

2023-2024

PARENT HANDBOOK



A Ministry of First Methodist Conroe
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PURPOSE

Methodist Day School serves children of all races, nationalities, and religious creeds, ages 1 through age 6. Under the direction of the Methodist Day School Board, the school is an extension of the educational ministry of First United Methodist Church of Conroe. MDS has provided quality experiences for children for over three decades. Our program is designed to provide a Christian atmosphere for the cognitive, physical, social/emotional, and spiritual development of children.

The staff members are experienced in working with children and receive training in the field of early childhood education throughout the year. They value the needs of each child and strive to provide opportunities for growth and development. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. An outdoor playground and gym give children opportunities to develop their motor skills.

Programs for parent education and parent participation are planned to address the concerns of parents and to give parents the opportunity to participate with their children in the life of the school.

GOALS

To provide a curriculum that encourages the cognitive, physical, social/emotional and spiritual development of the child.

To provide opportunities for discovery, socialization and play.

To provide a safe, healthy environment in which to learn and play.

To help each child become a self reliant, secure child of God.

To foster a positive self-concept in children through guidance and a caring discipline.

To show children that they are loved and accepted as individuals.

To encourage a strong parent, child and school relationship through programs, parent education and parent participation.

MISSION OF THE SCHOOL

The mission of the FUMC Day School is to extend the ministry of the church in response to the needs of children and their families in the community. It is our desire to help each child grow toward their fulfillment of their highest God-given potential and to strengthen and enrich the lives of their families.

SPIRITUAL FOCUS

Methodist Day School is dedicated to providing the opportunity for each child to experience the love of God through prayer, music and stories of the Bible, which are integrated within the Day School curriculum. Children in the Three's, Pre-K, and Kindergarten classes attend chapel once a week.

RELATIONSHIP TO THE CHURCH

The FUMC Day School is considered an integral part of the Church's ministry. Programming shall be in keeping with the mission and goals of the Church. As such, the program shall remain a not-for profit organization, under the umbrella of the Church's 501c status.

The Church currently provides the facility, utilities, vehicle and liability insurance in support of the program. Purchases made by the Day School become the property of FUMC.

The Day School Board is the governing body of the Day School and is answerable to the Board of Stewards. The Board of Trustees should first approve any renovation, relocation or other alterations to the church facility.

SOCIAL MEDIA POLICY

Methodist Day School is a ministry of First United Methodist Church-Conroe. As an integral part of First United Methodist Church we want to ensure the posted content and style used maintains our identity, integrity and reputation as disciples of God.

Methodist Day School's goal is to ensure that our school, students, educators and families are not compromised on any form of social networking or related website. Methodist Day School recognizes that social media can play an important role in maintaining communication with families and the local community in today's current society.

Methodist Day School Facebook page: Methodist Day School-Conroe is used as an additional means of communication between Methodist Day School, our Parents Association and the families we serve. The following conditions are put in place to ensure privacy, dignity and rights of the preschool and our students, staff and families.

1. All social media accounts associated with Methodist Day School will be designated as "closed" groups, requiring all those who wish to gain access to be approved by the administrators.

2. All MDS related social media groups and pages must have at least 2 administrators of the administrative staff of Methodist Day School (i.e. Director, Assistant Director and/or Office Manager). Parent's Association will have At least 2 administrators as well.
3. If an Administrator is no longer associated with the ministry, that individual's administrative status must be revoked.
4. When posting online, information may not be distributed that might be deemed confidential/personal about any students, including pictures of children and/or their names.
5. Concerns that you may have with the policies of Methodist Day School may not be aired publicly on social networking sites identified with Methodist Day School.
6. There are parents at Methodist Day School that do not wish to have their child's picture on social media sites. It is the policy of Methodist Day School to honor the request of parents to not have their child's photo posted on social media sites. It is expected that this request will be honored and adhered to. Please take this into consideration before posting pictures on any social media.
7. Any online postings that violate our policy or negatively reflect on MDS employees, families or students will be removed.

These social media guidelines have been put in place by the MDS Board. If you have any concerns about how these guidelines apply to you or your situation, or how they apply to some new form of social media in the future, please direct your questions and concerns to the Director of Methodist Day School.

HOUR, DAYS AND MONTHS OF OPERATION

The Methodist Day School is in session beginning the last week of August through May. Classes are offered Monday through Thursday. Preschool hours are from 9:00 a.m. - 2:30 p.m. Extended hours are available Monday through Thursday from 8:00 - 9:00 a.m. and from 2:30 -5:15 p.m.

STAFF

All of our staff are experienced in working with young children. Our Pre-K and Kindergarten teachers are required to be degreed teachers. The teachers enjoy working with young children and exhibit respect and concern for each child's unique, creative potential.

***STAFF TRAINING REQUIREMENTS**

1. Must have 24 hours of early childhood training per year.
2. Must be trained in CPR and First Aid every 2 years.
3. At least one clock hour of annual training which focuses on prevention, recognition and reporting of child abuse and neglect including:
 - a. Factors indicating a child is at risk for abuse or neglect.
 - b. Warning signs indicating a child may be a victim of abuse or neglect.
 - c. Internal procedures for reporting child abuse or neglect.
 - d. Community organizations that have training programs available to child-care center staff members, children and parents.
4. Caregivers providing care for children younger than 24 months of age, are required to have one hour of the annual training which covers the following topics:
 - a. Recognizing and preventing shaken baby syndrome.
 - b. Preventing sudden infant death syndrome.
 - c. Understanding early childhood brain development.

***STAFF IMMUNIZATIONS**

Methodist Day School Staff are not required to receive vaccines for preventable diseases at this time.

ENROLLMENT

Enrollment is on a first-come, first-serve basis. Class size is limited in order to comply with state guidelines. Parents are encouraged to observe in their child's classroom prior to enrollment. Children new to the school are welcome to observe in the classroom to help become familiar with the school.

Classroom placement is determined by your child's age as of Sept. 1st of the current school year.

Teacher/child ratios are determined by state guidelines.

The following list indicates the number of students in each classroom:

- Young Ones (12-18 months): 5 children
- Toddler Ones (18-24 months): 7-8 children
- Two Year Olds: 8-9 children
- Three Year Olds: 10-11 children
- Pre-K Classes: 12-13 children
- Kindergarten Classes: 14 children

An orientation is held prior to the beginning of fall classes for parents and children.

In the event of any school policy changes or procedures, you will be notified immediately by letter.

The MDS Board has the authority to terminate or deny enrollment for any reason not prohibited by law.

***KINDERGARTEN ENROLLMENT GUIDELINES**

1. Child must be 5 years of age by September 1 of the school year.
2. Your account must be up to date for all children enrolled at the time of registration and remain current throughout the school year.
3. Child must have Pre-K teacher's recommendation, stating the child is academically ready for kindergarten based on assessment administered in January.

***SPECIAL CONSIDERATIONS**

In standing with our goals and mission for all children, Methodist Day School reserves the right to request professional evaluation of a child upon or after enrollment in order to better serve the child. Said evaluation request will be determined based on the child's emotional, physical and/or academic needs and in accordance with our school's capabilities.

In the event a child may require an aide to "shadow" them throughout the school day, said "shadow" will be provided at the expense of the child's parent or guardian.

***SCHOOL YEAR/HOLIDAYS**

Methodist Day School begins after Conroe I.S.D. schools and ends before Memorial Day in May. You will receive a school calendar when school begins. Holidays are taken at Thanksgiving, Christmas, Easter and Conroe I.S.D. Spring Break. Student holidays are created when teachers attend training and in-service days.

The following list represents the number of school days per year:

- One-day classes (Adventure/Discovery)-31-23 school days
- Two-day classes MW and TTH -61-63 school days
- Three-day classes MTTH -92-95 school days
- Four-day classes (Kindergarten)-124-128 school days

***INCLEMENT WEATHER**

In the event of inclement weather, school will be cancelled or delayed according to Conroe I.S.D. If Conroe I.S.D. cancels or delays start time due to inclement weather, MDS will notify families via text and/or email. Parents are encouraged to consult local radio and tv stations for official word concerning Conroe I.S.D. closings. Parents will be notified if an unsafe condition arises when children are at school. Inclement weather days will not be made up. However, if students miss more than 2 class days due to inclement weather, the MDS Board may consider a makeup day.

***CALENDARS AND MEMOS**

We will communicate with parents through notes, emails, newsletters, phone calls and parent conferences. A school calendar update is sent home with the children each month in the newsletter. Memos are also placed in lunch kits, backpacks and diaper bags. Please check your child's things each school day for memos, calendars, messages, etc. This is our primary means of communication with you. If you think you have missed a calendar or memo, please consult your child's teacher or the Director.

***DRESS**

Children should be dressed in comfortable, washable clothing and should wear shoes that are safe for indoor and outdoor play activities. Shoes are required and must stay on their feet. Flip flops and/or backless shoes are **NOT** allowed.

***MEDICATION**

MDS staff does not administer any medications except for those required for chronic health conditions or life-saving emergencies. Nonprescription medication must be in the original container labeled with the child's full name, date of birth and the date brought to school. Medication is only administered according to doctors written instructions and only given to the child whom it is intended. Prescription medication must be in the original container and must include child's full name, name of medication and dosage, child's date of birth, doctor's name and doctor's instructions.

Parent is responsible for bringing measuring device to administer medication. You may not send medication with a sibling's name on it. Medication will not be administered after its expiration date. Parents must sign an authorization for any medications and include times for Day School employees to administer each medication according to the label directions. ****DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S BACKPACK.**

***LABELING**

Everything your child brings to school must be labeled. This includes coats, sweater, rain gear, lunch kits, thermos tops, diaper bags, backpacks, baby bottles and food containers.

***WHAT TO BRING**

Each child needs to bring the following items to school:

- Nutritious lunch and juice or milk
- A snack for snack time
- A complete change of clothing in a plastic bag
- Disposable diapers for children not potty trained
- A light blanket and diaper bag or backpack

***WHAT NOT TO BRING**

Please do not allow your child to bring these items to school:

- Candy, gum or carbonated drinks
- Toys, unless it is a "sleeping partner" or something for Show and Tell
- Expensive or sentimentally valuable jewelry
- No glass bottles.
- No money or coins

***LEAVING YOUR CHILD**

An adult must bring your child to their class. The adult, 18 or older, must sign in on the required "Sign in Sheet", which includes time child arrives. Parents are expected to bring their children to school on time. Classes begin promptly at 9:00 a.m. It is often difficult for children who arrive later than 9:15 a.m. to participate fully in classroom activities. Young children enjoy routine and do not easily understand that they have missed an activity because they are late.

It is important children not be left in the room before 9:00 a.m. Even though the teachers are in their rooms, this is their time to prepare for classroom activities.

When it is time to leave, give your child a hug, kiss, say good-bye and leave. Lingering only escalates any tears and makes separating harder for the child.

***PICKING UP YOUR CHILD**

Pick-up time is from 2:15 - 2:30 p.m. Children will only be released to a parent or authorized adult, 18 years of age or older, listed on the "Identification and Emergency Information" card. If the Day School employee does not know the person picking up the child, they will be asked to show a driver's license for proof of identification. The person picking up the child must sign the child out and give the time picked up. If a person is not authorized on your card to pick the child up, the child will not be released. If you are unavoidably detained, please call the Day School office, otherwise a late fee will be charged.

***DAY SCHOOL ENTRY CODE FOR MDS FAMILIES**

The doors entering the Day school area will be open until 9:40 a.m. and again at 2:10 p.m. Once the doors are closed, they will automatically lock. **Entry code given to parents by teacher.**

***IMMUNIZATIONS**

Children attending Methodist Day School must meet applicable immunization requirements specified by the Texas Department of State Health Services Requirements by the Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age. Parents are required to have a copy of the child's completed immunization record on file with the Day School by the date of admission. When further immunizations are administered after enrollment, an updated copy of these shots must be provided to the Day School Office. If you have elected to not receive immunizations for your child, you are required to have a notarized "Exemption from Immunizations" waiver on file stating this by the admission date. The parent is responsible for renewing the waiver. Children are not allowed to attend school unless their immunizations and/or waiver are current and on file with the school. Tuberculin testing is not required for children at this time.

***SCHOOL RECORDS**

Please keep the school office informed of current health information. If there are any changes in telephone number, email address and home address, office, cell phone, or, if other important data changes, it is necessary that you report this to the school. This information is vital in case of emergencies.

***KINDERGARTEN ATTENDANCE POLICY**

A full day of school is 9:00 a.m. - 2:30 p.m. If a child arrives after 10:00 a.m., the child will be considered absent and is not eligible for perfect attendance. Perfect Attendance is only offered during the Kindergarten year.

TUITION AND REGISTRATION FEES

***NINE-MONTH COMMITMENT**

Methodist Day School's program is intended to be a nine-month commitment. Tuition is due monthly and credit is not given for a child's absence. This includes childhood illness, family vacations, and holidays. Our income must have continuity. Obviously, unexpected circumstances do prevail, such as family relocation or serious illness, and we would sincerely endeavor to reach a mutually satisfying arrangement.

If your child misses six consecutive class days and you have not contacted the teacher or the director explaining the reason for the absences, your child's spot will be filled.

***REGISTRATION /SUPPLY FEE**

A *non-refundable* Registration/Supply fee is required for each child enrolling in Methodist Day School. Payment of said fees are required at the time of registration:

REGISTRATION FEE SCHEDULE

• \$280.00 per year for 2 days a week
• \$300.00 per year for 3 days a week
• \$340.00 per year for 4 days a week
• \$375.00 per year for Kindergarten

• **Extended Care Registration Fees**

A one-time *non-refundable* Registration Fee of \$25.00 is required for each child who uses this program.

***TUITION PAYMENTS AND SCHEDULES**

****One Year Olds - Three Year Olds** are required to make advanced payment of the first and last month's tuition by Meet the Teacher . ****PreK and Kindergarten** are required to make advanced payment of first and last month's tuition with the first month's tuition **due at the time of registration**. The last month's tuition is due by Meet the Teacher. **All advanced payment of tuition is non-refundable.**

Monthly tuition rates are as follows:

MONTHLY TUITION RATES

• \$210 monthly - Two Day classes
• \$315 monthly - Three Day classes
• \$420 monthly - Four Day classes and Kindergarten

MDS does not supply monthly statements or invoices. Parents are

required to establish a parent portal account using Procure. All tuition and fees will be paid through the online portal. An annual software fee of \$30 will be charged. Tuition payments are due in accordance with the following schedule:

TUITION PAYMENT SCHEDULE

MONTH	DUE DATE
Aug/Sept.	First day of School *
October	September 25 th
November	October 25 th
December	November 25 th
January	December 25 th
February	January 25 th
March	February 25 th
April	March 25 th
May	First day of school year

***(WITH EXCEPTION OF FIRST MONTH TUITION FOR PREK AND KINDERGARTEN)**

***LATE TUITION POLICY AND FEES**

Payment received after the 5th of the month is considered past due and a late fee of \$25.00 will be assessed. If payment is still not made by the 5th of the next month, the child is subject to suspension. If this occurs, consideration for re-admission will be allowed only after all tuition, fees and late charges have been paid in full and re-admission will be subject to availability of class space at that time.

*No records including but not limited to report cards, shot records or evaluations will be given out at the end of the school year until all fees have been paid in full.

***All fees must be paid prior to July 1st** of the current school year in order to be enrolled for the following school year and/or in order for school records to be transferred to other schools.

***If fees are not current** by July 1st any Registration Fees paid for the upcoming school year will be applied to the balance owed.

*If Registration Fees are applied to the balance, your child will be removed from the enrolled class and will be placed on the bottom of the waiting list for the next school year.

***If needed the director will bring any situation deemed necessary to the Methodist Day School Board of Directors. The Board of Directors will have the final ruling.**

***CHECK WRITING POLICY**

All checks should be made payable to Methodist Day School. In the event a personal check is returned to the Day School or is Day School related (i.e. including but not limited to book fair, t-shirts, or auction) due to Insufficient Funds (NSF), the following policy applies:

- Each check returned for NSF will be subject to all bank fees.
- After two (2) checks have been returned during any one school year, the family will be required to make all future payments by cash, money order or cashier's check until the completion of the school year.
- Until the NSF situation is made current on all fees and tuition, the privilege of being able to attend extended care may be revoked. (Fees include but are not limited to registration, bank fees and late fees.)
- Request for alternate payment schedules and/or financial aid should be made to the Director. No retroactive financial aid will be granted.

***LATE PICKUP FEE**

Children are expected to be picked up on time. Classes end at 2:30 p.m. Children will be ready for pick-up between 2:15 p.m. and 2:30 p.m. After 2:30 p.m. there will be a \$25.00 late fee per child. Please be on time as it is frightening for a child to be picked up late, as they feel forgotten.

***EXTENDED CHILD CARE PROGRAM**

Extended Care is a program that is offered in the morning from 8:00 a.m. - 9:00 a.m. and in the afternoons from 2:30 p.m. - 5:15 p.m.

You are required to sign up and **pay in advance** for the days you choose to use this program for both AM and PM session. Payment for extended care will be charged and paid on your Procure Portal. You are encouraged to sign up one week in advance with the option of signing up for months in advance. In the event your child does not attend school on his scheduled days, there will be no credits, refunds or transfers for unused days.

If tuition is **not** current, the child may not use the extended care program. When tuition is brought up to date the child may once again sign up for extended care. **Payment must be made in advance to continue the use of extended care.**

EXTENDED CARE FEES

Morning Extended 8:00 - 9:00 a.m.	\$6.00 for first child	\$3.00 for second child
Afternoon Extended 2:30 - 5:15 p.m.	\$15.00 for first child	\$7.50 for second child
Late Pick Up Fees	\$25.00 per child	Additional \$25 for each 15 minute increment thereafter

***LAST MINUTE EXTENDED CARE SIGN UP**

We encourage you to sign your child up on Thursday of the week prior to the week you actually need Extended Care. However, if openings are still available in your child's age group, you may sign up during the week needed. Please note the highlighted current age designation at the top of the roster sheet, and the highlighted spots still remaining. Licensing requires children to be grouped by their birth dates, not necessarily the age of the class they are in.

***EXTENDED CARE LATE FEE**

If a parent arrives after 5:15 p.m., a \$25.00 late fee per child will be charged. An additional \$25.00 will be added for each 15 minute increments thereafter. ***IF A PARENT IS LATE 3 TIMES DURING A SCHOOL YEAR, THEY WILL NO LONGER BE ABLE TO USE EXTENDED CARE.**

SPECIAL PROGRAMS

***ACTIVITIES**

Creative activities are offered to give each child opportunities for self-expression and for good social relationships. Among these:

- Art and crafts
- Music appreciation, singing, rhythm activities, and movement
- Enjoyment of stories and books
- Finger plays and dramatizations
- Indoor and outdoor play
- Field trips
- Cooking activities
- Fine motor and gross motor development
- Perception and Discrimination activities
- Games with numbers and letters
- Block building activities
- Language development
- Math and Reading Readiness activities
- Parent Participation events
- Chapel

***MUSIC/MOTOR**

Your child's physical development is encouraged in several ways. Activities that reinforce fine and gross motor skills as well as coordination are implemented daily.

Fine motor skills are developed in the classroom in craft activities, finger plays, and games. These skills are again reinforced in music/motor skill class daily.

Gross motor skills are developed during gym time and music/motor skills class. Children have free play as well as structured activities that encourage gross motor skills. Your child will have access to gym equipment and outdoor play areas.

Our Music/Motor skills teacher combines music with fine and gross motor activities. The program includes finger plays, activity songs, coordination activities, and a perceptual development program centered around holiday themes, self-awareness, and spiritual awareness.

***WATER ACTIVITIES**

At the end of the school year, Methodist Day School offers "Fun Day" activities for all age groups, which may include sprinkler play. Additional adult staff is hired that day to insure children are adequately supervised in accordance with Licensing guidelines.

***FIELD TRIPS**

Due to changes in Licensing guidelines, only the Kindergarten class will be allowed to take field trips. These trips are carefully planned, well supervised, and attention is given to the safety of the children and adult sponsors. Parents will be notified approximately 2 weeks in advance of any scheduled trips.

***FIELD TRIP POLICY**

1. Each child will be in a seat belt in the vehicle. No child will sit in the front seat. No child will sit facing the rear of the car. Windows will be rolled up, and doors will be locked. Each adult will wear a seat belt.

2. Private cars may be used as follows: Per Licensing, parents are only allowed to transport their own children in a private car unless a staff member is present. Children may ride in a private vehicle if a staff member drives the vehicle. Parents who wish their child to travel in a self-contained car seat must provide the car seat. All children under the age of 5 years will be required to ride in an approved car seat.

3. Any articles (lunch kits, jackets, etc.) must be properly secured in the vehicle. Copies of registration cards will be taken on the trip. Parents must let the teacher or director know if they will not be able to be reached at the listed numbers on MDS records.

4. If, on the day before the field trip is scheduled, not enough adult sponsors have volunteered; the field trip will be cancelled. Adult/child ratios vary depending on the type and place of the trip.

Notice will be given as to the number of volunteers needed.

5. If, for any reason, the parent sponsor is unable to attend the field trip for which she/he volunteered, then it is that parent's responsibility, to find a replacement.

6. On field trips the parent sponsor is expected to participate fully and assume responsibility for the education, safety, and well-being of the children. Vehicles will load and unload at curbside or protected parking areas or driveway.

7. The parent sponsor is responsible for MDS students, the parent will need to give undivided attention to the children in the class, other siblings are discouraged on field trips.

***CHAPEL**

Our program has been developed around nurturing and enrichment of Christian values and love. To further enhance a loving, Christian environment, there will be a weekly Chapel service, led by our Associate Pastor or our Assistant Director. Chapel services are for the Threes, Pre-K and Kindergarten classes.

***BIRTHDAYS**

We encourage the recognition of all birthdays. Parents may provide special refreshments, such as cupcakes or cookies for snack time; however, no treats or favors should be brought. Please notify the teacher in advance when you plan to bring refreshments. Invitations for parties may be distributed at school only if every child in their class receives an invitation. Children whose birthdays fall during the summer vacation may celebrate their "half birthday" during the school year.

In line with teaching that "It is more blessed to give than to receive", you may present the school with a book in honor of the child's birthday. The book should be for use in his or her classroom. A list of desirable books is available if you would like help in selecting one.

***SNACKS/NUTRITION**

Effective, December 1, 2010, the Day School will no longer be able to serve children beverages with added sugar. Water will be served at snack time. We encourage parents to bring nutritious lunches and snacks for their children. The Methodist Day School, however, is not responsible for its nutritional value or for meeting the child's daily food needs.

***SCHOOL PICTURES**

Individual and group school pictures are taken in the fall. Parents will receive information about ordering.

***ANIMALS AT SCHOOL**

Parents wishing to bring a family pet to school for "Show and Tell" will need to call the Day School Office. It is required that you bring a statement of health from a local veterinarian to your child-care center for dogs, cats, ferrets, and other animals other than small rodents such as hamsters or guinea pigs. We are also required to have documentation showing that the dog, cat or ferret has vaccinations as required by Texas Health and Safety Code, Chapter 826. Children must not have contact with chickens, ducks, and reptiles such as snakes, turtles, lizards, iguanas, and amphibians, such as frogs and toads.

***SIMPLY FOR KIDS - SUMMER PROGRAM**

Simply for Kids is a summer program offered for children ages One year through Third grade. SFK is held six to seven days during the months of June and/or July from 9:00 a.m. - 2:30 p.m.

***VACATION BIBLE SCHOOL**

Vacation Bible School is offered in the summer and is open to children in the school. Age-appropriate materials and activities are used to make this weeklong experience a most meaningful and enjoyable one. This is for ages 3 years through 5th grade as of the last day of VBS.

***SUNDAY SCHOOL/WORSHIP**

All Methodist Day School families are invited to attend Worship and Sunday School here at First United Methodist Church. We currently offer a Traditional service at 8:30 a.m. and a Traditional Classic service 11:00 a.m. We also offer "The Table" (Modern Worship) at 9:30 a.m. as well as a Spanish service at 11:00 a.m. Children are invited to attend Sunday School classes at 9:30 and 11:00 a.m. A child's age is determined as of September 1st of the current school year. Children's classes are held in the children's area. We also have several Adult Sunday School classes at 9:30 and 11:00 a.m. for parents to participate in. A list of classes is available in the church office.

If you have any questions regarding Sunday School, please contact Jean Irving at (936)756-3395.

DISCIPLINE POLICY

Loving consistent discipline is essential for the positive development of the child. Learning self-control and acceptable and appropriate behavior is important to a child's success in school and at home. Teachers use methods of redirection and time-out for teaching appropriate classroom behavior. (Redirection means that when a child is experiencing difficulty, a teacher may redirect a child to a different area or activity.)

***REGULAR DISCIPLINE POLICY**

In the event of negative behavior, a child is placed in "time-out", usually a chair placed away from the other activities in the room. The child is left there for an appropriate time, usually 1-2 minutes or until he/she is able to control his/her behavior and rejoin the class.

If the child does not respond to the "time-out," the child will be placed in the Director's Office. If the child does not respond to the Director's guidance, the parents will be called. Good communication between the school and the parents is key to effective discipline. (Teachers are required to document reason child is sent to Director's Office for discipline.)

***SEVERE DISCIPLINE POLICY**

This plan is used for children who are constant disciplinary problems and do not respond to the usual methods of discipline and are constantly disruptive to the classroom. After two parent conferences, a plan designed specifically for the needs of the individual student will be initiated.

1. Remove child immediately from the classroom when the disruptive behavior begins and do this repeatedly as often as necessary. Include them back in classroom activities as soon as they have calmed down.
2. Have a weekly conference with the child's parents.
3. During the week, send home a daily note detailing specifics as to the situation, the behavior shown and how it was dealt with.
4. Recommend a visit to the family physician /therapist/ diagnostician (whichever one applies for his or her input regarding this problem.)
5. Create a positively based behavior plan specific to the child's individual needs.
6. Send a Discipline Report to the parents at the appropriate time, in order to maintain open communication.
7. If the child does not positively respond, the family will be asked to withdraw their child from MDS. (A student who

continues in persistent violations of rules and regulations, inflicts physical harm to any student, school or church employee, who damages or destroys property, commits an act that is disruptive, and detrimental to the best interest of the school will be withdrawn from school.)

EMERGENCY PREPAREDNESS PLAN

***FIRE**

In the event of fire, teachers and staff will lead the children from the building by the exit route posted on the Fire Exit Map posted in each classroom.

The Director and Assistant Director will check all classrooms and restrooms for children.

Everyone will gather on the playground or the sidewalk in front of the Day School depending on their exit map. Each teacher will check to be sure all of her children are present.

***TORNADO**

In the event of a tornado in the vicinity, teachers and children will gather in the central hallway. Room 106 will join Room 104. Room 120 will join Room 122. Everyone will remain in place until the storm passes and wait for further instructions.

***TOXIC CHEMICAL SPILL**

Upon notification of the need for evacuation by the authorities, the children will be transported to First Presbyterian Day School located at 2727 N. Loop 336W Conroe, TX. (just south of Loop 336 West and Hwy. 105). The number for PDS is (936)756-8884. Children will be transported under direction of emergency officials (i.e. fire or police departments). If necessary, upon notification, First Presbyterian Day School will send vans to help transport children.

***INJURY OF A CHILD**

In the event a child is injured while in the care of a teacher or other staff member, the following procedure will be applied: 1) Remain calm 2) Stabilize the child attend to his/her immediate needs and 3) Send for help from the Director or another available staff person. If professional assistance is needed, call 911 or the child's physician. After the child's immediate needs are met, the parents of that child will be called. Before the teacher involved leaves the building for the day, an incident report must be filled out with the Director.

***IMPORTANT NUMBERS**

CHILD CARE LICENSING: (936)525-2180
CHILD ABUSE HOTLINE: 1-800-252-5400

***EMERGENCY EVACUATION AND DISASTER DRILL PLAN**

***DISASTER DRILL**

- Room 106 will join Room 104 and remain in that room until storm passes.
- Room 120 will join Room 122 and remain in that room until storm passes
- All other classes will meet in long hallway in front of the Day School offices
- All classes will wait for further instructions

***EMERGENCY RELOCATION PLAN**

Upon notification of the need for evacuation by the authorities, the children will be taken to the **Onsite Evacuation Site** which is the fenced soccer field, unless directed elsewhere by emergency officials. Our **Offsite Evacuation Site** is First Presbyterian Day School located at 2727 N. Loop 336W Conroe, TX. (just south of Loop 336 West and Hwy. 105) The number for PDS is (936)756-8884. Children will be transported under the direction of emergency officials. If necessary, upon notification, First Presbyterian Day School will send vans to help transport children.

HEALTH AND SAFETY

***HEARING AND VISION SCREENING REQUIREMENTS**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children who are four years of age or older as to September 1 of each school year, prior to the completion of the first semester of enrollment. Upon completion of the screening, parents will be notified if further testing is necessary. The individual vision and hearing screening results will be kept on file in the Day School Office.

***FIRE/DISASTER SAFETY**

Teachers are instructed on fire and disaster safety each year. Each class has two exits from the room and three possible exits from the building. Fire drills are practiced monthly.

Fire safety is taught to the Three-year-old, Pre-K and Kindergarten classes. The Conroe Fire Department comes to the school to do a demonstration. Each child participates in the correct procedures in the event of a fire.

Fire extinguishers are available in each classroom area and teachers are trained in their use.

Children will never be taken off the premises unless directed by emergency personnel.

Disaster drills are practiced every three months.

***SAFETY AT SCHOOL**

Every precaution is taken to insure your child has a safe

experience at school. The children are supervised at all times by adults or parent volunteers. If your child is involved in an accident that requires treatment by the director or a physician, you will be notified. An accident report will also be filled out. First Aid kits are provided in the Day School workroom as well as in the gym. If it is determined that your child needs to be transported to a medical facility or hospital, they will be taken to the facility/hospital designated on your emergency form, or closest hospital depending on need. All Day School staff is certified in Standard First Aid and CPR.

***MEDICAL REPORT**

A medical report provided by the school must be filled out by the child's physician and returned to the school before classes begin in the fall.

***ILLNESS AT SCHOOL**

Precautions are taken at all times to safeguard the health of the group. This includes refusing to admit sick children into the classroom and isolating children who become ill during school hours. Parents are notified if their child is ill.

***WHEN TO KEEP YOUR CHILD AT HOME**

Children should be kept home during the infectious period of a cold and any time there is a fever. Children should be free of fever and/or vomiting for at least 24 hours before coming back to school. Children who have diarrhea should be kept at home.

Please keep your child home:

- If they have a fever or have had one during the previous 24 hours
- If they have been on an antibiotic for less than 24 hours
- If they have had a cold less than 4 days
- If they have heavy and/or colored nasal discharge
- If they have a constant cough
- If they are fussy, cranky and generally not themselves
- If they have symptoms of a possible communicable disease
- If they have had diarrhea during previous 24 hours

***WHAT TO REPORT TO THE SCHOOL**

Any condition or problem, be it medical, physical, or emotional observed by the teachers, which may affect the future health or well being of the child, will be brought to the parent's attention. In return, please advise us if your child is experiencing a traumatic emotional experience at home. This may be as minor as losing his security blanket" for a short time.

***ALLERGY/SEVERE FOOD ALLERGIES**

In the event a child has severe or anaphylactic allergies (i.e. food, insect bite or stings, latex), the parent must notify the school in writing and include all allergy information on the "Health History" form. A **Plan of Action** is required to be completed and signed by the child's physician and kept on file in the Day School office. In order for the child to attend school, all medicine or special food that is required for said allergy/severe allergy must be provided to the school. Parents are required to meet with the Assistant Director to discuss allergies prior to the child's first day of school or immediately upon diagnosis.

***COMMUNICABLE DISEASES**

Parents should notify the school when children are ill with a communicable disease, so that other parents may be notified. Please consult your physician as to when your child may return to school. The following is a list of communicable diseases from the Texas Department of State Health Services.

- AIDS/HIV Infection
- Amebiasis
- Campylobacteriosis
- Chickenpox (varicella)
- Common cold
- Conjunctivitis, bacterial or viral (pink Eye)
- Coxsackie virus diseases (hand, foot and mouth disease)
- Cryptosporidiosis
- Cytomegalovirus (CMV) infection
- Escherichia coli (E coli) infection
- Fever
- Fifth Disease (erythema infectiosum) Human Parvovirus
- Gastroenteritis, Viral
- Giardiasis
- Head lice (pediculosis)
- Hepatitis A
- Hepatitis B
- Herpes Simplex (cold sores)
- Impetigo
- Influenza (Flu)
- Measles (ruebola)
- Meningitis, bacterial
- Meningitis, viral
- Meningococcal infections (meningitis, meningococemia)
- Mononucleosis, infectious (Epstein Barr virus)
- Mumps
- Otitis Media (earache)
- Pertussis (whooping cough)
- Pharyngitis, nonstreptococcal (sore throat)
- Pinworms
- Ringworm of the body
- Ringworm of the scalp

Ruebella (German measles)
Salmonellosis
Scabies
Sinus infection
Shigellosis
Streptococcal sore throat and scarlet fever
Tuberculosis, Pulmonary

***INSECT REPELLENT**

If you would like your child to have insect repellent applied at school, the parent or guardian must supply the repellent. The repellent must be labeled with the child's name.

***ESSENTIAL OILS**

Some essential oils can have adverse reactions to children and staff. MDS asks that you please limit the amount you apply on your child.

***MEDICAL DEVICES**

If a child requires specialized medical assistance and/or devices (i.e. casts, splints, walker, crutches, orthotics, hearing aids, etc.) while at school, a written note from the child's physician and directions for the school must be submitted to the Director before the child can attend school. According to TX House Bill 434, the written diagnosis and directions must be signed and dated by the health care provider and kept up to date as changes occur.

***ACCIDENT REPORTS**

Accidents are reported to the director. A report is filled out and parents are notified. If the injury requires a doctor's attention, the parent is called immediately to pick up their child. In case the parents or emergency contacts cannot be reached, the child is taken to his/her doctor or to the hospital of the parents' choice.

***LIABILITY INSURANCE**

First United Methodist Church-Conroe provides adequate liability insurance that covers children and staff while at school or on field trips.

***AMERICAN ACADEMY OF PEDIATRICS GUIDELINES**

The American Academy of Pediatrics Guidelines were written because some diseases may be contagious without obvious symptoms. Some precautions will be taken at all times. Those who diaper young children will wear latex gloves while diapering. The changing area will be disinfected after each use. Those treating children with bleeding sores or cuts will also wear latex gloves.

For the control of contagious diseases spread primarily by

exposure to blood or blood-contaminated secretions (such as Hepatitis B, and all HIV infections, including AIDS) the following is recommended:

- Universal Precautions will be observed for the safety of each person in all church programs. Any contamination of an environmental surface with blood or a blood contaminated surface will be promptly cleaned with a sodium hypochlorite solution (bleach). Those persons performing the cleaning will wear latex gloves and be instructed on the proper technique for cleaning.
- Paper or disposable towels will be used. All mops will be rinsed daily in the bleach solution. If anyone is inadvertently contaminated with blood, the exposed skin will be cleaned with soap and water as soon as possible. The care of a bleeding child will not be delayed.
- State law makes it confidential information that a person has tested positive for HIV infections or has been diagnosed as having AIDS. Methodist Day School requests that the parents of a child with AIDS or with an HIV infection advise the Senior Minister and the Day School Director. Information about a diagnosis of AIDS or HIV infection shall not be disclosed or allowed to become known except to those persons or class of persons the parent authorizes in writing to receive the information, unless otherwise allowed by law.

***BREASTFEEDING ROOM**

A private, designated room is provided for a mother to breastfeed her child. It is located directly behind Room 103 in our Nursery area. In addition, a parent has the right to breastfeed or provide breast milk for their child while in our care.

Benefits of Physical Play

All children, regardless of age, will participate in play that helps them grow. This includes, but is not limited to, 30 minutes of Music and Movement each day. Weather permitting, children will have 30 minutes of outdoor play and should dress accordingly. Should extreme weather occur, children will have use of the gymnasium. A change of seasonal clothes is also necessary and should be kept in the child's backpack. All children should wear athletic shoes, as they offer the best protection from injury.

Goals for each child: are listed below:

- To enhance gross motor skills (large muscles)
- To enhance and refine fine motor skills (wrist and hand muscles)
- To aid in development of eye-hand coordination and balance
- To use all senses in learning
- To boost confidence and self-esteem
- To support cognitive development

PARENT INVOLVEMENT

***PARENT'S ASSOCIATION**

Methodist Day School has an active Parents' Association. They are involved in volunteer work and fundraisers. Volunteer work includes assisting in classes when needed, providing support during school functions and sponsoring fundraisers (Day School Auction). The proceeds are used to purchase "Wish List" items for the teacher's classrooms, provide special events for the children and school improvements each year. Activities parents help with include the Bookfair, Fall Carnival, Breakfast Buddies, Cowboy Cookout, Thanksgiving Feast, pictures with Santa and the Easter Bunny and sponsoring a teacher luncheon.

***PARTIES**

Each parent is asked to help provide items for at least one school party during the year. The teacher will provide a sign-up list for items needed for each party. We request that only the items on the list are to be included. In order to provide uniformity throughout the Day School, we appreciate your help in following the guidelines.

****NO LATEX BALLOONS ARE ALLOWED AT ANY PARTY OR EVENT****

***PARENT CONFERENCES**

Parent Conferences are scheduled once a year for Threes, Pre-K's, and Kindergartners. These will be held in February and March. Conferences will not be held for the Ones and Two Year Olds, unless it is necessary and/or by parent's request. If you would like to request a conference, send a note or call the director or teacher. Conferences will not be held by telephone unless it is impossible to

talk any other way. Please avoid conferring with the teacher at the classroom door or in the classroom.

Conferences will be scheduled before, during, or after school. Please do not plan to bring your child or other siblings. Arrangements can be made for Extended Care.

***REPORTING TO PARENTS**

As noted earlier, one parent conference is scheduled during the school year. Short notes or reward notes are given out frequently.

If you have any questions concerning your child's program, please get in touch with your child's teacher.

***PARENT PARTICIPATION**

Parents are often invited to participate in classroom picnics, activities, parties, and to assist in the classroom during parent teacher conferences. Parents may also observe their child, the child-care center's operation, and program activities without having to secure prior approval. Parents are always welcomed visitors at school.

***PARENT EVALUATION**

At least once a year parents will be asked to fill out an evaluation form concerning the staff and program of Methodist Day School. We urge that all parents return this form with comments. Your input is a valuable source for ensuring the continued quality of our school.

GRIEVANCE POLICY

If you are unhappy or have any concerns with any aspect of the Day School, including policies and procedures, we ask that you discuss this with the Day School Director. By directly discussing this with the Director, she will be able to help resolve any problem, which might arise. The Director will not be able to address a problem heard only through hearsay.

If a problem is not resolved to your satisfaction, you may request a conference with the Director of Children's Ministries.

NOTICE OF AVAILABILITY FOR REVIEW

The following items are available for your review in the Day School Office:

1. Most recent fire inspection report
2. Most recent sanitation inspection report
3. A copy of the Texas Department of Family and Protective Services Minimum Standards
4. Emergency telephone numbers, Child Abuse Hotline number, address and phone number for the local office of the Texas Department of Family and Protective Services.
5. Any other Licensing notices with specific instructions to post this notice.

LICENSING INFORMATION

Should a parent need to contact the local licensing office, the Child Abuse Hotline or the Texas Department Health and Human Services Website, the information is as follows:

***LOCAL CHILD REGULATION OFFICE**

Texas Department of Health and Human Services
608 N. Loop 336 E

Conroe, Texas 77301 Phone#: Direct-(936)539-1161 Metro 441-1775

WEBSITE: WWW.HHS.GOV

**** CHILD ABUSE HOTLINE:**

1-800-252-5400

***GANG FREE ZONE**

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

SAFETY RECALLS

Licensed programs are required to provide parents with information about product safety recalls. Important information for child safety can be accessed at the United States Consumer Product Safety Commission website at www.cpsc.gov or at the Health and Human Services website at www.hhs.gov.

