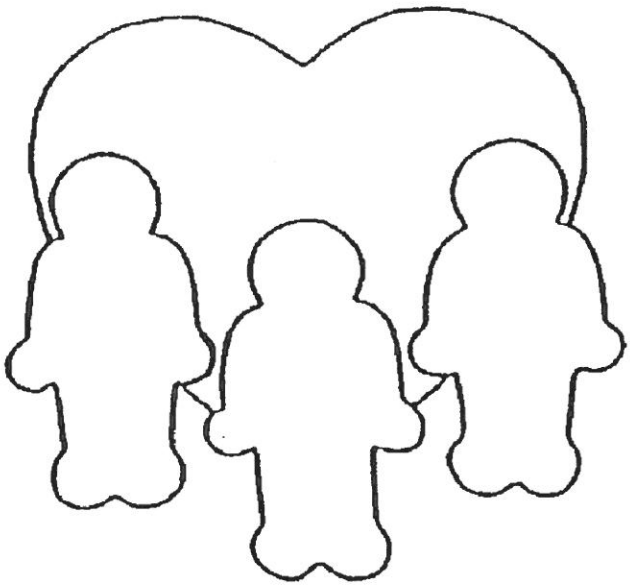
Little People's School

Parent Handbook

2017-2018



The Preschool Ministry

Of

First United Methodist Church,

Katy

Little People's School
Parent Handbook

Table Of Contents

Section	Page
Our Program	
Philosophy/Mission/Motto	1
Purpose	2
Welcoming Messages	3
Goals	4
Enrollment	
Registration	5
Registration Fee	5
Enrollment Packet	5
Medical/Emergency Form	6
Immunization Record	6
Child Release Form	7
Court Ordered Custody	7
Tuition/Fee Contract	7
Tuition	7
Supply Fee	8
Late Penalties and Other Fees	8
Photo and Video Release Form	8
Introduce Us To Your Child	8
Policy Signature Page	9
Information and Record Change	9
Other Policies	9
Withdrawls	9
Refund Policy	9
Calendar	9
Inclement Weather	9
Toilet Learning	10
Dress Code	10
Hold Harmless	11
Grievance Procedures	11
Policy Changes	11
Record Confidentiality	11
Summer Mail-out	11
Day - Day Curriculum	
Arrivals and Dismissals	
Parking Lot and Driving	12
Doors and Security	12
Toddlers - Two Year Olds	12
Three - Five Year Olds	13
Carpool Procedures	13
In The Event of Rain	13
What To Bring To School	
Lunch	14
Snacks	14
Toddlers - Two Year Olds	15
Three - Five Year Olds	15
What Not To Bring To School	15
Curriculum	
Circle Time	16
Learning Centers	16
Outside Time	17
Lunch/Snack Time	17
Rest Time	17
Chapel/Music/Movement	17
Health And Safety	
Illness Policies	
Exclusion Policy	18
Exclude and Return Policy	18
Medicaiton Policy	19

Table Of Contents

Section	Page
Allergies	19
Emotional Well-Being	19
Vision and Hearing Screening	19
Safety Policies	
Incident/Accident Report	20
Accidents	20
Medical Emergencies	20
Reporting Child Abuse	21
Unsafe Product Safety	21
Emergency Prepardness Plan	21
Cell Phone Policy	21
Social Networking	21
Gang Free Zone	22
Open Carry Policy	22
Building Treatments	22
Brestfeeding	22
Personal Belongings	22
Parent Involvement	
Parent Responsibilities	23
Communications	
Emails	23
Class Newsletter - Notes	23
News Flash	23
School Bulletin Board	24
Teacher - Parent Conferences	24
Spring Program Evaluation	24
Parent Committees	
Room Parent	24
Teacher Appreciation	25
Spaghetti Supper	25
Book Fair - Library	25
Workroom	25
Spring Carnival	25
Fundraisers	25

Section	Page
Events	
Parent Orientation	26
Meet Your Teacher Day	26
Open House/Spaghetti	26
Supper/Book Fair	
Noah's Costume Parade	26
Christmas Program	27
Class Christmas Party	27
Donuts With Dad	27
Spring Carnival	27
Family Reading Night/	27
Art Exhibit/Book Fair	
Muffins With Mom	27
End of Year Party	28
Graduation	28
Other Class Parties	28
Birthday Celebrations	28
Restaurant Nights	28
Field Trips	28
Sibling Involvement	29
Discipline and Guidance	29
Grounds for Removal	
Biting	30
Disruptive, Aggressive,	30
Violet Behavior	
Developmental Delays	31
Medical Issues	
Other Grounds-Removal	31
Referrals & Resources	
Child Abuse/Neglect Policy	32
Preventing & Responding	33
to Child Abuse	

Little People's School
Pre-School Ministry of First United Methodist Church – Katy
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Dr. Dick White, Senior Pastor
Rev. Mark Kimbrough, Associate Pastor
Dorinda Pool, Pre-School Director

Philosophy

We believe that children are a gift from God. We understand that learning begins at birth. It is the mission and responsibility of the church to provide a safe, nurturing and interesting learning environment for very young children, where they will experience God's love, learn about God's world and be able to develop spiritually, cognitively, physically, emotionally and socially.

First United Methodist Church of Katy
Mission Statement

Building disciples on the cornerstone of Jesus Christ, one life at a time

Little People's School Motto

Little People's School...Where God's Children Learn Big Life Skills

Purpose

Little People's School is an outreach ministry of First United Methodist Church of Katy. The purpose of the school is to provide a Christian, weekday, early-childhood program for children fifteen months to five years of age. Our school offers many opportunities for spiritual development including weekly chapel, Bible stories and songs, celebrations of Christian holidays, as well as prayer before snacks and meals. Our staff are role models for the children and let God's love shine through them throughout the day.

Little People's School is licensed by the Texas Department of Family and Protective Services. The DFPS performs annual inspections to ensure that proper health, safety and well-being of all children is maintained. Parents/guardians may view a copy of inspection reports and/or the minimum standards that we must follow on the school bulletin board outside the director's office. Parents may also contact local licensing office at 713-940-3009 or visit website at www.dfps.state.tx.us.

Operations of the school are delegated by the Little People's School Board of Directors, which has a long history of providing quality experiences in a weekday setting for young children. The Board is responsible for creating and supervising the school's philosophy, curriculum, policies, procedures and budget.

In our classes at Little People's School emphasis is placed on developing each child's self-esteem and creative potential. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. As an outdoor center, the spacious playground gives the children freedom to develop their gross motor skills. All activities are carefully planned with many opportunities for social development, self-expression, freedom of choice, self-reliance and spontaneity.

The staff at Little People's School is a huge asset to our program. All staff members are experienced in working with young children and receive twenty-four hours a year of continuing education in early childhood. Each staff member also goes through a FBI fingerprint check, is certified in CPR and First Aid and attends annual training about recognizing and reporting child abuse and neglect.

Message from Senior Pastors and School Director

Welcome to Little People's School at First United Methodist Church of Katy. Our goal is to provide a high quality preschool experience for your child. Our staff is ready to greet your child with open arms and loving hearts. We know that the first five years of a child's live is marked by rapid physical, emotional, and spiritual growth. LPS is designed to give age appropriate care and instruction that will develop life skills through imaginative play and story time. LPS is a faith based preschool. Loving God and others is a basic Christian value we teach using Bible stories, worship experiences and mutual respect. Please know that we are looking forward to an exciting year of laughter and play. Thank you for allowing us to be a part of your child's life during this special time of life.

Grace and Peace
Dr. Richard L. White
Senior Pastor

We are so excited to welcome you and your family here at Little People's School of First United Methodist Church. We know your children are one of the greatest gifts you have, and we are honored to have them here with us. I may be biased, but I truly believe we have the best director, staff, and program to offer an excellent place of growth, learning, and fun for your children. We hope you will feel welcomed, encouraged, and celebrated as parents too. FUMC is a wonderful place, and if you don't have a church home we would love to have you join us Sundays as well!! Thank you for letting us be a part of helping to grow and nourish your child!

Rev. Mark Kimbrough
Associate Pastor

I would like to welcome each and every child and family to our Little People's School. We are so excited you have chosen our program to be one of the first school experiences for your child. Our days are full of fun and interesting learning experiences that will help your child grow into the wonderful person God has planned. The LPS staff and I look forward to getting to know your family as part of our own. Please feel free to contact me if I can help you or your child in any way.

Dorinda Pool
Pre-School Director

Goals

Little People's School believes that parents/guardians are the most important and influential people in a child's life. We respect the role you have as a parent/guardian and will strive to help your child reach the goals you have for him/her. The school administration and staff will also strive to help each child reach the following goals to the best of their ability.

- Help each child develop a positive self-image
- Help each child become self-reliant
- Help each child develop creativity
- Help each child develop appropriate social behaviors
- Help each child develop small and large motor skills
- Help each child develop appropriate language
- Help each child learn through discovery and play
- Help each child grow and learn in a safe, nurturing environment
- Help each child develop positive attitudes about school and learning
- Help each child by providing a loving, nurturing and experienced staff

Little People's School
Enrollment

Registration

Enrollment is available for children 15 months through 5 years of age regardless of race, color, religion, sex or national origin, provided our program is able to meet the needs of the child. Little People's School will accept children in compliance with the Americans with Disabilities Act (ADA), it's regulations and any other local, state or federal laws pertaining to the provision of services for those with disabilities. Little People's School strives to be an all-inclusive program. However, we are limited to funding for additional staff and/or special training for certain situations. Therefore, Little People's School might not be equipped or be the right setting for all children and alternate school environments will be suggested. Registration is opened to currently enrolled students and their siblings first. The following day, registration will be opened to First United Methodist Church members. Registration will then be opened to the public the following week. Spots are filled on a first come basis and children are then added to a waiting list.

Registration Fee
A registration fee is due along with a registration form at the time of enrollment for all classes. This fee is set by the Little People's School Board of Directors and is **non-refundable** for any reason.

Days and Hours of Operation
Little People's School is in session from September through May of each year. Hours are Tuesday-Thursday from 9:00am-2:00pm and Friday from 9:00am-12:00pm. Days and times for each child depends on the class they are enrolled in.

Enrollment Packet

An enrollment packet will be given out at registration when the registration fee is paid and a spot is secured for your child. (Current students will receive packet during the month of May) The packet includes the following forms:

- Medical/Emergency Form (purple): this form must be filled out by parent/guardian, signed by your doctor and a copy of current immunization records or a notarized exception document must be returned with this form

- Child Release Form (blue)
- Tuition/Fee Contract (bright pink)
- Photo Release Form (yellow)
- Introduce Us To Your Child (light pink)
- Policies Signature Page (white)

All forms must be filled out **COMPLETELY** (no blanks) after July 1st to ensure the most updated information is given. Dates that forms are due to the office will be designated each year on the Forms Checklist sheet. A late fee of $25.00 will be charged for missing or incomplete forms received after the first week of August. This timeframe ensures we will be able to complete our files and prepare class rolls for the teachers.

Emergency/Medical Form

This form includes doctor and hospital information as well as medical insurance information. Parents must list persons and their phone numbers whom you authorize to pick up your child and/or arrange medical treatment in case of illness, accident or school closings if one of the parents/guardians cannot be reached. This form also contains a Consent for Treatment statement giving a Little People's School staff member authorization to seek medical treatment, if needed, for your child in the event a parent/guardian or emergency contact cannot be reached. In the case where medical attention is needed and parents or emergency contacts cannot be reached, 911 will be dispatched at the parent's expense. It is crucial for you to keep all phone numbers current. The back side of this form includes information about allergies, illnesses, medications or special needs. Please keep us updated if any of this information changes or becomes more severe during the year. Parents will provide a Food Allergy Emergency Plan signed by a physician for any food allergies. Other allergies will require parents to fill out an allergy form and the teacher will post it in the room. We also require permission to administer Benadryl for severe allergic reactions. Your child's doctor must sign the back side stating that your child has been examined within the past year and is able to participate in our program.

Immunization Record

A copy of your child's current immunization record must be included with the enrollment packet. You may view a copy of the recommended immunizations schedule in the school office. It is important that Little People's School receives a doctor's written and signed verification of any new immunizations received throughout the school year in order that we maintain updated and current medical records. No child

may attend school without an up- to- date immunization record and a signed and correctly dated doctor's form. Little People's School does allow children with immunization exemptions to attend school with the required, notarized documentation. The school does not require staff to receive any adult immunizations.

Child Release Form

This form list parents/guardians and any other persons whom may pick up your child at any time without further notice. Persons on this list must provide driver's license for staff to verify that they are the persons on your child's pick-up list. In the event that special pick-up arrangements are being made, the office must be provided a handwritten notice or a phone call followed by an email giving permission for us to release your child to another person not listed on this form. This form also contains a space for you to notify us of all persons approved to receive information pertaining to health and schooling of your child.

Court Ordered Custody

In the case of dual family relationships, Little People's School requires a copy of the current court ordered custody agreements. This information is kept strictly confidential, but it is important the school has copies of any pertinent legal documentation to protect your child. The most current documentation on file will be followed. In the case of no court orders on file, both legal parents/guardians will have full access to their child and any school information pertaining to their child.

Tuition/Fee Contract

This form outlines all tuition and fees for your child's school year including late penalties and return check fees. All tuition and fees are set by the Little People's School Board of Directors. This form must be signed and returned. All penalties and fees will be strictly enforced.

Tuition

Little People's School is a nine month commitment with tuition being divided equally between the nine months. School closings for holidays, training, etc. have been factored in to determine the yearly tuition amount. The first tuition payment, in the amount of ½ monthly tuition, will be due on August 1st. This payment will be credited to the May tuition. All other full payment amounts will be due on the first of each month from September-April. The last tuition payment, in the amount of ½ monthly tuition, will be due on May 1st. Credit is not given for a child's absences including illness, vacations, holidays, KISD emergency closings, etc. Payments may be made by cash or check.

Make checks payable to Little People's School and indicate the student's name on check. Payments must be mailed or hand delivered by an adult to the school office. **Please do not send payment in your child's bag or give to teachers.**

Supply Fee
A **non-refundable** supply fee, for each child, will be due for each semester. The first semester supply fee will be due on August 1st along with ½ of May tuition. The second semester fee will be due on January 1st along with monthly tuition. This supply fee helps the school replenish items such as paper products, wipes, tissues, baggies, cups, paint, construction paper, glue, classroom consumable materials, art items, and other things the children need.

Late Penalties and Other Fees
Tuition and supply fee payments received after the 10th of the month will be charged a $25.00 late payment fee. If tuition and late fee is not paid by the 20th of the month, your child might be at risk of losing their spot in class. Late fees will be strictly enforced. Please speak to the director about emergency or extenuating circumstances regarding fees that are due. Requests for alternate payment schedules must be made in writing. If your check is not accepted for payment by your bank, we will assess a fee of $30.00 and payments must be paid in cash for remainder of the year.

In the event your child is not picked up by 2:05pm on Tuesday, Wednesday and Thursday or by 12:05pm on Friday, we will assess a fee of $5.00 per child for every 10 minutes.

Photo and Video Release Form
This form is to make parents aware of and agree to the fact that photos and videos will be taken at school that might include their child. Little People's School will request separate permission from parents to use photos of their child for outside publications.

Introduce Us To Your Child
This confidential information form helps your child's teacher know and understand your child's needs and what will help them be most comfortable. Please fill this form out with as much information as possible. In addition, please let your teacher know if any of this type of information changes throughout the year.

Policy Signature Page
This form verifies that parents have read, understand and agree to abide by all Little People's School policies and procedures outlined in this handbook. This form must be signed and returned to the school office to be kept in your child's file.

Information and Record Changes
It is important that any changes in information on enrollment forms be given to the school office as soon as possible to ensure your child's safety and needs continue to be a priority. Please stop by the school office and update information as it changes.

Other Policies

Withdrawals
If it becomes necessary to withdraw your child for any reason, please give the school a two week, written notice of withdrawal. This permits your child's teacher to prepare your child and the class for the change.

Refund Policy
Registration and supply fees are non-refundable. If a child must be withdrawn from our program, prepaid tuition will be refundable until March 1st. Tuition and all fees must be current and a two week written notice must be given to the school in order to receive a refund on tuition.

Calendar
Generally, Little People's School follows the KISD calendar in regards to holidays. Please consult the Little People's School calendar for beginning and ending dates, and any varying closing dates. Our school will be closed two days during the year for our staff to receive training in Early Childhood Education.

Inclement Weather
Little People's School generally follows KISD in deciding to close or delay start due to weather. Should KISD schools close or delay because of inclement weather, we will do the same unless notified otherwise by administration. Parents should consult TV or radio programs for official school closing updates. Little People's School will also close in the following cases: being without electricity for more than 2 hours; without water for more than 1 hour or if the Heath Department has concerns regarding spread of illness.

Outside Play
If a parent does not want their child to play outside for whatever reasons, the child must be kept home that day. We do not have the additional staff needed to stay with individual children.

We follow KISD policy regarding children playtimes outside during colder weather.
For temperature below 45 degrees or wind chill below 40 degrees:

1. Teachers should ensure children are dressed for cold weather
2. Teachers should be attentive to children showing signs of hypothermia

For temperature below 32 degrees or wind chill below 30 degrees:

1. Teachers should watch for ice formation on walks
2. Outdoor activities for should be limited to 25 minutes or less
3. Children with health conditions that could be aggravated by cold should be exempted from outdoor activities (in this case, child must be kept home)

For temperature or wind chill below 20 degrees:

1. Outdoor activities should be discontinued until temperature warms

Toilet Learning
Little People's School recognizes that all children develop at a different pace; therefore children are not required to be toilet trained to participate in our program. However, three year old and older children must be working toward this goal. This means the child must consistently use the toilet for urine and bowel movements with only the occasional accident. Diapers or pull-ups are not allowed in these age groups with the exception of a significant, doctor diagnosed developmental delay and in which the school is able to meet the child's needs. Please provide extra complete changes of clothing if your child still has an occasional accident.

Dress Code
Children should wear washable play clothes that allow them freedom of movement and easy restroom removal. We engage children in many messy activities. We use washable paint and try to protect clothing as much as possible but some colors can be difficult to remove from clothing. Little People's School will not be responsible for damaged clothing. In addition, children should wear layered clothing for outside play during the winter months. Jackets are a must during this time of year. **Shoes must be rubber-sole, closed-toed shoes. Sandals, boots, crocs, flip flops, etc. cause too much of a risk on the playground and are not allowed.** Girls need to wear shorts under dresses. All children should have one change of weather appropriate clothes at school at all times. Little People's School t-shirts are available to order each year.

Hold Harmless
Prior to a child being signed in, and after a child has been signed out the child becomes the responsibility of the parent/guardian. Little People's School classrooms and playground are for use during school hours or school sanctioned events only. Parents/guardians are solely responsible for any damages caused by their child(ren) after hours whether supervised by an adult or not. Parents/guardians hold harmless Little People's School, First United Methodist Church – Katy, and employees from any claims that might result from accidents involving your child.

Grievance Procedures
Any grievances a parent/guardian might have should be discussed with the child's teacher if it pertains to the classroom. If the grievance pertains to the school in general or if the situation needs further discussion, please meet with the school director. Every effort will be made to resolve problems and issues related to the children. In the event of a lack of agreement between parent/guardian and director, the school board will be called in to arbitrate and the board decision will stand.

Policy Changes
In the event of any changes to Little People's School policies and procedures, parents will be notified in writing and asked to sign and date changes made.

Record Confidentiality
All children's records and information regarding the child, his/her development, his/her behavior or any other parent provided or teacher observed information will be kept strictly confidential. This information is shared only between the child's teacher, parents/legal guardians, school director and school board.

Summer Mail-out Information
Parents will receive a mail-out during the month of July which will contain a letter with reminders about upcoming due dates for forms and payments. Included in this mail-out will be a yearly calendar, date and time for Find Your Room Day and a Parent Committee Form in which parents can sign up to volunteer in many areas. Teachers will contact parents during the summer to introduce themselves and invite children and families to a Playground Play Day.

Parents are welcome to call the school office to discuss any questions about policies and procedures. Parents are also welcome to visit the school during hours of operation without securing prior approval.

Little People's School
Day to Day – Curriculum

Arrivals and Dismissals

Parking Lot and Driving
Your child's safety is our primary concern. The following guidelines must be followed for each age group during arrival and dismissal:

- Please hold your child's hand when crossing the parking lot and street
- Our parking lot and streets are very busy during arrival and dismissal, so please drive carefully and slowly around the school and watch for children and parents
- No child may be left in a vehicle unattended, even for a short period of time
- Parents must refrain from using cell phones or other electronic devices while in parking lot, carpool line or driving
- Parents assume responsibility of their child at the time of leaving the classroom or upon the child entering the vehicle

Doors and Security
Little People's School has two entrances. Parents may enter the school through the single door on Avenue A or the double doors on Fifth Street. Both set of doors will be open at 9:00am until 9:15am and reopened 10 minutes before dismissal time. The school is securely locked during school hours. Anyone needing to enter the school during school hours must ring the doorbell on the Avenue A side of the building. This door is monitored by a camera and intercom system and parents/guardians can enter the building after identification is verified.

Toddlers – Two Year Olds
Parents/guardians will bring your child to the classroom between 9:00am-9:10am and will return to the classroom for dismissal at 2:00pm (Tuesday-Thursday) and 12:00pm (Friday). To help your child adjust more quickly, develop a routine of letting your child walk into the classroom, give your child a hug and kiss, tell them to have a great day and exit the room. Most children this age will cry for a short time, but the quick exit routine is truly the best for your child. We will only release children to an adult. Out of concern for your child who might worry and consideration for teachers, parents must adhere closely to the arrival and dismissal times. Late fees will be charged at a rate of $5.00 (per child) per ten minutes for any child not picked up by 2:05pm (Tuesday-Thursday) and 12:05pm (Friday).

Three – Five Year Olds
Parents are welcome to bring their child to the classroom and pick their child up from the classroom throughout the school year if that is your wish. However, we do find the children show a great deal of independence growth when they use our carpool. If you choose to bring your child to the classroom, arrival time is between 9:00am-9:10am. Please arrive 10 minutes early if you are picking your child up from the classroom. The class will be heading out to the playground for carpool. In the event the class is already out on the playground for carpool, please wait at the gate until your child's teacher brings your child to the gate to greet you. Late fees will be charged at a rate of $5.00 (per child) per ten minutes for any child not picked up by 2:05pm (Tuesday-Thursday) and 12:05pm (Friday).

Carpool Procedures
Carpool for three-five year olds will begin the second week of school. Teachers will open the gate on Fourth Street and will begin to receive children at 8:55am. Vehicles will line up and proceed as directed on the carpool map. Teachers will unload several vehicles at a time. After those children are secured, those vehicles will pull away and the next group will move forward. No vehicle may leave the carpool lane out of turn for any reason. Teachers will remain outside for drop-off until 9:10am. Under no circumstances should a child be dropped off if a teacher is not there to receive them. Parents must park and bring their child to the classroom if teachers have already returned inside. At dismissal time, teachers will bring the children out to the loading area. Each child will be given a car tag with their name that is to be displayed in the vehicle window for the teachers to see. Maps, car nametags and directions will be given out during the first week of school. Teachers will load several vehicles at a time. After those children are secured, those vehicles will pull away and the next group will advance. Parents must be considerate of each other and follow the line procedures. Do not cut in line. Due to the fact that all safety seats are made and used differently, Little People's School staff will not be responsible for securing children in car seats. The driver or other adult passenger must make sure the child is safely secured. The teachers will remain outside until 2:10pm (Tuesday-Thursday) 12:10pm (Friday) or until the last vehicle in line is loaded. Your child will be brought to the school office to wait for your arrival if they have not been picked up by this time. Late fees will be charged at a rate of $5.00 (per child) per ten minutes for any child brought to the office after dismissal.

In the event of rain, carpool procedures will remain the same with vehicles continuing to travel around Fourth Street and turn onto Avenue B. Vehicles will pull under the covered driveway. Please remember this will move slower because less vehicles

can be loaded/unloaded at one time. If the covered drive is occupied, vehicles will continue around to the Fellowship Hall on Avenue A. Please remember to drive slowly, hold your child's hand in the parking lot and street, refrain from any phone or electronic usage, refrain from any other distractions and adhere to arrival and dismissal times.

What To Bring To School

Lunch

All students must bring a lunch, with a drink, on Tuesdays, Wednesdays and Thursdays. Lunch should be packed in plastic containers which will keep food hot or cold as needed. Food should be ready to eat as the school is unable to heat meals. Please include spoons or forks as needed. Do not send foods your child has not tried before or which could be a choking hazard for your child. Choose healthy foods when packing your child's lunch. Texas state licensing requires Little People's School to inform parents; we are not responsible for nutritional value of lunches or for meeting a child's daily nutritional needs. PLEASE HELP KEEP ALL CHILDREN SAFE AND ABIDE BY TEACHER REQUEST REGARDING ALLERGIES.

Snacks

A morning snack is served in each classroom. In most classes these snacks are provided by parents on a rotating basis. Teachers will provide parents with a snack schedule. Some younger classes have parents provide snack for their own child. Your teacher will let you know how the class handles this. The Texas Department of Family and Protective Services set standards in regards to foods provided by parents in order to protect the health and safety of all children. Children must be protected from possible allergic reactions to ingredients or bacterial contaminations that could lead to illness. For these reasons, licensing has issued these snack guidelines. Foods must be in unopened containers or packages that list content ingredients. It must have been prepared by cooks trained in health and safety and kitchens that are regularly inspected by health inspectors. Please provide snacks that have a good nutritional value for the children. Some suggestions are as follows: fresh fruit (teachers will wash and cut), pudding, Jell-O, yogurt, carrots and dip, Goldfish, crackers, applesauce, cheese cubes, ham/turkey, muffins, trail mix, etc. Teachers will inform parents of any allergies so appropriate snacks can be provided. Little People's School will provide water for snack time. On occasion, classes might cook a snack in class. Teachers might request some ingredients for the cooking project.

Toddler – Two Year Olds

- Tote bag provided by Little People's School for carrying his/her belongings
- Sufficient amount of disposable diapers or training pants
- Complete change of clothes , including socks, appropriate for the season (change out as seasons change)
- Extra changes of clothing and training pants if child is being toilet trained
- Nutritional, ready to eat, lunch and drink in the container provided by Little People's School
- King size or two standard size pillowcase or some other type of cover for rest mat (mat will be provided by school)
- Pacifier, lovey, security blanket, or other item for naptime
- Please label these items

Three – Five Year Olds

- Tote bag provided by Little People's School for carrying his/her belongings
- Complete change of clothes , including socks, appropriate for the season (change out as seasons change)
- Nutritional, ready to eat, lunch and drink
- Pillowcase for short rest time
- Please label these items

What <u>Not</u> To Bring To School

With the exception of "security toys" for naptime, all toys should be left at home. If brought to school, children must be prepared to share their items. Things brought for show and tell or items brought that might relate to the class theme are welcome. Please inform the teacher if such an item is breakable or could be easily damaged so proper precautions can be taken. Absolutely NO form of weapon including guns, knives, and war toys are allowed at Little People's School. In addition, please do not allow your child to bring money, jewelry, gum or candy.

<u>Curriculum</u>

Little People's School teachers design an individualized curriculum and themes for all the children that is full of well-balanced activities to fit the interest of the children and stimulate learning in all areas of development. Our curriculum addresses the needs of the whole child – spiritual, cognitive, physical, social/emotional and language. Christian values and truths permeate our rooms. We have language rich classrooms and a strong

math program that are developmentally appropriate for each age group. In addition, appropriate self-help, social skills and interactions play a major role in our early childhood classrooms and help encourage a positive self-esteem. A theme is chosen based on the interest of the class. Within this framework and theme, language and math concepts and social and motor skills are incorporated, introduced and practiced. Little People's School works closely with KISD to make sure our children are ready to start their kindergarten year. Our parents are encouraged to schedule a time with your teacher to share your interest and talents with the classroom. Each classroom has a different daily schedule and basic routines. Throughout the day, each child will have circle, center, playground, snack, lunch, and rest times. Individual classroom schedules are posted in the classrooms. Teachers will also provide a monthly newsletter to inform parents of upcoming themes, plans and special activities. In addition, we have weekly Chapel, Movement & Music classes which enhances the classroom curriculum.

Circle Time

Each classroom and teacher conducts their circle time differently. Circle time could include any/all of the following: story time; (including Bible stories) songs; rhymes; movement; classroom helpers; calendars; discussion and teaching about weekly themes; sharing of thoughts and feelings; classroom meetings; age-appropriate concepts such as colors, shapes, numbers, letters; introduction of new classroom materials; science experiments; classroom visitors; and special presentations.

Learning Center Time

Each classroom environment is set-up with age-appropriate learning centers. We believe children learn best through play and hands on experimenting. Carefully planned curriculum encourages children to use free play to build self-confidence, expand understanding, teach responsibility, increase motor skills and develop the whole child at his/her own pace, while discovering God's world and becoming the child God has planned for them. Our centers consist of: worship, blocks, dramatic play, puzzles and manipulatives, creative art, (the process vs. the end product is the type of art that encourages children to use their creativity and imagination) math and science, (which might include plants or a class pet) sensory and writing for older children. Occasionally classes might do cooking, puppets, a listening center, sewing, or have a special pet visit. Parents will be notified when we will have animals visiting the school. Children and staff practice safe and healthy procedures when handling animals.

Outside Time
Outside play time is an important part of the child's day. Every area of child development is enhanced outside just as much as in a classroom. Wonderful social interactions, imagination, motor skills, science, and cognitive learning take place on the playground. Our children play outside in a variety of weather conditions throughout the year. If you feel your child should not be outside for whatever reason, please do not send them to school that day. Proper, weather appropriate, clothing should be worn that allows the child freedom to run, jump, climb and move freely. Closed-toed, rubber sole shoes must be worn.

Snack/Lunch Time
Each class has their own snack and lunch time scheduled during the day. Some classes might provide snack during center time where children are free to go as they choose for snack while other classes have a group snack time. All classes have lunch together as a group. Every child prays before snack and lunch.

Rest Time
Our toddler and two year olds will have a naptime after lunch on Tuesday, Wednesday and Thursday. Your child will lay down on his/her mat after cleaning up lunch and have the opportunity to remain asleep until they are picked up at 2:00pm. If your child is still awake or wakes up after one hour of naptime, they will be given a quiet activity at the table if they so choose. Our three, four and five year olds do not have a naptime during their daily schedule. They do have a 15-20 minute rest time in which they are allowed to look at a book, do a puzzle, write in their journal or other quiet activity. Teachers will try to give the child a little time to nap if they do fall asleep.

Chapel/Music/Movement
In addition to Bible, music and movement being incorporated into daily classroom curriculum, Little People's School offers additional weekly experiences in these areas. Three, four and five year old classes attend chapel on each Wednesday morning at 9:15am. The children get an additional visit from the chapel leader during the week to reinforce the Bible lesson. All our Little People's School children enjoy a 20-30 minute music/movement class once or twice a week. This interactive music/movement class is a great joy to all the children.

Little People's School
Health and Safety

The health and safety of our children and staff at Little People's School is a matter of major importance to us. It is the responsibility of parents/guardians and staff to take precautions to ensure that all children and staff are protected to the best of our ability. All staff follows Standard Precautions including using gloves when coming in contact with blood, when having direct contact with a wound or any other potentially infectious body fluids to help ensure safety to all persons. Rooms and equipment are sanitized throughout the day to help control the spread of illnesses. Please abide by all the following policies to help us all stay healthy and safe.

Illness Policies

Exclusion Policy
Please keep your child at home if he/she:

- Has a fever during the previous 24 hours (without medication)
- Has Diarrhea or vomiting during the previous 24 hours
- Is taking first day of antibiotics
- Has a heavy nasal discharge
- Has a constant cough
- Is fussy, cranky and generally not himself/herself
- Is unable to comfortably participate in daily activities
- Has symptoms typical of any communicable disease

Exclude and Return Policy
In the event a child becomes sick while at school, they will be isolated and cared for in the school or director's office and the parent/guardian will be called to take the child home. If neither parent/guardian can be reached, persons listed on the emergency form will be called one by one to pick up the child. An ill child must be picked up within 30 minutes. The child may return to school after the exclusion guidelines have been met or with a doctor note verifying the child may participate in school. The school must be notified of any contagious disease/condition so we can notify parents/guardians of anything their child was exposed to. This includes chicken pox, scarlet fever, hepatitis,

impetigo, pink eye, head lice, measles, mumps or flu, strep throat or anything else your physician states is contagious. We must also report some diseases to the State Health Department. We ask that you contact the school office by 9:30am if your child is going to be absent and let us know the reason for the absence.

Medication Policy
No medication will be given at Little People's School with the exception of medication needed in life threatening conditions such as allergic reactions requiring Benadryl, Epi-pens, asthma inhalers, etc. Parents must complete an authorization for dispensing medication form. Instructions must be consistent with labeling on container. Prescription medication must be in the original container and bear the name of the child to whom it is given. All medication needs to be kept current and new forms completed every year. Medicated cream for insect bites/stings or diaper rash will only be applied with parent written permission and as per instructions. Parents must apply sunscreen or bug spray on their child. Teachers are not allowed to apply these sprays.

Allergies
In the event your child has a medically diagnosed allergy, the parent/guardian must provide an Allergy Emergency Plan that is signed by a physician and fill out an Allergy Alert form. In the event of a food or substance that needs to be avoided, parents must fill out an Avoidance Alert. These forms will include a photo of your child and will be posted in your child's classroom. Please keep the office notified of any changes in this area. An authorization for medication form must be filled out if your child has any life-saving medication for allergies. Oral Benadryl will be given in cases of severe allergic reaction with parent permission. Due to variety of unknown allergies, **do not serve food to any child other than your own without teacher approval.** Please check with the teacher before planning food to be served to the class.

Emotional Well-Being
Please notify the school if your child has experienced or is experiencing any type of traumatic, emotional or stressful situations. This will help the teacher ensure your child receives all the support and understanding they need to help them deal with the situation. The staff will be supportive at all times.

Vision and Hearing Screening
Texas Dept. of Health requires all children to have a hearing and vision screening on or after their fourth birthday. We must keep these test results on file and send them to the

Texas Dept. of Health in the spring. Parents can either have this screening done by their child's physician or at school when it is offered in the fall. Information about our screening, performed by a licensed Speech and Language Pathologist will be sent out in early fall. Three year olds may be tested but it is not mandatory.

Safety Policies

Incident/Accident Report
This form is used to inform parents/guardians of any incident or accident involving your child at school. An explanation of what happened and the action that was taken afterward will be filled out by the person who witnessed the event. This form will only inform the parent/guardian of what happened with their child. This form must be signed and returned in the event your child caused harm to another child.

Accidents
Should your child experience a minor injury at school, the teacher will wash and cover the injury and send home an Incident/Accident Report. In the case of a more severe injury, appropriate first aid measures will be taken immediately to care for the child and the parent/guardian will be called. If the parent/guardian cannot be reached, other emergency contacts listed on child's form will be called. If no contacts can be reached, and the child needs medical attention as soon as possible, then Little People's School administration will make the decision whether to call 911 or not. Parents/guardians will be responsible for any and all fees if 911 must be called. **In the case of a bump to the head, a parent/guardian or emergency contact will be asked to come in and do a visible check before the child can return to class.**

Medical Emergencies
In the case of a major medical emergency, the acting person in charge will secure whatever medical care necessary. These steps may include the following, but not necessarily in this order:

- Call 911 to report accident
- Administer immediate first aid to best of ability
- Contact parent/guardian
- Attempt to contact child's physician
- Transport child to medical facility

Any expenses incurred under these circumstances will be the responsibility of the child's family.

Reporting Child Abuse
Little People's School staff are required by law to report any suspicion of child abuse or neglect to the Texas Department of Family and Protective Services, Child Abuse Hotline or law enforcement. Parents may view the "Keeping Children Safe" flyer posted on the parent bulletin board, read information at the end of this handbook and/or visit (http://www.dfps.state.tx.us/Training/Reporting/default.asp) for additional information. Any parent of a child who is the victim of abuse or neglect may find support and information online at www.preventchildabuse.org. To make a report, parents/guardians should call the Texas Abuse Hotline at 1-800-252-5400 or online at www.txabusehotline.org.

Unsafe Product Safety
Little People's School stays informed of any recalled child products from the Consumer Product Safety Commission. Any item we might have that has been recalled is removed from the school. Parents/guardians may review recalls on the website at www.cpsc.gov.

Emergency Preparedness Plan
Little People's School has an emergency plan in place for all hazards that might be a life threatening situation such as fire, tornado, flood, intruder, communicable disease outbreak, medical emergencies and any emergency that calls for evacuating the building. The children practice fire drills once each month, tornado drills and intruder drills once every three months. In the event in which the school building needs to be evacuated, children and staff will be relocated to the Family Life Center (across Fifth St.). Parents/guardians will be called to pick up their child. Our full plan is posted in every classroom for parents to review.

Cell Phone Policy
As in the public school zones and for the safety of our children, parents/guardians and staff, drivers of vehicles must refrain from using cell phones or other electronic devices while driving around school premises. In addition, please end all calls before entering the building to pick up your child. They are excited about their day and want your full attention.

Social Networking
Parents/guardians of Little People's School must not, under any circumstances, publish any information or photos of any child other than their own on any public media. Any violation of this policy could result in removal from Little People's School.

Gang Free Zone
Little People's School must inform parents about the gang-free zone designation. This means that engaging in certain gang-related or organized criminal activities within 1000 feet of this center is a violation of this law and is therefore subject to increased penalty under state law.

Open Carry Policy
As per the Texas Department of Family and Protective Services, child care centers do not follow the Open Carry Law in the state of Texas. All firearms and any other form of weapons are prohibited on the premises of a child care center, unless you are a trained law enforcement official. This policy includes before, during and after school hours and school events.

Building Treatments
The premises of Little People's School and First United Methodist Church-Katy are periodically treated with pesticides by a licensed pest exterminator. Dates of these treatments are posted on the school bulletin board outside the director's office.

Breastfeeding
Little People's School will provide mothers with a safe, private place where they may breastfeed their child if they choose. Parents have the right to breastfeed or provide breastmilk for their child.

Personal Belongings
For the safety of the children, and as a state licensing requirement, all staff members are required to have their personal belongings (purse/bags) out of the reach of children. Parents/guardians must follow these same requirements when in a classroom. Please keep your belongings secured in your arms, in a closet in the classroom or leave them at home if you are attending a party or classroom event.

Little People's School
Parent Involvement

Little People's School believes that parents are the most important people in a child's life and we encourage all our parents to be active in your child's schooling. We invite you to come into the class and read, cook, or do other special projects with the children.

Parent Responsibilities
Little People's School parents/guardians are responsible for all the following:

- Follow all policies and procedures of Little People's School
  Including: illness policy, safety procedures, grievance procedures
- Provide complete enrollment forms and keep them up to date
- Communicate with teacher about child's needs and participate in conferences
- Provide lunch, snack and other supplies for your child
- Pay all tuition and fees on due dates
- Follow arrival and dismissal times
- Participate in school events
- Help Little People's School provide a wonderful pre-school experience for your child

Communication

Good communication between teachers, parents/guardians and administration is of upmost importance to ensure your child has everything they need. Parents are informed of things concerning their child and what events are taking place. Parents/guardians will receive a yearly calendar of events in the summer mail-out.

Emails
The most frequent and easiest form of communication is through email. The school administration will send out weekly email reminders, and classroom illness alerts and any other important school wide information. Teachers will also send out emails with information pertaining to your child's class.

Class Newsletters - Notes
Teachers will send out monthly newsletters to let parents/guardians know what themes and concepts will be discussed, events happening that month as well as snack leaders. Please keep this information posted in your home to refer to. Teachers will also send home occasional notes about things your child might have done or has accomplished.

News Flash
This half sheet of paper is provided to parents to use in the case of any changes in your child's life that might affect his/her day such as a sick parent, pet, upcoming trip, sleepless night, etc. Parents/guardians can fill it out and put it in the child's bag.

School Bulletin Board
Little People's School has a school bulletin board posted outside the director's office. This board contains all the required state postings as well as things like picture backgrounds, t-shirt proofs, and any other important information.

Teacher – Parent Conferences
Each year the teacher will conduct a phone conference with the child's parent/guardian in the fall. This conference is just a brief time to discuss how your child has adjusted and address any concerns the parent/guardian has about their child's progress. In the spring, a face-to-face conference will be scheduled so the teachers and parents/guardians can discuss how the child has progressed throughout the year and if there is any area that we could provide a little extra attention. Parents/guardians should contact the teacher any time throughout the school year if there is ever any major concerns about your child as will the teachers. **Please do not discuss your concerns, whether about a child or an adult in front of the children.** Please let the teacher know you would like to speak to them and they will give you a call at their earliest convenience.

Spring Program Evaluation
Little People's School strives to make our program the best place for all children to come and learn about God's world, make close friends and learn age-appropriate concepts. While parents/guardians are welcome to speak with the director at any time about concerns, the school sends out a written evaluation of the program in the spring of each year. This evaluation is used to help us make improvements and changes where needed to make our school even better.

Parent Committees

Parents/guardians are a vital part of the success of our program and the many events that take place throughout the year. We hope that every family has one or more members sign up for a school committee. Your interest and abilities will greatly enhance your child's school experience. The following committees are available for your help and participation.

Room Parent
This person will be in charge of working with the teacher to plan and carry out the Christmas and End of the Year Parties for the class. Other duties might include helping the teacher with projects throughout the year and working with the carnival basket

parent by preparing the class basket for auction. A meeting will be held at the beginning of the year to lay out dates and duties for each event. You will have the opportunity to sign up to be room parent on Find Your Room Day.

Teacher Appreciation
This committee will meet at the beginning of the year and decide what kind of things they would like to do throughout the year to show the Little People's School teachers and staff how much they are appreciated. Examples of things done in the past are: small, monthly tokens of appreciation for staff; Christmas Cookie Exchange; Luncheon at Christmas and end of the Year; birthday card or flowers for staff; etc. It is strictly up to the group that is on the committee from year to year as to what is done.

Spaghetti Supper
This committee helps plan, set-up, cook and clean-up the annual Little People's School Spaghetti Supper Fundraiser. A meeting will be held in September to discuss what needs to be done and the timeframe. This is a committee that is a one day commitment.

Book Fair and Library
This committee helps set-up, run and pack away our two book fairs during the year. The first book fair is held the week of Spaghetti Supper and the second is held during the week of Family Reading and Art Exhibit week. The committee also helps restock and log in new books in our school library.

Workroom
This committee helps teachers and staff with duties such as cutting laminating or other classroom materials as well as helping the office staff prepare papers to go home. Some of the projects can be taken home.

Carnival
The spring carnival is our biggest fundraiser for Little People's School. This event is held in the spring. We have three sub committees for carnival which include: games – food – auction. This committee will meet in January to start planning. This is an event that needs as many hands as possible to help make it a success.

Fundraisers
Our staff salaries depend on income from tuition fees. Fundraising efforts permit the purchase of additional equipment and supplies that will strengthen our program. We appreciate all your help with these efforts. Your participation will allow us to enrich your child's school experiences.

Little People's School
Events

Each year parents/guardians will be provided a calendar of the yearly, school wide events. Additional dates of classroom events will be given out on class newsletters. Sometimes dates and times might have to be changed due to unforeseen circumstances. Standard yearly events are as follows:

Parent Orientation
Each year a parent orientation will be sent out via email before school starts so parents/guardians can receive key information about your child's year ahead. Parents can respond to the email or give us a call with any questions or concerns. We want to make sure you feel comfortable with the beginning of the year.

Meet Your Teacher Day
On the Friday prior to the first day of school, all classrooms will be open for a visit by the children and parents/guardians. This will be a time for the children to get acquainted with the classroom. Teachers will be present in the classroom and available to answer any questions. Parents will be given the first class newsletter/calendar and any other classroom information. Parents will also have the opportunity to sign up for room parent and fill out any missing paperwork. **(Please remember that all paperwork must be completed before your child can attend school)**

Open House/Spaghetti Supper Fundraiser/Book Fair
This event is a full night of activities that is held in October. The classrooms are open for parents/guardians to visit and see what their child has been doing in school. The Spaghetti Supper is our first fundraiser for the year. The older children perform songs while the family gets to enjoy a great meal. In addition, our first Scholastic Book Fair is set up for parents/guardians to shop. Our book fairs help build our school library.

Costume Parade
All the classes participate in a parade through the school and church building during the last week of October. Date and time is set by each individual class. Children are welcome to wear any costume that is age-appropriate and non-threatening.

Christmas Program
This is a wonderful program planned and directed by our music teacher that features our three, four and five year olds. We encourage the whole family to attend this very special, musical presentation.

Class Christmas Parties
Each classroom will have a party that is planned by the teacher and room parent to celebrate the birth of our Savior. The school will provide lunch for the class. Parents/guardians will purchase a book for your child to participate in a classmate book exchange. **Do not serve any child other than your own food without teacher approval.**

Donuts With Dad
During the month of February, our Little People's School fathers (and grandfathers) of three, four and five year olds are invited to a great breakfast of donuts while getting to play at school with their child. This is a great time for dads to see how much fun their child has every day.

Spring Carnival and Auction Fundraiser
This event is a wonderful afternoon for the whole family. We have games for all ages, food for the whole family and many, many great auction items including projects made by the children. Our auction committee also collects donations from area merchants for great auction baskets.

Family Reading Night/Art Exhibit/Book Fair
This is another wonderful family night full of story-telling, art displays and book shopping. Children are invited to wear their PJ's, come and enjoy some milk and cookies while listening to a story. Parents get to shop and enjoy viewing their children's wonderful, creative art.

Muffins With Mom
Mothers (and grandmothers) of our three, four and five year olds are invited to attend a class party in May featuring refreshments and entertainment prepared by the children and their teachers for our wonderful mothers.

End Of The Year Parties
This party is planned by the room parent and teacher to celebrate another wonderful, fun year at Little People's School. The school will provide lunch and supplies. **Do not serve any child other than your own, food without teacher approval.**

Graduation
Our four and five year old classes will have a graduation ceremony to celebrate their start of a new journey of schooling. This is always a bittersweet moment for our staff at Little People's School. We love your child as our own and it is hard to let them move on. Please plan on coming back to see us from time to time.

Other Class Parties
Each class will also celebrate Valentine's Day and Easter. These parties are planned and carried out by the teachers. Parents/guardians will bring a Valentine's Day card for each child in the class at Valentines and one dozen stuffed plastic eggs at Easter.

Birthday Celebrations
Parents/guardians are welcomed to provide a special snack for the class to celebrate your child's birthday. Please remember food must be store bought with ingredients listed. To prevent hurt feelings, please mail birthday invitations directly to homes rather than distributing in classroom unless the entire class is invited. Names and addresses are available upon request.

Restaurant Night
On occasion, Little People's School might set up a fundraiser night at a local restaurant. These will be times that families can get out of the kitchen, enjoy some great food and fun and help raise funds for the school. Dates, times and locations are determined throughout the year.

Field Trips
Children learn best through firsthand experiences and many of our curriculum themes may include meaningful field trips. The older children will venture out on a few walking trips in the immediate community throughout the year. Each class plans their own trips, so dates and times will be given by the teachers. Each field trip will require a permission slip to be signed by a parent/guardian and returned to the teacher. The class will be notified as to what type of identification children must have while on the field trip. Children who do not wish to attend the field trip must remain at home that day. In the event you are able to accompany the class on the field trip, please make other arrangements for siblings.

Sibling Involvement
Siblings are invited to attend and participate in scheduled family school events such as Spaghetti Supper, Christmas Program, Carnival, Family Reading Night, Restaurant Nights and Graduation. Please make parties, field trips and Father's/Mother's events for your Little People's School child only. They will greatly benefit from one on one time with you.

Little People's School
Discipline and Guidance

Little People's School teachers and staff are empathetic and understanding in dealing with each child as he/she learns to play and work with others. Some students may experience occasional difficulties or frustration in their efforts to master and control their feelings and to understand and live within our complex social system. Teachers and staff use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which includes: redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and implementation of consistent classroom guidelines. Staff will be calm, patient, firm, respectful and loving when dealing with behavior management. At no time will corporal punishment such as spanking, slapping, pinching, hitting, biting or thumping be used by staff. Neither shall children be humiliated, yelled at, criticized, subjected to harsh abusive language, deprived of food or subjected to long periods of removal from group. In addition, parents/guardians must abide by these same guidelines while on school premises. In some situations a short "thinking and learning time" followed by more structure for the remainder of the class may prove to be helpful for some children. In the case of more persistent and difficult behavior, the staff and parents will work together to develop an individual plan to help the child be successful. Our school feels a strong Christian commitment to work with and help children and families in our school within our capabilities. However, while Little People's School teachers are competent and experienced in working with young children, our setting is not designed nor our staff trained to handle children with extreme developmental delays, severe physical handicaps or very difficult behavior issues. For children who have needs we feel we may not be meeting adequately, recommendations will be made for professional evaluations which could result in suggestions for personalized, supplemental, educational counseling or possibly alternate schooling. In the event a child repetitively injures another child or adult, immediate dismissal is a possibility.

Grounds For Removal From The Program

Biting

Unfortunately, biting is a common but very serious issue in early childhood settings. Teacher will handle biting incidents in the following manner:

- A confidential log will be kept of time, date, place and names of the children involved in the biting; parents/guardians of the children involved will be notified
- Age-appropriate discussion will take place between teacher and children (however, in most cases of biting, the child does not understand why they bit)
- If the same child bites again, parents/guardians will be notified and staff will shadow the child to the best of our ability
- In the event of a third bite by the same child, the teacher and director will make decisions needed to keep all children safe which might include either temporary or permanent removal from school

Disruptive, Aggressive or Violent Behavior

Safety for all our children and staff is a priority at Little People's School. For any child who exhibits persistent disruptive, aggressive, or violent behavior toward another child or staff member, the following steps will be taken:

On any one day – incident

- At the first sign of this type of behavior, the child will be removed from the situation and the parents/guardians will be informed. At the teacher's discretion, the child may have a short "thinking and learning time" which will consist of the child sitting with a teacher and talking about the good choices the child should make in that situation versus choices that were made
- If the child continues to exhibit this type of behavior, the child's parents will be called to take their child home for the remainder of the school day

If behavior becomes consistent

- The child will be observed by the director and/or other leading staff members to offer guidance and suggestions to teaching team
- The teacher, director and parents will meet to develop an individualized plan recognizing good behavior and what steps will be taken for logical and natural consequences. It is of the upmost importance that we all work together in order to best meet the needs of the child
- If the behavior does not improve, Little People's School teacher and administration will make decisions needed to keep all children safe which might include either temporary or permanent removal from school

Developmental Delay – Medical Issues

Our teachers are competent and experienced in working with young children. However, our setting is not designed nor our staff trained to handle children with extreme developmental delays, severe physical handicaps or very difficult behavior. Our school feels a strong Christian commitment to work with and help the children and families in our school within our capabilities. For children who have needs we feel we are not adequately meeting, recommendations will be made for professional evaluations in order to better serve the child. We will strive to work closely with professional recommendations and continue to provide the child the best pre-school experience possible. If at any time the teacher and director feel the child is not benefitting from what we have to offer, alternate schooling will be suggested.

Other Grounds For Removal

Little People's School staff strive to work with parents/guardians in all areas to make school a positive experience for everyone. However, there are some incidents or situations which cannot be tolerated or accepted and could result in a child being removed from our program. This includes, but is not limited to:

- If a child is excessively abusive to teacher or other child
- Use of profanity or rude/disrespectful behavior by parent/guardian
- Non-payment of tuition or fees
- Excessive late pick-ups
- If it is determined a child has a developmental delay or medical issue we cannot accommodate

If a child is removed from Little People's School for any reason besides developmental delay or medical issue, prepaid tuition is forfeited.

Referrals and Resources

The staff of Little People's School takes great pride in helping children develop to the best of their abilities. If at any time our staff feels your child could benefit from any outside source, we will provide information to help parents/guardians receive all help available. The following are a few local services available to all parents/guardians:

- ECI Project Tyke is an Early Childhood Intervention program which serves children under the age of three that have developmental delays
- PPCD- Preschool Program for Children with Disabilities is a program offered through the school district and serves children ages three – five

Child Abuse/Neglect Policy

Suspected Child Abuse/Neglect
State law requires all staff members to report suspected child physical, emotional and sexual abuse, and neglect. Any staff member who suspects child abuse or neglect must immediately report it to the school Director and to Childcare Licensing/Child Abuse Hotline. Once the case has been reported, TX. Dept. of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

Procedures For Reporting Suspected Abuse

1. All employees must report suspected child abuse cases to the school Director. A person may not make the independent determination of whether a report is necessary or not. Upon determination, a report will immediately be made to the Child Abuse Hotline/Childcare Licensing.
2. The Director must send a written report of suspected child abuse to the Dept. of Family and Protective Services of the alleged abuse within 48 hours.
3. When reporting suspected cases of abuse, you must include the following information: Name and age of child, child's present location, type and extent of abuse, and the name and title of the person making the report.
4. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents.

Preventing And Responding To Abuse And Neglect

Staff Training
Little People's School will provide at least one hour training for all staff on the identification and reporting of suspected child abuse and neglect each year. The director will provide this training for new staff at an orientation before working in the classroom.

Parent Education
Information about child abuse and neglect can be found on one of the following websites: DFPS at www.dfps.state.tx.us/Training/Reporting/default.asp; Community - Based Child Abuse Prevention Program website; www.preventchildabuse.org; or the Texas Abuse Hotline at www.txabusehotline.org.

The CBCAP program makes parents aware of prevention services in their communities and encourages them to use these services. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support Program, as well as various special initiatives.

Parents or others can report any suspicion of child abuse to the Child Abuse Hotline at 1-800-252-5400 or www.txabusehotline.org

How Do I Know If It's Abuse Or Neglect?

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical abuse – physical injury that results in substantial harm to a child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

Sexual abuse – sexual conduct harmful to a child's mental, emotional, or physical welfare. This includes fondling a child's genitals, penetration, indecent exposure, and exploitation through producing pornography.

Emotional abuse – an action that results in a marked impact on a child's growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child's daily functioning.

Neglect – placing a child in a situation that requires judgment or actions beyond what the child is physically or mentally capable of doing and that results in bodily injury or a substantial risk of immediate harm to the child – failing to get or follow up with medical care for a child when the lack of care results in physical injury or in a marked impact on a child's growth, development, or functioning – failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child.