made to obtain this information, please refer the inquisitive parent to the Program Director.

## **CAMP Stay and Play**

CAMP Stay and Play is an after-school program that will allow participants to spend an extra-hour a day socializing and playing with their peers. It is a fun and unique program that shares the same philosophy and guidelines of School for Little People. After a busy school day, our teachers will provide a variety of activities as well as a rest time to accommodate the different needs of our children. For example, those seeking a quiet time may read, work on puzzles, play with the various toys or participate in art if they choose. There will then be a short group time after which the children proceed to the playground. Children finish their day with a story and more playing inside. Children may register for Stay & Play during the August “Meet the Teacher” event. We set limits for this program annually based on the number of staff able to work. Stay & Play hours are 1:30pm – 2:30pm. Tuition for Stay & Play is non-refundable.

## **Dismissal and Suspension**

A child may be asked to leave and/or be suspended from Christ Church School for various reasons. Removal from the school would be a last resort if all other means of working with the child and his/her family have proven unsuccessful. The following are some reasons a child may be asked to leave:

- Is the child’s behavior a danger to himself?
- Is the child’s behavior a danger to others in the class or school environment?
- Is the child’s behavior destructive to the equipment?
- Is the child’s behavior hampering the learning and/or safety of others in the class?
- Are the parents refusing to work with the school to develop a behavior modification plan when the student is exhibiting repetitive aggressive behavior at school?

Suspension time will vary from 1 day for a first offense, 1 week for 2<sup>nd</sup> offense, up to 1 month for 3<sup>rd</sup> offense.

Likewise, if parents are verbally disrespectful to teachers or school employees, or if parents refuse to follow the policy and procedures of the school, Christ Church School for Little People may ask that a family leave the school. Also, if the family has a past due balance equivalent to more than two months tuition for their child’s enrollment, they will be asked to leave the school. A family that is consistently late picking up their child may be asked to leave as well. The decision for dismissal from the school lies with the Director in accordance with the Bylaws & Policies of SFLP.

## **Discipline and Guidance**

Discipline must be:

- Individualized and consistent for each child;
- Appropriate for the child’s level of understanding; and
- 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:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and

- 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:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- Withhold active play or keep a child inside as a consequence for behavior;
- 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.

## **Field Trips**

The children in the Pre-K class may take field trips that correlate to what is being discussed in class. The children are required to wear the School t-shirt on field trips, which can be purchased in the office. All children, parents, and teachers will have a label on their clothing to identify the student and School. Parents are invited to accompany and help to supervise these field trips. Those parents who drive are asked to complete a Field Trip form, leave a copy of their driver's license, proof of insurance and a completed criminal history form in the office at least two days before the scheduled field trip. All children must be transported using an approved car seat. All field trips and drivers will be approved by the director.

Parents assisting with the field trips must also have completed the Safe Sanctuary training, applicable background checks, and approval processes.

## **Licensing**

Christ Church School for Little People is licensed by the Texas Department of Family and Protective Services of the State of Texas. All of the guidelines for operating procedures, administration of school, and laws are outlined in the Minimum Standards (revised April 2021). A copy of the document is on file and has been given to all new employees upon hire. It is required that each staff member review this manual as a part of the employee orientation process.

Each licensed center is responsible to a licensing representative who visits the facility on a regular basis. Any cited violations are posted for the public for a period of 60 days. The license from the State of Texas is also on display in the School office.

## **Parent Teacher Organization**

Each parent with a child enrolled in our program is a member of the Parent Teacher Organization. The PTO meets at various times throughout the year. The PTO is responsible for managing the school's Christmas Program, Fall Art Show, Trunk or Treat, Teacher Appreciation Week, In-Service hospitality, Book Fair and Cowboy Day. Meetings are held during school hours and everyone is invited to attend. The President of the PTO is filled by the Assistant Director of SFLP.

## **Parent – Teacher Communication**

It is our desire to always keep parents completely informed about our activities. Always read notes sent home and please check notes posted outside the classroom. The teachers are happy to discuss the child's activities with parents.

Please do not try to have a long conversation with a teacher at arrival or departure time. The teacher's attention must be focused on your child and his/her classmates at that time. If you wish to have a conference, ask the teacher to call you later or schedule an appointment with her. There will be scheduled conference(s) throughout the year.

The Director is available for conferences whenever a parent has a concern. Please feel free to contact the Director with any questions, comments or concerns you may have. Our goal is for all of us to work together to provide an excellent experience for the children.

Please keep your child's teacher informed of any changes or special circumstances in your child's life. If we know what is going on in your family, we are then better able to work with and understand your child.

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

Our staff is competent and experienced in working with young children. All staff receive training annually in preventing and responding to abuse and neglect. However, our setting is not designed, nor our staff trained, to handle children with extreme developmental delays, severe handicaps, or very difficult behavior problems. We feel a strong commitment to work with and help the children and families in our school within the limits of our capabilities.

## **Religion**

We welcome children of all faiths. Our teachers believe in the principles of Christian love, thought and living as expressed in their daily lives. The children are helped to become aware of God's love as they participate in a caring Christian community. A chapel time is offered weekly, in addition to planned and spontaneous prayers and activities in the classroom. An emphasis is placed on the development of such moral values as honesty, responsibility, accountability, kindness, cooperation, fairness, tolerance, and understanding. At the preschool age, religious values are often "caught" as easily as they are "taught".

## **School Parties**

Holiday parties are celebrated in the classroom. Parents may plan the parties and provide snacks and favors. Please try to keep them nutritious and inexpensive. Teachers will ask the parents to sign up for parties. We would like for parents to help with at least one classroom party. Please try to make other arrangements for siblings at the parties if you plan to attend. This is due to classroom size and Day Care Licensing requirements.

## **Open House, School Visitations and Teacher Home Visits**

Children attending SFLP and their parents are invited to visit the classroom prior to the opening day of school. Children and parents will explore the classroom and share the child's daily schedule as well as unique traits that will aid the teacher in helping the child make a positive adjustment to the program. Meet the Teacher will be held prior to classes beginning.

Sign up for Stay & Play will be held during the Meet the Teacher event, as well.

Parents are welcome to visit our school at any time without an appointment or scheduled time. All visitors must sign-in with the school office prior to visiting the classroom.

## **School Year and Closing Due to Weather**

Our program will closely follow the College Station Independent School District calendar except for beginning and ending dates. The first day of school will be Monday, August 22, 2022 and the last day will be Thursday, May 18, 2023. Please consult the School for Little People calendar for school holidays.

Should bad weather require that College Station schools be closed, our school will also be closed. Please consult radio and television stations for official word concerning CSISD closing

## **Snacks**

School will provide a nutritious, individually packaged snack daily to our students. The snack schedule will be posted outside each classroom and on the bulletin board by the school office. If your child's class has a special snack planned, such as a birthday treat, it will be indicated on their snack calendar.

The meals and snacks must follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) that is administered by the Texas Department of Agriculture.

## **Special Events**

Special Events are planned throughout the year for family participation. These events include such things as: book fairs, open house, Christmas events, an end of the year program, etc. You will be notified in advance of these events by your child's teacher and the Director.

## **Toilet Training**

Teachers and parents of two-year old's should encourage toilet training throughout the school year as the child shows an interest in the training.

Children enrolling in the three, four and five-year-old classes should be toilet trained prior to classes beginning in September. We recognize that some children regress in a new situation. We will provide for a September grace period for the children to get acclimated to their new environment. If a child is not successful in toilet training after the grace period, parents, teachers, and the Program Director will meet to determine a course of action to ensure the child's success. A completely trained child will be able to verbalize to the teacher their need to use the toilet, be able to undress themselves and perform all toileting skills independently.

If an accident occurs after the grace period, teachers will bring the child to the office for assistance.

Possible courses of action after the grace period may include the need for parents to come to school to change their child's clothing, removal from school for the day or removal from the program until child is successfully trained.

As soon as the parent indicates that they are beginning the toilet training process, the teachers are supportive of the process. Parents are asked to please provide the school with:

- Three full changes of clothing, including socks
- Three to five change of training pants
- Diapers in case the child goes through all the training pants during the day.

## Tuition and Fees

The registration fee, supply fee, and May tuition for the enrolling year must be paid at the time a child is placed in a class. See the 2022-2023 Tuition and Fee Schedule at the end of this handbook.

**The registration fee is non-refundable.** Supply fees are fully refundable through April 30, 2022 and 50% refundable through May 31, 2022, upon written request explaining the reasons for withdrawal. The supply fee is **not refundable** after May 31, 2022. The May 2022 tuition is 100% refundable until May 31, 2022 and 50% refundable until June 30, 2022, for any student giving written notice of withdrawal. The May 2023 tuition is **not refundable** after June 30, 2022 nor can it be used as a credit for the last month's tuition for a child withdrawing from the program. Exceptions to this policy are only considered upon submission of a written request for a refund to the School Council. Each request will be considered and approved/denied on an individual basis by the School Council. A submitted request for refund of the May tuition later than the aforementioned deadlines does not guarantee a refund.

Tuition for programs is a yearly fee divided into nine equal payments. August tuition will be prorated based on our start date. All tuition payments are due on the first of the month. A late fee of \$30.00 will be added after the tenth of the month. All payments should be made through the Brightwheel app. There is no fee to pay using ACH with Brightwheel. There is a small fee using a credit card. *Please do not send tuition checks to school with your child or leave them with the teacher.* Once you receive your *Brightwheel* invitation, you may set up your account to pay tuition online.

If your child misses a day of class, he/she will not be able to make up the day. Tuition credit is not given for a child's absence. This includes vacations, childhood illnesses, major holidays, CSISD emergency closings and dismissal. **Please see Tuition & Fee Schedule for Covid Closure Policy.**

## What Not to Bring to School

**Children may not bring guns, war toys, or other items relating to aggression or destruction. These items are inappropriate in our program. Additionally, per Texas Penal Code, Title 7 Chapter 30; Sections 30.06 and 30.07**

Firearms are ***prohibited*** (concealed or open carry) unless the individual is a *law enforcement official who is trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the operation.*

## What to Bring and Wear to School

Children should wear washable play clothes and shoes that are not slick. For safety reasons, we only wear cowboy boots on Cowboy Day. Please send extra clothes for anticipated needs. Some children will need to change more often than others. Please clearly label everything your child brings to school with his/her name. Children play outside year-round, so please dress your child accordingly. Please keep in mind that the preschool experience is messy. We do paint in our classes. Please do not send your child in clothing that you want to stay neat and clean.

Children who are learning to use the toilet will need a full change of clothing (including socks) in addition to an extra pair of pants. Be sure to tell your child's teacher what signals the child uses, so we can help him/her. For those children who are beginning toilet training or may be accident prone, we request that they wear pull-ups. Please see the Toilet Training section for further details regarding the toilet training policy.

Parents provide lunch from home for their child. Please send food as ready to eat as possible. Send self-feeding table food and a drink in a cup with a spill-proof lid. The school will provide a nutritious snack daily. SFLP is not responsible for meeting children's daily nutritional requirements.

All meals and snacks must follow the meal patterns established by the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFLP) that is administered by the Texas Department of Agriculture.

***Please note that our school is a peanut free campus. Please do not send peanut butter sandwiches, crackers or foods that have been processed in a facility that also processes peanuts with your child. A comprehensive list of safe foods and peanut alternatives can be provided upon request.***

## **Who May Pick up your Child**

No child will be released to a person without verbal or written authorization by a parent given to the teacher or filed in the office. Emergencies will be handled by the Director on an individual basis. A completed Carpool Authorization Form must be on file with the school prior to the first day of class.

The parent must advise the Director or teacher if someone other than the parent or designated person is to pick up the child. That person will be required to show his/her identification to the Director or teacher before the child is released.

Please be sure that you speak to the adult in charge in the classroom when you pick up your child. They may be unaware of your presence for a variety of reasons and need to know that your child is leaving with you.

## **Withdrawals**

If it becomes necessary to withdraw a child from the school, the parents should inform the program director in writing **at least one month before** the date of withdrawal. **The parents are financially responsible for that final month.**

For example, if a child needs to withdraw from school February 1<sup>st</sup>, the parents would need to submit a letter to the Program Director by January 1<sup>st</sup> and pay for the month of January. If the Program Director was not notified that the child was leaving one month prior, the parents would be responsible for the next month tuition as well. **The May 2023 tuition does not constitute the final month.**

**Christ Church School for Little People**  
**Emergency Preparedness Plan**  
**Licensing Rule 746.5202**

In the event of an emergency evacuation of Christ Church School for Little People, all students will be relocated to The Langford at College Station (Methodist Retirement Community), located at 1851 Carroll Fancher Way, College Station, TX 77845, 979-704-6600, <https://www.mrcthelangford.org/> | [Facebook](#).

An emergency situation event that would require us to evacuate the premises could include a natural disaster or order by state, county or local officials. The School Director will serve as the emergency contact on file for Child Care Licensing. The emergency phone number on file for SFLP is (979) 690-7714, Karlene Hendershot, Director.

A notice of evacuation will be made by the school office to the parents using local television and radio media, if possible. The School Director or her designee will email all school families stating that all children currently in care at SFLP will need to be picked up from our campus located at 4203 State Highway 6, South, College Station, TX 77845 within a given time frame. Teachers may also send text media messages to their students' families. The School Director or her designee will then contact The Langford at College Station to notify them of our impending arrival. Child Care Licensing will be notified by calling (979) 776-7498 and College Station Police Department will be notified by calling (979) 764-3600.

All children still in care of SFLP at Christ Church School for Little People, 4203 State Highway 6, South, CS, TX 77845, after the given time frame will be transported by teachers' personal vehicles or by foot to our designation of The Langford at College Station.

Directions to The Langford at College Station by vehicle are below.

1. Exit the SFLP parking lot to the and continue north onto Frontage 6 Road until you've reached Carroll Fancher Way (approximately 100 feet).
2. Turn right onto Carroll Fancher Way.
3. Continue straight (174 ft).
4. Destination: 1851 Carroll Fancher Way will be on your left.

Additionally, walking directions are below.

1. Children can be walked to The Langford by exiting the north side of School for Little People.
2. Children will be escorted on the north side of the Christ Church Sanctuary building on the sidewalk until we reach the Christ Church Annex building.
3. Once at the Annex building, we take a left and proceed across the parking lot to the lobby of The Langford.

Classroom lead teachers will carry the daily sign-in for all children, along with their first aid kits which contain the parent's contact/emergency information. Children will be counted upon entering the vehicles, after exiting and once in the designated safe location. Teachers will also carry with them the emergency medical authorization forms for each child. Children will remain with their teachers until picked by their parent or person authorized for pick-up the child.

**Christ Church  
School for Little People  
Tuition and Fee Schedule  
2022-2023**

**Registration Fee:** The registration fee is **\$100** per child and is **non-refundable**.

**Supply Fee:** The supply fee is per child, per semester and based on the number of days the child is enrolled.

**2 days - \$60                      3 days - \$70                      4 days - \$80**

**NOTE: Fall supply fees are fully refundable until April 30, 2022, and 50% refundable until May 30, 2022 upon a written request explaining the reason for withdrawal for the fall semester. The fall supply fee is not refundable after May 31, 2022.**

You will receive an invoice for your Spring 2023 supply fee. The spring supply fee is **not refundable** after January 10, 2023.

**Tuition:** Tuition for programs is a yearly fee divided into nine equal payments. August tuition will be prorated based on our start date. A sibling tuition discount of \$20 per month will be offered to families with more than 1 child enrolled in the program. This discount applies to the children with least number of days and/or the lower tuition rate.

**Monthly Rates:**

<b>Program (Age as of 9/1)</b>	<b>2 Days (M/W)</b>	<b>2 Days (T/Th)</b>	<b>3 Days (T/W/Th)</b>	<b>4 Days (M/T/W/Th)</b>
18 months	\$240	\$240	\$360	\$480
2-year-olds		\$240	\$360	\$480
3-year-olds			\$360	\$480
4-year-olds				\$480

If your child misses a day of class, he/she will not be able to make up the day. Tuition credit is not given for a child's absence. This includes vacations, childhood illnesses, major holidays, CSISD emergency closings and any dismissals.

**NOTE: May 2023 tuition is 100% refundable until May 31, 2022, and 50% refundable through June 30, 2022, upon written request explaining the reason for withdrawal. May tuition is not refundable after June 30<sup>th</sup>.**

**Late Payment Fee:** Tuition is due on the first of every month. A late fee of \$30 will be added after the 10<sup>th</sup> of each month.

**Administrative Fee:** A fee of \$25 will be charged to those families who have not submitted their medical release and shot records for their child by the first day of school. Additionally, those children will not be able to attend school until the medical release and immunization records are on file in the office. Four-year-olds **must** have the vision and hearing portion filled out on the medical release form

**NSF Check Fee:** A fee of \$30 will be charged for any returned check. After 2 returned checks from the same party, cash only will be accepted for the remainder of the school year.

**Withdrawals:** If it becomes necessary to withdraw a child from School for Little People for any reason, you must notify the Program Director in writing one month in advance. Failure to give requested notice will result in payment of one-month's tuition.

**Covid Closure:** If we are forced by the Governor to close school for the entire semester, our Executive Council will meet to review our refund policy. Please be patient as we are unable to predict future circumstances.

---

**School for Little People**  
**Child Care Operations Amendment regarding Christ Church Baptismal Pool**

School for Little People will follow the Texas Child Care Licensing Minimum Standards and guidance to keep our children safe. Christ Church has built a Baptismal Pool in front of the Christ Church sanctuary building. The Baptismal Pool is in close proximity to the School for Little People. The Baptismal Pool does not meet the safety requirements per the State Minimum Standards.

To keep children safe, School for Little People staff will not allow children near the Baptismal Pool in front of Christ Church during School for Little People operating hours. This includes nature walks, playtime, picnics or photos.

As a parent of a child enrolled at School for Little People, I understand that all precautions will be taken to keep my child safe during school operating hours. I agree to properly supervise my child in the School for Little People parking lot due to the Baptismal Pool. This includes not allowing my child to run and playing the parking lot or near the Baptismal Pool area at any time while on property, due to the risks that the pool area does not meet the safety requirements per the State minimum Standards.

I acknowledge that I have been informed of the safety risk of the Baptismal Pool and understand the responsibility I have to keep my child safe.

\_\_\_\_\_  
Parent's Name (Please Print)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

September 22, 2022