



COMMUNITY OF FAITH
PRESCHOOL

PARENT HANDBOOK

June 1, 2024 - May 31, 2025

But Jesus said, "Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children."

Matthew 19:14 (NLT)

Monday - Friday

7:00a - 4:15p

16124 Becker Road, Hockley, TX 77447

832-717-2799

Director Cyndi Quian

Registrar/Office Assistant Kelley Spilman

Curriculum Coordinator Traci Gregersen



REV_2.1.2024

MISSION STATEMENT

Our mission at Community of Faith Weekday (COF) Preschool is to provide early childhood education in a loving, safe, Christian environment that allows young children to grow spiritually, socially, emotionally, intellectually, and physically. We provide a full curriculum that is developmentally age appropriate, creating an atmosphere where young children are eager and encouraged to learn. Our enthusiastic Teachers work with each child and partner with their families to provide an atmosphere that encourages learning and builds a foundation for a lasting relationship with Jesus.

GOALS

COF Weekday Preschool is a place for young children that offers developmentally appropriate programs for children ages 18 months - 4-5's. We believe that well planned activities developed around themes encourage children to learn about God, Jesus, the Bible, self, family, and the academic side as well.

Our early childhood program allows children to grow and develop spiritually, physically, mentally, emotionally, and socially. We provide learning opportunities in language and literacy, mathematics, science, social studies, the arts, physical and social development. The children will experience enrichment classes in music and movement class and Bible.

CENTER BASED LEARNING ENVIROMENT

COF Preschool program is designed as a center-based learning environment. The teachers design the room and activities in a way that the child can learn in our centers and participate in various lessons that are in the classroom. The learning areas in a classroom include a book center, building block area, sensory table, science, math, home living, writing table, art, and especially our teacher directed center. The classroom also has time allotted for large group time together with teacher directed activity. In this type of setting, the children will gain valuable skills, such as social and emotional development with others and cognitive growth that will be beneficial to build on in preparation for kindergarten.

CLASSES AND AGE APPROPRIATE CURRICULUM

18 months - Older 3' - Frog Street

4-5's - Learning Without Tears & Digital

ENRICHMENT ADVENTURES

STEAM-Science, Technology, Engineering/Computers, Art, and Mathematics

Mat Fitness

PE Style

Intro to Spanish

Library Class

Sign Language

Music & Movement

Bible Adventures & Worship

"Train a child in the way he should go, and when he is old, he will not turn from it." Proverbs 22:6 (NIV)

OPERATION

Community of Faith (COF) Weekday Preschool operates August - May. There are exceptions based on the Waller Independent School (WISD) District calendar. We have COF Staff Development days as each teacher must receive a minimum of 24 hours training per year, per licensing and we will utilize scheduled closed days to obtain.

The COF Preschool calendar will indicate special days as well as open and close dates. Parents may visit any time during operating hours to observe their child on the camera (not in classroom) at any time during our school's operation. Prior approval is preferred due to classroom schedules.

COF Preschool Summer Camps are subject to availability and are not guaranteed to operate. If we offer summer camps, they would be available to register in March/April. Currently enrolled families will have first sign-up priority and then it opens to the public. (Dates are subject to change) Please follow up on Facebook for details and dates.

We are a licensed program with Texas Health and Human Services https://www.dfps.texas.gov/child_care/

Placement in classes is based on age as of September 1st. Waller ISD and CFISD also use this requirement.

PROGRAM DAYS

Two Day: Tuesday and Thursday

Three Day: Monday, Wednesday, and Friday

Five Day: Monday-Friday

TIMES AVAILABLE

7:00a - 4:15p All Day

7:00a - 2:15p Before Care

9:00a - 2:15p Preschool

9:00a - 4:15p Stay & Play

**Classes and Times are available based on availability and staffing*

Our 4-5's class is 5 days a week class only

*Parents and or guardians acknowledge this parent handbook and agree to follow all policies and procedures.
COF will update as needed and notify via Parent Communication App

ENROLLMENT PROCEDURES

COF admits children of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to children at the school.

Confirmation from the office along with paid registration, paid supply fee & paid curriculum with completed forms ensures enrollment in the program. * ***All Fees are non-refundable and non-transferrable***

The following records must be completed and returned **two weeks prior to admission**. Children may begin when all paperwork is completed, received, and fees are paid in full. Currently enrolled children will receive admission information and special care needs to be updated and returned at the beginning of every school year. If any information should change throughout the school year, parents are required to update these changes immediately.

- * Affidavit Form (present your driver's license and our director can notarize for you after you sign form in her presence)
- * Physician Signed Health Statement - must be completed and signed by Physician.
- * Immunization Records. Only children with up-to-date immunization records will be admitted and/or an Affidavit that is valid and will not expire before the child's school year ends with COF. COF Preschool does not conduct health checks.
- * Vision & Hearing Screening results from child's Physician for children 4 years and older due within 2 weeks of 4th Birthday. If available, we will try to schedule this service with the Lions Club and this service is free. There is no guarantee of this service.
- * COF Preschool does **not** have a policy addressing vaccine-preventable diseases for employees.

TUITION & FEES

* Tuition is due on the 1st of every month via our portal on Procure. All Registration fees must be processed by the office on Procure on the day of registration via Auto Draft, Credit Card, or Debit Card to hold your spot in the program.

* Tuition rates and fees with revised date REV_2.1.2024 takes effect for Fall 2024 as of August 14, 2024 - May 31, 2025.

* If you want to self-pay after the initial registration fees are paid in full, we can remove your credit card info and you can log on to Procure/Tuition Express and pay on the due dates. This request must be emailed to the office to remove your payment information, or it will continue to Auto Draft every month on the 1st.

www.myprocare.com

* A late fee of \$25.00 is assessed on the 5th of each month and then an additional \$10 per day is added until paid in full. Failure to pay by the 10th of each month can result in removal from the program. To reenroll, it's possible to be placed on a wait list, charged additional fees and if reenrollment is accepted which is also based on availability. (No guarantee)

* There is no discount for absences, emergency closing, early release or partial months since incurred school expenses are calculated and simply divided by the number of months school is in session. The only pro-rated month is August. All other months of school are full tuition charges.

* Payments **returned/denied** will incur an additional charge of \$35.00 and will be charged daily late fees. It is the responsibility of the parent/guardian to notify the office in writing/email when we need to update credit cards when they expire/change, etc.

* A 5% sibling discount is offered for families with more than one child enrolled. The discount is applied to the lesser tuition amount of one child. This discount only applies to tuition and not supply or registration fees. We also offer a 5% discount to Military with ID on one child with the less value. This discount is used once, and we are unable to offer both at the same time.

* Registration, supply fees & curriculum fees are **non-refundable/ non-transferrable**. Failure to make payments, as required, will result in termination of the child from the program. No credit or refund on any fees will be given for scheduled school holidays, inclement weather, emergency school closings, staff training, or child absences.

* All students must be 18 months of age to attend COF. If a child cannot start until later due to their birthday, you agree to pay the normal tuition rates to hold your child's spot in the program until they turn 18 months. Otherwise, you can wait to register, and we will place your child on the waiting list. This is also based on availability.

* A **30-day notice** note and or via email is required upon withdrawing your child and the full month of tuition is still due Please note it is the parent's responsibility to complete our "Account Change Form" to make the change official.

LATE PICK UP

Please adhere to your child's scheduled times. (Early arrival and late pick up changes the dynamics for staff scheduling and will then implement our ****Late fee Policy of \$5.00 per minute** using your child's registered time you signed them up for on their enrollment form.

*Late pick up after 2:15p \$5 a minute for the first 5 minutes then \$10 a minute.

*Late pickup after 4:15p is \$10 a minute for the first 5, then \$15 a minute.

Late Pick up fees will be charged the same day of occurrence and must be paid within 24 hours on Procure.com.

Procure/Tuition Express is our online payment portal. Failure to pay could result in an additional late fee of \$25 per day.

CHANGE SCHEDULE FEE POLICY

If there is a need to alter your child's schedule, please call the office and inquire about availability **first**. Once the office confirms change is possible, the below admin change fee will be added to your Procure account, and an Account Change Form will be prepared, and your email will be attached to it. There are no account changes permitted for November, December, April and May.

\$45 on the 1st change

\$55 on the 2nd change

\$65 on the 3rd change

\$75 on the 4th change

REFERRALS

COF Preschool offers a "Referral Bonus Program" to our families. Referring families will be given a one-time \$100 credit per child, per physical year referral bonus after the referred family attends two full months and their account is in good standing. Referring family must be identified on the enrollment form at time of registration via written notice.

SCHOOL T-SHIRTS

We will have these available to purchase in August for \$15 which can be added to your Procure account if you sign up to purchase.

WHEN SHOULD MY CHILD STAY HOME- HEALTH

We strive to prevent the spread of illness to children and teachers. To ensure a safe, healthy environment for all children, please adhere to the following guidelines. Children may not attend with the following symptoms and if they become sick during school, they are to be picked up within 30 minutes as we do not have a sick room.

- Fever of 100 degrees or higher
- Pink Eye
- Diarrhea
- Lice (nits of louse)
- Vomiting
- Chicken Pox
- Communicable disease
- Any other contagious illness

Children **must be symptom & medication free** for **24 hours** before returning to school **without** the use of medication.

Children with communicable diseases must have a doctor's note for re-admission and the center must be notified immediately due to posting requirements set by State Licensing. We reserve the right to refuse care for children who we believe are ill.

ARRIVAL & DEPARTURES

Doors are locked for the safety of our students and staff. Upon arrival, please ring the doorbell and the office staff will buzz you in. Parents **MUST SIGN THEIR CHILD IN AND OUT** at their classroom door (clipboard). This allows the directors & teachers to have an accurate account of all the children on the premises at any given time. (If available, we will implement the computer check in/check out process) This is also mandated by the State Licensing regulations. Parents are the only ones that should open a door as this creates added security for both teachers and parents.

Children arriving after 9:15am will miss the full benefit of our program and causes disruption for the teacher, students, and center operation. We have our school wide Pledge of Allegiance at 9:15am and then our school wide prayer.

No child is to be left unattended for any reason while on COF property. No child may not wander into classrooms, restrooms, etc. without direct supervision and/or parents. Also, please **do not** leave children unattended in vehicles. If someone other than the parents or legal guardians are picking the child/children up from COF Preschool this person **must** be listed on your child's enrollment form as an authorized pickup

person with all of their information such as Name, Phone #, Driver's License #. They must show their driver's license to the front desk and or the teacher so that we can make a copy and document the pickup on the sign in / sign out sheet.

We believe communication is extremely important between parents and teachers. However, during arrival and departure, lengthy conversations with teachers distract from the supervision of children. If a special message or instruction needs to be conveyed to your child's teacher, please email the front desk staff @ cyndiq@cof.church.

Sometimes children experience separation anxiety. To make this time easier, try to follow these few simple steps:

- *Offer calm quick reassurance
- *Follow a parting ritual
- *Say goodbye at door and leave quickly

We have live video at the entrance of all classes you can view. Currently, we do not have on-line access.

We will not release a child to anyone, including a parent, without verification with a valid driver's license. If changes in authorization occur, please provide written notification that must include the Name, Driver's License # and phone number

If someone not previously authorized will be picking up your child, the parent/guardian must provide a written notice with your signature, date, state the person's legal name, phone number and driver's license or identification number and state issued.

MEDICATION - Prescribed and/or Over the Counter

- * **All prescription medications, diaper rash cream must be handed to the front desk & a Medication Permission form must be completed and signed by the parent/guardian.**
- * COF only dispenses medication in emergency situations and or children with allergy medications with the doctor's instructions on the F.A.R.E. form.
- * We cannot refrigerate any item so if it needs to stay cold, place in a lunch bag with ice pack(s).
- * Prescription medication must be in the original container with the child's name, Doctor, current date and dispensed according to stated directions.
- * **Over the counter (OTC) medications must also have a signed form** and will be dispensed according to stated directions and be labeled with the child's name and date.
- * **Diaper Rash Cream/Ointment (OTC)** This requires a medication form signed by the parent. The diaper cream will stay with the diapers in the class and will not be sent home daily.
- * Suntan lotion, lotion, insect repellent must be applied at home only. These items must not be left in children's personal belongings, such as lunch kits, backpacks etc.
- * Fever reducing medications will not be dispensed at COF. The masking of fevers could provide an unsafe environment for all. Please keep the child at home if fever reducing medication is required.
- * Medications must be taken home, within one week or when no longer required for the child, out of date.
- * Medications for a specific medical condition may be left for one year from the date of authorization. After one year, a renewal form must be filled out.

- * F.A.R.E. Forms- Every student must have this form on file despite if they have a health condition. If your child has a diagnose needing an Epi Pen, Inhaler for Asthma, any lifesaving medication due to an allergy the F.A.R.E. form must be completed by the child's pediatrician.

MEDICAL ATTENTION

In the case of minor injury or accident, our staff will administer basic first aid. Depending on the incident, parents will be notified immediately, or by documentation at the end of the child's scheduled day.

In the event of severe illness or an accident during school hours, the following procedures will be used:

- * COF personnel will attempt to contact the parents or guardians.
- * If parents or guardians are unable to be contacted, COF Preschool personnel will attempt to contact persons listed on the authorization form.
- * If a child requires immediate medical attention, COF Preschool personnel will call 911. Any expenses incurred are the responsibility of the child's parents or guardians. *It is crucial that all emergency contact information be current.*

LUNCH & SNACKS COME FROM HOME

- * All classes have 30 minutes to eat in their classroom with their classmates.
- * All items are supplied from home. COF does not supply lunch/snacks unless it's a planned "Lunch Day" from out outside source and family is charged \$7.
- * Provide a healthy lunch and a refillable water cup clearly labeled with the child's full name.
- * Lunch Meat, Cheese, Fruit **must be cut into non-choking bite size pieces**, Veggies, applesauce, chips, etc. are just a few examples. We want to ensure they have enough food for the hours they are here.
- * Snacks- Provide these in a separate Ziploc bag and clearly label with the child's name. Snacks are for Before Care as all classes will eat at 8am and Stay & Play will eat 230/3p only.
- * Do you need ideas for healthy lunches or snacks, check out <https://www.myplate.gov/>
- * All children should eat a healthy breakfast **before** arriving at school for the 9am start time.
- * COF is not responsible for the nutritional value of your child's meal or meeting your child's daily food needs. Soft drinks and candy are not acceptable at school and ask them to be kept at home.
- * Lunches should include finger foods that your child can eat with little or no assistance. All food should be prepared, cut, and ready to eat. Please do not send glass containers of any type. We are not able to heat food or refrigerate, so if needed please add an ice pack to lunch. Please send enough healthy food for your child to fill their tummy.
- * Water cups must be in a spill-proof container and clearly labeled with the child's full name and washed daily.
- * Water Bottles-COF charges \$3 for a water bottle if one is not provided. Every child must have water to drink. No permission is needed for this charge as every child is required to bring water to drink.

- * Children with food allergies must have the "F.A.R.E." Food Allergy Emergency Plan signed by a healthcare professional and parent/guardian by the first day of the child's enrollment or whenever a food allergy becomes known.

PEANUT FREE ENVIROMENT - EPI PENS

For the safety and well-being of children and staff with severe peanut allergic reactions, please **DO NOT send peanut products** (peanut butter) in your child's lunch. Our best efforts are made to make the environment safe for everyone.

However, COF Preschool cannot accept responsibility for students who are susceptible to anaphylactic shock or other severe, life-threatening physiological reaction due to foods, insect bites, odors, or other common substances. COF Preschool classrooms are shared with the Main Church on the weekends, and other organizations on weeknights so we have no control over what foods or substances are consumed or used. Also, small children sometimes share food or may bring in a substance on their clothing.

Alternatives for Peanut Butter - Sunflower Butter, Almond Butter, Cashew Butter, Sesame Butter, Chocolate-Hazelnut and so much more. We do not have a nurse or physician on duty at COF.

SCHOOL CALENDAR

*COF offers an exemplary preschool educational program and operates the same as Waller ISD. August-May

*Our COF Calendar will be available once the Waller ISD calendar is published. (Typically, WISD board approves and posts it by late February or mid-March.)

*COF Preschool follows the Waller Independent School District with some exceptions and will close for Staff Development & Training & Holidays.

*COF is not a year-round preschool program.

*Summer Camp is not a guaranteed program. If we offer Summer Camps, we will have a separate calendar/fees/registration in March. The church typically offers summer camps for students 3 yrs old - 12th grade. Watch for info on the church website to sign up.

INCLEMENT WEATHER

*If inclement weather or natural emergency occurs which results in Waller Independent School District closings, COF will also be closed. Please follow our parent communication APP for full details and turn on your notifications (No refunds on missed, canceled or holidays)

*COF Preschool relocation plans for Emergency Evacuation is COF Worship Building located at 16124F Becker Rd. Hockley TX, 77447. The telephone number is 832-875-2520.

CLOTHING - DIAPERS - PULL UPS - WIPES - DIAPER CREAM

* Send children to school in comfortable play clothes and **tennis shoes** that are appropriate for fun activities.

- * Label all items/diaper bags/diapers/cups/jackets/diaper wipes/blankets/nap mats. (Please note any item not labeled will be labeled by the teacher)
- * Boots, sandals, flip-flops, crocs, jellies, and dress shoes are discouraged and are unsafe for outdoor play.
- * We strongly encourage tennis shoes. (Closed toe shoes as the playground has rocks and or mulch and it can get in their shoes limited them from playing and having fun.)
- * Dress children in clothes that encourage his/her developing autonomy. Simple pull-on pants, for example, make "doing it all by myself" easier than overalls or belts. Accidents can happen when the child has a challenging time trying to remove clothes to potty and or when teachers are changing diapers. We want to ensure they do not have to remove their shoes to potty and or change their diaper.
- * For hygiene purposes, underwear must always be worn under clothes.
- * Please do not expose your child to the stress of keeping his/her special clothes clean. We love to paint, glue, cut, play, etc. In case of an accident, it is essential for all children to bring an extra change of clothes appropriate for the season.
- * Pack an extra complete change of clothing in the backpack in a Ziplock bag with the child's name on it and include socks & shoes as well.
- * Children must wear shorts and/or leggings under dresses and skirts. No exceptions.
- * Parents are responsible for Diapers, Wipes & diaper cream (we have enough storage for a week's worth per child for these items) Please check your toddler communication form given to you daily for items needed in class.

WHAT NOT TO BRING

Sharing is a difficult concept for children; therefore, we ask that toys, jewelry, candy, and other personal items remain at home. Hand sanitizer is not allowed in a backpack. COF Preschool is not responsible for any items in backpack. Do not send money with your child. COF prohibits pets on the premises without prior notice and with office approval. We follow licensing on animals on site. Service animals that are individually trained to do work or perform tasks for people with disabilities are permitted with notification.

REST / QUIET TIME

- * Children who attend classes of 18 months old - 2yrs old must have a nap mat. Options for nap mats- cloth roll up mats that you can personalize with their name monogrammed. Plastic Folding Floor mats are also an option and those must be marked "Floor Side" so that the sleeping side can be distinguished from the floor side. (Write on mat) Mats should not be too big or thick as they must fit and or hang in their class cubbies. This is also a limited space and we do not have room for yoga mats, sleeping bags, large pillows, or large blankets. If you have a map that does not have a hanging handle, they will need a sturdy bag to put their map in and hang next to their backpack.
- * Parents will be responsible for washing their child's linens/and or mat at the end of the week and cleaning the rest mat or sleeping bag. Again, please make sure all items are labeled with full names.
- * **Mats are sent home weekly to be washed/wiped.** Our storage is limited, and we are unable to keep them over the weekend as we also share the classrooms with Sunday School.

- * **3-5's** will not need nap mats as they will have quiet time for 15-20 minutes. They can bring a small stuffed animal that will fit in their backpack to use at quiet times. No bulky items permitted and if brought to class, they will remain at the front desk for the parent to pick up.

POTTY TRAINING

If clothes are accidentally soiled, soiled clothing will be placed in a sealed bag to be sent home. Please send the appropriate supplies needed for your child's diapering need such as diapers or pullups, wipes, ointments, or powders (which must have written instructions please see the front office for the medication form).

If COF needs to provide undergarments, there is a \$5 charge, and the item is not to be returned to COF. (Only when they are not provided from home and in the child's backpack)

All 3-year-old classes through 4-5s must be potty trained & can fully address potty needs to enroll.

FIELD TRIPS ON CAMPUS

On-site special events will be posted on Dojo. Activity and permission forms are signed at registration to allow/deny participation. We will never leave the church campus however we will bring fields trip to our school. If your child is unable to participate, they could be asked to stay home during the event due to staffing.

WATER ACTIVITIES

A permission slip is signed at registration by a parent for their child's water activity participation which includes the following: water tables, spray bottles, water toys, shaving cream, buckets, misters, hoses, splash days with cars and water sprinklers outside. If your child is unable to participate, they could be asked to stay home during the event due to staffing.

COMMUNICATION

The staff of COF Preschool believes that regular communication between parents and teachers is essential to providing the best care and education possible for your child.

- * **All calls are to go through the preschool office.** Teachers are not permitted to give their personal cell/home/email. Preschool office #832-717-2799
- * **DoJo is an APP and our #1 way of communication from day to day.** This is used for each classroom, and both parents will receive an invite to join. These pictures are private and only for our school. Communication between teacher and parent will be in person, email, or a letter. DoJo is used to share photos of the day-to-day activities in class. Please note teachers will post 2-4 times a week at the end of the week. For questions and or inquiries, always feel free to email and/or call the office.
- * All classrooms will have a weekly lesson plan posted on their door along with their daily schedule.
- * Parents will be contacted by the Director to discuss any issues/concerns we observe that need to be discussed. We want to work together to give the student the best and at times, outside observation and or testing could be a good option. Early intervention is key for the overall success of the child.
- * Please notify the school office of any life changes happening that might affect your child/children.

If you have a concern about your child's experience at COF Preschool, please notify the Director immediately. Please refrain from discussing issues with other teachers, parents, or staff members. Every concern, great or small, is important to us and we want you to know we are a team and want to always better our program.

NOTIFICATION AND POLICY CHANGES

Notifications and Policy changes are posted near the front desk on the parent board. Parent signature and dates are required when an operational policy or enrollment agreement changes. Parents can access minimum standards information for this licensed center at www.dfps.state.tx.us or at your local licensing office at 9702 Bissonnet St. Houston TX, 77036.

BIRTHDAYS/ SPECIAL EVENT DAYS /TREATS

Birthdays are always a special time for the children. The school does not allow student birthday parties in the classrooms. However, if a parent would like to provide a special snack to share with the classmates that would be permitted. All food/drink must be **prepackaged, sealed & store-bought items**. Homemade food may not be shared among children. Birthday invitations may be distributed at school when **all** classmates are invited.

Please note we have several special planned events/days which could have treats offered by parents and or the program. If you prefer your child to not partake in those items, please send an alternative treat

Please note we ask no last-minute treats to be brought to share with the class. If they are, we will send them home with the children at the end of the day in a baggie.

OUTDOOR RECREATION AND PLAY

The children at COF Preschool program go outside every day, weather permitting. If the weather is bad, they are permitted to play on the indoor playground as well. A written doctor's note may excuse a child from playing outdoors for a limited period. Please dress your child appropriately to enjoy God's beautiful world.

Opportunities for active play may overlap with outdoor play and music & movement. COF promotes active play, and our students will have ample opportunity to do moderate to vigorous activities such as running, dancing, skipping, jumping, mat fitness, yoga and more.

Due to our activity, it is highly suggested that students wear gym shoes and tennis shoes.

RATIOS- TEACHER/STUDENTS

Most of our classes are low ratios and have 2 teachers, one is the Lead and an Assistant. We do not send teachers home during rest/quiet time as they stay their entire shift.

BEHAVIOR REDIRECTION AND GUIDANCE

COF strives to be consistent with discipline and guidance of the students. We emphasize understanding the individual needs and development of each student. Often, inappropriate behavior can be handled with positive reinforcement, redirection and problem solving. We feel it's important for the children to learn to be responsible for the consequences of their actions.

Biting is a common issue in early childhood development. A good way to deal with biting is consistency between the childcare providers and parents. Biting occurs for multiple reasons and proper communication will help

determine why the child is biting. The teachers and director will work with the parents if biting becomes a problem. We will make every effort to solve the issue as soon as possible.

Incidents are recorded, and a copy is presented and signed by the parent within 24 hours and a copy is given to the parent and one for COF file.

COF will not subject any child to hitting, biting, spitting, kicking or humiliation.

- * If a child does not regain control after a cool down period and a brief supervised separation from the group a call home will be made.
- * Any behavior that causes injury to another student or teacher or continual disruptive behavior will result in a conference with parents to develop a modification plan/early pick up, etc.
- * If a child continues disruptive or harmful behavior, the child may be dismissed for the day and or for a period of time from the program to allow time to work on the behavior at home and or an outside professional. They might also need a less stimulating environment.
- * Please note we are not able to allow hitting, biting, kicking, spitting behavior to continue and will result in dismissal from COF and fee are not refundable.

SUSPENSION/EXPULSION POLICY

COF provides a safe, peaceful, Christian atmosphere and we reserve the right to dismiss a child who is disruptive to this environment. We take many steps to support every child in our learning environment, the Director retains the right to dis-enroll a child when it is the best interest of the child or other children at our school. We take this action very serious and will have incident reports to support this decision.

VISION AND HEARING TEST

Texas Licensing requires that all children four years of age or turning four during the school year must have a vision and hearing screening performed by a certified evaluator or registered physician. Please have your child screened and provide COF Preschool with the results.

If scheduling permits, we will have the Houston Cy-Fair Lions Club Kidsight Early Vision Screening Program come to COF and perform these tests. <https://www.houstoncy-fairlions.org/> (if COF can schedule)

Vision will be for all students and Hearing is for anyone 4+.

PARENT INVOLVEMENT

We have activities that we invite parents to participate in and will notify via Dojo and or in the school calendar. One big event is our Teacher Appreciation Week in May where we invite parents to help create, set up, donate (along with our own funds from the preschool) and set a week of fun, treats, gifts & food. This event typically starts meeting and gathering items in March. We can use Dojo to set up volunteer meeting.

CHILD CUSTODY MATTERS

COF Preschool requires a copy of custody papers, temporary or permanent, signed by the court.

All parents (whether biological or adopted) and legal guardians have their rights enumerated in the Texas Family code, 153.071. Where there is **no** order modifying parental rights, both parents share the same rights and responsibilities with respect to their child/children.

If the student has a legal guardian(s), a certified copy of the guardianship order must be on file at COF Preschool.

INAPPROPRIATE PARENT/GUARDIAN BEHAVIOR

Our program strives to develop positive relationships. However, on rare occasions, a parent/guardian's actions may result in finding another setting for their child. Here is a partial list:

- * Failure to abide with COF Preschool, and Licensing policies.
- * Physical or Verbal abuse to children, staff, or parents. Includes unacceptable toned telephone conversation and profanity including emails.
- * On the first offense, a meeting will be called with the Director, Head Pastor and parents.
- * Results could be dismissal from COF.

CELL PHONE FREE ZONE

For the safety of our families, please do not use your cell phone in the parking lot while dropping off or picking up your child/children. Also, we respectfully ask you to put away your cell phone when walking your child to class or during pick up.

GANG FREE ZONE

Under the Texas Penal Code 71.028 and 71.029, any area within 1,000 feet of COF Preschool is a gang free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalties. Open carry of handguns and concealed handguns is prohibited as well as any form of weapon.

COF Preschool reserves the right to change policies and procedures at any given time.

Changes will be made available through postings outside of the school office on the parent notification board.

EMERGENCY PREPAREDNESS PLAN EVACUTAION

The first responsibility of staff is to move the children to a designated safe area (information listed on Evacuation, Relocation, Sheltering & Lockdown Plan is located on/near the door in each classroom, with both inside and outside safe areas, along with 2 exit paths are noted) **or** alternative shelter: COF Worship Building (there is a fire door separating the two buildings) 16124 Becker Rd. Hockley TX, 77447. The phone number is 832-875-2520. Handheld communication radios will keep staff informed on where to go and where to proceed. The weather channel and news updates will keep the Director or designated person in charge, informed of upcoming emergencies and works with batteries or electricity.

All children will walk to the designated safe area. Alternate shelter to COF Worship Building, located at 16124 Becker Rd. Hockley TX, 77447: Children will walk to the safety shelter. Children with limited mobility or with an impaired condition will ride in a wagon/safety baby bed or carried by staff depending on age, condition, and weight. The Director, or designated person in charge, will keep staff informed by handheld communication radios.

An Emergency Evacuation, Sheltering, Relocation, and Lockdown Diagram is in every classroom next to the door.

Alternative Emergency Relocation: COF Worship Building, located at 16124F Becker Rd. Hockley TX, 77447. The telephone number is 832-875-2520.

Children will be accounted for at the designated safe area or alternative shelter by classroom's Attendance Record and verified by the Name-to-Face Verification Form. Staff will be responsible for their Attendance Record and Name-to-Face Verification Form.

Lockdown Procedures: Intruder inside: Removing students and teachers from the threat, isolating the dangerous situation from much of the school, allowing for an accurate accounting of students within each room, and depending on the situation, facilitating an organized evacuation away from the dangerous area as stated by management. COF staff will be following procedures for lockdown with a warning and lockdown with an intruder. Intruder outside: Children and staff will proceed to safe area as designated on diagram. Lockdown procedures will be practiced at least 4 times per year per Licensing.

COMMUNICATION

The Emergency Telephone Number on file with licensing is COF Church at 832-875-2520 and the Director's emergency number on file is 832.717.2799 ext.750 or 832.779.8552 ext.745.

Local authorities will be called at 911 by the Director, or designated person in charge, by cell phones. Emergency numbers are located in the Emergency Contact Notebook and or posted on parent's notification board. Parents will be notified by cell phones. Licensing will be notified by cell phones, calling the statewide number at 1.800.252.5400, or if available, by the licensing website www.dfps.state.tx.us.

How your staff will evacuate with the essential documentation:

Parent and emergency contact telephone numbers for each child in care are located in the index box and in the child's folder in the locked metal cabinet and is the responsibility of the Director, or the designated person in charge, to take it.

Authorization for emergency care for each child in care is located on the admission form and in the index box and is the responsibility of the Director, or designated person in charge, to take it.

Administration is responsible for delegating staff to gather emergency preparedness items, medications, and first aid kit.

The child-tracking system information for children in care is the Sign in Sheet by the parent along with the Name-to-Face Verification Form. This information is on a clipboard/folder in each classroom and is the responsibility of the staff to always keep with them.

Staff will continue to take care of each child until released by remaining calm, nurturing, holding, singing, reciting fingerplays, and responding to individual needs of each child.

Staff will reunify children with their parents as the evacuation, relocation, or sheltering/lock-down is lifted by releasing to an identifiable person authorized to pick up. Anyone picking up that is not known will have to be listed on the enrollment card or verified by phone with the parent/guardian. The person must provide a pictured ID which will be recorded.

Any questions please contact the Director 832-717-2799 or cyndiq@cof.church.

Come join us on Sundays!

Founding Pastors - Mark & Laura Shook

Sunday Morning

9:30 am

11:30 am

Church Office #832-875-2520

Email - info@cof.church

www.cof.tv

<https://cof.church/resources/counseling/>

<https://cof.church/resources/baptism/>

<https://cof.church/volunteer/>