

SPRING VALLEY UNITED METHODIST CHURCH
PRESCHOOL

Parent Handbook

2018-2019



United Methodist
Preschool

7700 Spring Valley Road
Dallas, Texas 75254
972-233-2317

www.svumc.org

Paul Gould, Senior Pastor
Samantha Benjamin, Preschool Director
Suzan Meyer, Director of Children and Family Ministry

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Dear Parents,

Welcome to Spring Valley United Methodist Church Preschool.

We are so excited that you have chosen SVUMC Preschool as your partner in education. We know you have options and are pleased that you have chosen to entrust us with your child. I look forward to the partnerships that will be formed as your children grow and develop.

It is our goal that your child will thrive in this environment and blossom into the person God created them to be. The teachers and I truly care for and want the best for each child that passes through these doors. This is going to be a great new school year with lots of new activities and events to look forward to. I am very excited about meeting and getting to know each and every one of our preschool children as well as all our parents. Having positive, strong, genuine relationships between parents and educators is a key factor in setting your child up for academic success. SVUMC Preschool is a wonderful place to begin those relationships.

If you ever have any questions or concerns, please do not hesitate to come to me or your child's teacher. It is my honest belief that when "what is best for the child", is at the core of every conversation, there is always a solution. I am here to have those conversations with you, to help education and inform you on different topics, so you can make the best decision for your child, and offer a different viewpoint on subjects you may want to talk about. I have an open door policy; you do not need an appointment to see or speak with me. If you need me it's simple; knock on my door, pick up the phone or send me an email. Parents and staff are a team - and together we can ensure this will be an amazing school year and a solid foundation in your child's educational path.

Joyfully His,



Samantha Benjamin
Director, SVUMC Preschool
samantha.benjamin@svumc.org
972 233 2317

Dear Parents,

On behalf of the Preschool Advisory Board welcome to Spring Valley United Methodist Church Preschool.

Our Board is a volunteer advisory body that provides oversight through the Director. We strive to be a liaison between Spring Valley United Methodist Church and the Preschool. We examine policies and procedure, review financial statements and are a sounding board for the Preschool Director. Want to let us know what is on your mind? Feel free to contact us via email or ask to address the Board at it's next meeting.

When you have questions, concerns, or praise to share, we encourage you to start with your child's teacher or a staff member. If your concern is more broad, or if it's sensitivity dictates the involvement of someone other than the teacher, please bring it to the attention of the Director. If the issue is not resolved to your satisfaction, or if it is too sensitive to bring to the Director, request a conference with either the Preschool Advisory Board or the SVUMC Senior Pastor. At any level of the process, you can expect confidentiality and sensitivity to the needs of your child and your family.

Again, welcome and we hope you and your family have a terrific experience at Spring Valley United Methodist Church Preschool.

Grace and peace,

Hillary Jackson

Chairman, SVUMC Preschool Board

Contact Information:

Hillary Jackson	hillarywoolweaver@hotmail.com
Emily Serold	emily.serold@gmail.com
Mac Rossmurphy	mackelvaney@yahoo.com
Susan Denzer	shdenzer@prodigy.net



Spring Valley

United Methodist Church
Dallas, Texas 75254

Making Disciples of Jesus Christ for the Transformation of the World

August 4, 2016

Dear Preschool Parents,

Welcome to the new school year at Spring Valley! We are excited about all the learning, growth and fun ahead for your child/ren.

Please know we consider your child's participation in our program to be a sacred trust. Their growth and development is our top priority. Our teachers and director offer excellent teaching and care, providing your child the nurture he or she needs to thrive in these most formative years.

As we go through the school year I look forward to meeting you and your family personally. I also want to invite you to experience the rest of our children and family ministries at Spring Valley. We have lots of wonderful opportunities. I am confident they would also be a blessing for you.

Again, welcome!

Cordially,

Paul Gould
Senior Pastor, Spring Valley United Methodist Church

MISSION STATEMENT

The mission of Spring Valley United Methodist Church Preschool is to provide each child with the essential building blocks for academic success and spiritual growth in a safe, nurturing environment. We believe that play is the work of childhood, and skills and knowledge are gained through experience. Learning concepts through play and exploration put children on a path to become lifelong learners.

OUR CURRICULUM

Teachers set their classrooms up in Learning Centers. They teach using unit-based themes, with some projects taking several days to complete. Sample units include: nursery rhymes, fairy tales, seasons, holidays, animals, health and safety, Texas and the U.S.A., transportation, and occupations. Our preschool curriculum, LifeWay's WEE Learn, provides the teachers with foundational resources for stimulating activities that are biblically sound and age-appropriate.

Each age group has a different curriculum that has been designed to meet the children's level of learning. Bible stories and Bible verses are integrated throughout all areas of our program, providing an opportunity for children to develop an awareness of God's love as experienced through relationships with teachers, clergy, other children and the preschool community.

Lesson plans are created around units and include the following developmental areas: language and literacy development, beginning number awareness and math; gross and fine motor development, social and emotional growth. Learning takes place in both group settings such as morning circle and centers as well as individualized instruction

The Pre-K 4 classes also utilize Frog Street Press "Sing and Read" Alphabet Series which teaches lessons in early literacy, language development, and phonological and print awareness. The Transitional Kindergarten class uses Calendar Math curriculum and McRuffy Phonics program.

SVUMC Preschool Office Hours

Monday - Thursday
8:30 a.m. - 3:30 p.m.

Friday
8:30 a.m. - 12:30 p.m.

WEBSITE

<http://www.svumc.org/#/preschool>

CONTACTS

Samantha Benjamin- Preschool Director
972-233-2317
samantha.benjamin@svumc.org

Jill Chris - Administrative Assistant
972-233-2317
schoolsec@svumc.org

Paul Gould—Senior Pastor
973-233-7671
pgould@svumc.org

Adam Young- Associate Pastor
972-233-7671
ayoung@svumc.org

MAILING ADDRESS

Spring Valley United Methodist Church
Attention: Preschool
7700 Spring Valley Road
Dallas TX 75254

FAX: 972-233-1758
Attention Preschool

GRIEVANCE POLICY

If you ever have a concern or question regarding your child or the operation of the preschool, please contact your child's teacher or the Director and request a conference. For serious grievances, to better enable us to respond in a timely fashion, please initiate your complaint within 24 hours of the occurrence or event. If, after discussing your concern with the Preschool Director, it is not resolved to your satisfaction, please request a conference with the Senior Pastor. Confidentiality and sensitivity to your needs and concerns are very important to us.

Spring Valley United Methodist Preschool is licensed by the Texas Department of Family and Protective Services.

A copy of the "Minimum Standards Guidelines", the current SVUMC Preschool license, a copy of the most recent Licensing Inspection Report and additional required postings are located in Director's Office for review. SVUMC Preschool is regulated by the local licensing Office:

Texas Department of Family and Protective Services

8700 N Stemmons FWY, STE 104

Dallas, TX 75247

(214) 583-4046

24 Hour Hotline: 1-800-252-5400

www.dfps.state.tx.us

GANG-FREE ZONE

The Texas Penal Code indicates that any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

NONDISCRIMINATORY POLICY STATEMENT:

We welcome children regardless of language, class, culture, race or family structure.

IMPORTANT TELEPHONE NUMBERS AND WEBSITES

Spring Valley United Methodist Preschool: 972-233-2317

Spring Valley United Methodist Church: 972-233-7671

Spring Valley United Methodist Church FAX: 972-233-1758

Spring Valley United Methodist Church: www.svumc.org

Texas Department of Family and Protective Services: 1-800-582-6036

Texas Department of Family and Protective Services: www.dfps.state.tx.us

Abuse/Neglect Hotline: 1-800-252-5400 and www.txabusehotline.org

SECURITY

Here at SVUMC Preschool we take your child's safety very seriously.

The security of your child is of the utmost importance. We take every precaution to provide a safe environment for your child. Each family will be given an access code for entrance into the preschool. We ask that you *never* give this information out to anyone. Also, please *do not teach* your children the code or let them practice unlocking the doors.

Ways to keep our school safe:

Accompany your child to class and make sure that they are signed in and signed out. If you will be absent please email the Director/Teacher so that we can keep an accurate count of who is in the building.

If someone new will be picking-up your child you must let us know in writing. Also, let that person know that we will be checking identification.

When visiting the SVUMC Preschool during the school day (from 9:20 a.m. to 11:40 a.m.), it is necessary for you to check in and check out with either the Director or Admin Assistant.

Inform the Director immediately if you ever notice anything that just doesn't seem right. Better safe than sorry.

PROGRAM DAYS

September-May (See calendar for specific start and end dates)

School Day: Monday-Friday 9:00 a.m. - 12:00 p.m.

Lunch Bunch: Monday - Thursday 12p.m. -3 p.m. (additional cost)

Summer Camp (See calendar for specific start and end dates)

Monday-Friday

9:00 a.m. - 12:00 p.m.

July & August- Closed

REGISTRATION OVERVIEW

Registration begins in January, using priority tier groups to determine student placement. Registration applications are submitted by priority tier and are then drawn at random.

The random drawings will work by adhering to the following priority tiers:

1. Children of Spring Valley staff
2. Church members whose children are currently enrolled and their siblings
3. Non-church members whose children are currently enrolled and their siblings
4. Church members not currently enrolled
5. General Public

Upon notification of acceptance, enrollment via our parent portal and the registration and supply fee must be submitted in order to ensure your child's spot

When a class is full a waiting list is started. Students will be accepted as spots become available, and will be based on the date of registration. Actual/final assignments are not made until late summer, allowing time for all registrants to be considered. Children are placed in classes according to date of birth and gender, teacher recommendations and special circumstances. Children are not moved into another room when they have a birthday. The class "ages" together through the school year. Children are assigned to new classes each school year.

Parents of a child with special needs should discuss these needs with the Director at the time of enrollment in order to ensure the success of the placement of the child.

REGISTRATION FORMS

The state requires the following to be completed before a child can enter SVUMC Preschool:

1. Enrollment Form***
2. Emergency Contact
3. Permission to obtain emergency care
4. Permission to transport child for emergency medical treatment
5. Permission to photograph children for church/preschool web site
6. Current record of immunization *
7. Dr. Statement
8. Name, address, and phone number of child's physician
9. All four year olds must provide the results of a hearing and vision check**
10. An Allergy Action Plan for any child with food allergies, completed and signed by your child's health care provider

***IMMUNIZATIONS**

All children are required to remain up to date on their immunization and provide a copy of those immunizations to SVUMC Preschool. If immunizations are deferred for reasons of conscience or medical contraindications, a notarized affidavit is required before the child can start school. SVUMC Preschool can only accept an original, notarized affidavit which can be found at immunizetexas.com. Unvaccinated children will be required to stay at home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

****VISION AND HEARING SCREENING**

The State of Texas requires all children four-years and older on Sept.1 of the current school year to have vision and hearing screenings. This screening must be completed by a licensed professional within 120 days of admission and the screening results provided to SVUMC Preschool.

Please request this service at your child's 4 year well child check up.

***Please note it is a policy of SVUMC Preschool to not become involved in custody disputes. In cases of divorce and/or shared custody, we will request a copy of the legal documents outlining the custody arrangement. We also require that both custodial parents complete the necessary paperwork when enrolling their child.

TUITION/FEES

REGISTRATION/SUPPLY FEE

One Day \$100

Two Days \$200

Three Days \$210

Four Days \$220

Five Days \$230

Registration and supply fees are *nonrefundable*.

TUITION RATES

Days A Week Annual Tuition Installment (9 MONTHS)

One Day \$110 per month

Two Days \$210 per month

1 & 2 year old Three Days \$230 per month

3 year old Three Days \$235 per month

Four Days \$255 per month or \$2295 annually

Five Days \$280 per month or \$2520 annually

Lunch Bunch is held on Mondays, Tuesdays, Wednesdays and Thursdays from 12:00 to 3:00.

One day \$60 monthly

Two days = \$120 monthly

Three days = \$180 monthly

Four days = \$240

Drop in lunch bunch is available if space allows for the fee of \$20 per day.

SVUMC Preschool offers Lunch Bunch to families enrolled in regularly scheduled classes.

The full payment amount is expected for all children enrolled whether present or not. Please keep in mind that you are paying for the **space** reserved for your child in a classroom, not for your child's attendance. Thus, to hold that space, payment must be made regardless of attendance.

TUITION PAYMENT SCHEDULE

Tuition is due the first week of each month, September through May, even if your child is absent from school. This date will always be printed on your invoice for reference. Unless you have communicated a need to change your due date there will be a late fee of \$25 dollars added to any account that misses that date.

There is no discount if you choose to pay your tuition in full in advance.

TUITION PAYMENTS:

Cash- Put the money in a sealed envelope, with your child's name on the front. You can then put that in the drop box across the hall from the water fountain and bathrooms. There are no preschool fees charged for paying with cash.

Checks- there are 3 ways to pay with a check. All checks should be made payable to SVUMC Preschool. Write in the memo section your child's name and what the payment is for example: Elijah Sept. Tuit.

1. Personal: Write out your check and place it in the drop box across the hall from the water fountain and bathrooms. No fees are charged for paying with a personal check. We take the check to the bank and deposit it. If your check is unable to be deposited for any reason there is a \$35 fee attached.

2. Auto Payment: Parents set this up with your bank and they mail us a check each month. You will select the date for payment to be issued. There are no preschool fees charged for paying with an auto pay check. We take the check to the bank and deposit it. If your check is unable to be deposited for any reason there is a \$35 fee attached.

3. Electronic Check: Parents set this up on the parent portal. Funds will automatically be deposited into the Preschools account. There are fees associated with this option. Example if your child is 5 days with 4 days lunch bunch your monthly tuition is \$520 the fees associated with that payment are roughly \$4.50 per transaction. Different monthly cost will have different fees attached to them. If your check is unable to be deposited for any reason there is a \$35 fee attached.

RETURN CHECK FEES

A \$35 fee will be assessed for any insufficient fund checks. If an account has two returned checks, that account will be asked to pay by cash or money order.

Debit/Credit Card- Parents set this up on the parent portal. Funds will automatically be deposited into the Preschools account. There are fees associated with this option. If your child is 5 days with 4 days lunch bunch your monthly tuition is \$520 the fees associated with that payment are roughly \$13.00 per transaction. Different monthly cost will have different fees attached to them. American Express Cards have higher fees. If your card is declined for any reason there is a \$0.35 fee attached per transaction and a \$25 fee attached for and charge back to the card.

Parents who chose to use Electronic Checks or Debit/Credit Card payments incurred fees that are not paid with tuition. A separate invoice will be issued in November, February and May for the amount of fees your transactions have incurred during that 3 month period. This payment must be paid by cash or personal check by the 15th of each respective month.

INVOICES/RECEIPTS/TAX DOCUMENTS:

Invoices are sent out the week before tuition is due.

Receipts and End of Year Tax Statements are available upon request; please contact the Admin Assistant or Director for more information.

DISCOUNTS:

SVUMC members receive a \$25 discount on registration fees and tuition.

Siblings receive a \$15 per month discount on registration fees and tuition.

Only one discount may be applied.

LATE PAYMENT FEES/ PENALTIES

A late fee of \$25 will be assessed after the due date on any account with an outstanding balance, unless prior arrangements have been made with the Director/Admin Assistant.

A continual problem of late tuition payments and/or NSF returned checks could result in your child being dismissed from SVUMC Preschool.

DELINQUENT ACCOUNTS

An account that is more than 30 days delinquent will require automatic withdrawal of the child/children, unless appropriate arrangements have been made with the Director.

LATE PICK UP

There will be a \$1.00 per minute, late fee for picking up your child after 12:05 on regular days and after 3:05 on Lunch Bunch days. For example, if you pick up your child at 12:10, the fee is \$5 per child. All children being picked up late will be in the Director's office. Please contact the Director/Teacher as soon as you know you will be late.

WITHDRAWAL FROM SVUMC PRESCHOOL

SVUMC Preschool requires a written 30-day paid drop notification.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the Director in *writing via letter or email* (we cannot accept a verbal notification) at *least one month* before the withdrawal date. Upon notification of withdrawal you child's spot will be filled and, if applicable, your child will go on a waiting list, until space is available, if you choose to return to SVUMC Preschool.

If less than 30-day notification is given we require the tuition be paid for the month following withdrawal.

REPORTING AN ABSENCE

To report an absence, please email the Director and Teacher, before 9:00 a.m. Please include the following information in the email:

Parent's name

Child's name and classroom

Reason for absence

(If you are reporting for a child that is ill, please include detailed information regarding symptoms and the date the symptoms began.)

We request parents notify the Director as soon as possible if they believe their child has contracted a communicable disease. The Director, if appropriate, will then communicate this information to those who need it.

ILLNESS

SVUMC Preschool requires parents to not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Parents need to inform your child's Teacher if your child was given any type of medication prior to coming to school (including allergy, cold or cough medicine).

Families are encouraged to be considerate of other students and staff by not bringing ill siblings into the hallways and classrooms during drop-off and pickup times.

Please do not bring your child to school when any of the following symptoms exist:

- Fever (must be free of fever (100° or more) for 24 hours without the aid of fever-reducing medicine)
- Vomiting and/or diarrhea (must be free of vomiting and /or diarrhea for 24 hours)
- Any symptoms of childhood diseases
- Chicken pox - all sores must be completely scabbed over and dry underneath
- Common cold - from onset through one week
- Sore throat
- Cloudy, green or excessive runny nose
- Persistent cough or croup
- Skin rash of any kind
- Difficult or rapid breathing
- Any skin infection - boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease
- Conjunctivitis or other eye discharge (24 hours on medication)
- Any communicable disease
- Head lice*

We also ask that any open wounds, large scrapes or cuts be properly covered with a bandage. We require all open wounds to remain covered while the child is at school.

SVUMC Preschool may find it necessary to modify the illness policies during flu or other similar related outbreaks

Children cannot be kept in their classroom while their class is outside on the playground. If a child is too sick to go outside, he/she should be kept at home.

Upon arrival, teachers will visually check for any sign of illness as they greet the children. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home.

*Parents will be called to pick up the child once lice is discovered and given information about treatment. Your child will be re-examined for head lice 6-9 days later (the amount of time it takes for nits to hatch.) If live lice are present at that time, it may be necessary for an alternative treatment (some lice are resistant to over the counter treatments). It is also recommended that all members of your family be checked at home for head lice. Remember, the most important components of head lice treatment are a single treatment followed by reapplication if live lice are found 7-10 days later. Nit combing should also be performed.

ILLNESS AT SCHOOL

If your child begins to show symptoms of illness at school, the Director/Admin Assistant will attempt to contact the parents. If we are unable to contact the parents, we will start contacting people on your authorized pick up list. Please make all of your authorized pick up

people aware they may be called and expected to pick up your child in case of an illness or accident.

The child will be removed from their classroom and will remain with the Director/Admin Assistant until pick up.

ACCIDENTS

The Director or Admin Assistant will render first aid to an injured child and then determine if the parent should be contacted.

All accidents at SVUMC Preschool are required to be reported on an Accident/Illness Report form. This form is completed by the staff member who witnessed the incident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature. A copy of this form will be filed in your child's record.

Your child's teacher will inform you at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at school. She will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs.

If your child becomes ill or gets injured at school, we will adhere to the following procedures:

If your child has a slight injury, such as a scrape or minor cut, we will wash the injury with soap and water or Band-Aid brand antiseptic wash and apply a bandage. We do not use any other medication.

If a child receives a bump on the head, we will contact a parent and let the parent decide if you want to come pick up your child or leave them at school.

If your child has an allergic reaction or more serious injury that does not require a hospital visit, we will contact a parent.

MEDICAL EMERGENCY PLAN

In a serious or life-threatening emergency, the Director will contact 911. The Director or Admin Assistant will contact the parent to instruct them to either come to SVUMC Preschool or the hospital. If a child is taken to the hospital via ambulance, the Director will accompany the child to the hospital until parents arrive.

MEDICATION POLICIES

It is the policy of Spring Valley that NO medication will be administered at the school by the staff. Medication may not be placed in a child's tote bag or lunch for the child to take himself.

If your child must take medication during the day, arrangements will have to be made for a parent to come and administer it.

The only exception to this policy is if failure to medicate might result in the onset of a life threatening reaction and that time could be a critical factor. This includes use of an Epi-Pen. Parents must have an allergy action form signed by a doctor for medication to be administered. This must be renewed every year. Epi-Pens must be kept in the front pocket of the child's back pack, for easy access.

Teachers are not allowed to apply sunscreen or bug spray as they are considered to be a type of medication. If needed, the parent will apply these prior to school. Do not put these products in your child's backpack.

SVUMC STAFF

Our SVUMC Preschool staff considers it a privilege to teach your children.

Each of our teachers has a personal relationship with God and considers teaching a ministry. All staff members are required to complete a minimum of 24 hours of staff development training every year.

Staff is also trained every year on identifying suspected Child Abuse/Neglect and mandated reporting responsibilities.

Staff is required to comply with the guidelines outlined in the "Minimum Standards Guidelines." All staff undergoes a criminal background check and fingerprint check as required by state licensing.

SVUMC Preschool does not require staff members to obtain vaccines or TB testing.

Prior to hiring, potential staff members must submit to and pass a criminal history check and are fingerprinted.

- All personnel have the following qualifications:
- Education and experience in teaching young children
- Continuing education, either through classes or workshops, in child development and guidance—a minimum of 24 hours each year
- Ability to relate to young children and their parents
- Find pleasure in teaching young children
- Agree with and support the school's philosophy and goals
- Are certified in CPR training (infant, child and adult)
- Are certified in First Aid

Each year during in-service training, staff members review:

Program philosophy and goals

Expectations of ethical conduct

Health, safety and emergency procedures

Accepted guidance and classroom management techniques

Daily activities and routines of the school and curriculum

Child abuse and neglect reporting procedures

Program policies and procedures

Regulatory requirements

RATIOS

Age	Teacher to Student Ratio
One Year Old (12 months as of September 1 and walking)	2 teachers to 11 children
Two Year Old (2years as of September 1)	2 teachers to 13 children
Three Year Old (3 years as of September 1)	1 teacher to 10 children
Pre-K & Transitional K (4 years as of September 1)	1 teacher to 11 children

DAILY SCHEDULE

Predictable yet flexible and responsive to individual needs of children
Provides time and support for transitions
Includes both indoor and outdoor experiences
Responsive to a child's need to rest and to be active
Incorporates time and materials for play, self-initiated learning, and creative expression
Includes time for large group, small group and individual activity
Includes both child initiated and teacher directed activity

ARRIVAL AND DEPARTURE

PARKING LOT

Please be cautious in the parking areas. Do not exceed 5 mph. **The use of cell phones is highly discouraged while entering and exiting the parking lots.**

Please be aware it is considered neglect to leave a child unattended in a car. If a family needs assistance with drop-off or pickup, please contact the Director for assistance. Due to the ages of the children in our program, we do not offer curbside drop-off or pickup. Therefore, a parent or guardian must walk a child to his or her classroom. Cross the parking lot with your child cautiously. Please keep carpools small enough to control the children to and from the building. Please notify the school of any pre-arranged carpools. The parking lot can be very dangerous if special care while walking and driving is not observed. Please remember to **DRIVE SAFELY** in and out of the parking lot.

The Director will normally be at the front door for morning greeting, from 8:55 a.m. -9:05 a.m. if you need help with your children please ask.

BELL TOWER

The bell tower, by the entrance of the church is not a safe environment for children to play on. Please do not let your children climb, run or balance their way in or around the bell tower. This is a safety issue for the children of the church and preschool. Talking and playing outside of class can be directed to the court yard, in-between the church and preschool. The children can play and run and the parents can catch up and talk in a safe, enclosed environment. The playground door will be latched at the top; please do not go onto the playground during this time.

DROP-OFF

Be prompt in bringing your child and picking your child up from school. **Children will not be accepted any earlier than 8:55 a.m.** The teachers need the time before 8:55 a.m. to prepare.

We open the main doors to the Church at 8:55 a.m. Parents are to walk children to their classroom door and check them in. Teachers will be at the classroom door to greet the children until **9:05 a.m.** At **9:05 a.m.** they will go into the classroom, close the door, and begin the class day. After 9:05 a.m., it is very important for all classroom teachers to be in the class, devoting their time and full attention to the children.

Classroom activities begin promptly at 9:05 a.m. Children who arrive late may miss activities and can be a disruption to their class. We will ask you to sign in before proceeding to your child's class.

Please understand that if you arrive **after 9:05 a.m.**, the teacher will already be in session with the class. Please have your child enter the room quietly. Please do not enter the room at this time; it can be very disruptive to the children in the classroom. If you have an issue or concern that you need to discuss with the teacher and you have arrived after **9:05 a.m.**, either leave a note for her to call you at her earliest convenience, or come by the Director's office and we will relay the message or send an email.

For privacy purposes, SVUMC Preschool teachers have been instructed not to discuss any personal issues about a child at the door with parents. If a teacher needs to discuss any issues with a child's parents, the teacher will either set up a conference time or phone the parents at home. Teachers are never able to share any information about a child with anyone other than the parents of that child.

SIGNING IN/OUT CHILDREN

We need your help to ensure their safety. Your cooperation is greatly appreciated.

It is state mandated that each parent:

Complete the sign-in/sign-out sheet fully. If someone other than the child's parents will be picking the child up on that day that information must be provided.

All parents are required to sign in their children on a sign-in/sign-out sheet and sign them out at the end of the day. You must sign and mark the time.

Thank you for partnering with us to keep each child safe here at SVUMC Preschool.

PICKUP

Pick up time can be a very confusing time at the classroom door. At this time, the teacher's main responsibility is to ensure each child leaves with the appropriate parent or guardian. For this reason, we ask parents to refrain from entering into the classroom. The teacher will be at the door ready to greet you and call your child to the door.

For the security of the children, we ask when you arrive at your child's classroom in the afternoon, please:

Wait outside if the door is closed. The teacher will open the door once class is finished. Do not peek inside the classroom window, this causes big distractions including the inability to finish lessons or clean up.

Pick up your child's backpack and other belongings from their bin.

Once a parent or other authorized person has signed out their child, he or she is then solely responsible for the supervision of the child.

SPECIAL RELEASE

Children should be picked up no later than 12:05 p.m. or 3:05 p.m. for Lunch Bunch. Children will be released only to their parents, unless prior notification is given.

Parents must inform the teacher if anyone other than the child's parents will be picking up their child that day. You will also write this information on the sign-in/sign-out sheet.

For anyone other than a parent to pick up a child, we will ask to see that person's driver license to verify the name, and we will write the driver license number on our sign-in/sign-out sheet.

We will not release children unless we have received prior consent from a parent.

LEAVING YOUR CHILD

This can be an anxious time for some children *and some parents, too*. We have found it is best if you say your goodbyes and leave your child at the classroom door, not inside the room. It is less stressful on the child if you make your goodbyes brief and cheerful.

At 9:05 a.m., the class day is beginning. The teachers are engaging the children in activities as others arrive. For this reason, we ask parents not to enter the classroom.

Please, refrain from peeking in the door after you have dropped off your child and said your goodbyes. Not only can this be a distraction to the class as a whole, but it can also upset your child all over again if he/she sees you. If you are concerned about how your child is doing after drop-off or during the day, please call or email the Director, and we will gladly check on your child. (Please see "Separation Anxiety" page 27.)

Parents, while we appreciate the fact that you enjoy visiting with one another in the hallways, please remember that the staff of SVUMC Preschool cannot be responsible for your child's safety while he or she is in your care. Please do not let your children run ahead to their classrooms unattended. Unless they are signed into the classroom - you are the responsible party.

ITEMS NEEDED FOR SCHOOL

BACKPACKS: Your child will need backpack/bag to carry items to and from school. The backpack must be taken to and from school each day. Make sure your child's backpack is clearly marked with their name.

Important: Please check your child's backpack **daily** for information from the teacher and remove papers and projects out of their backpack daily.

WATER CUP: Each student is to bring a LABELED water bottle or sippy cup with water in it every day; if a water bottle is not labeled the Teachers will write on the bottle with a permanent marker. These bottles or cups should only contain water and will be used throughout the day.

CHANGE OF CLOTHES: Every child should have at least one change of clothes in their backpack/bag, appropriate for each season. Please make sure all items are clearly labeled. In case of an accident, your child will be changed and the soiled items will be bagged and sent home. Accidents are not always bathroom related. We do a lot of crafts at school and if we get too messy we may need to change all or a portion of our outfit.

DIAPERS/PULL UPS as applicable.

SNACKS

We serve snacks in our school that are provided by the parents. We do not prepare or serve meals. Each teacher will provide parents with a sign-up sheet of foods we would like for snack time that are approved and appropriate for your child's class. The class then shares the same snack for that day; we do not serve individual snacks. We serve water to drink. State licensing requires that we do not serve food that might present a risk of choking to infants or toddlers (up to age 35 months). Examples of these foods include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter and chunks of meat that can be swallowed whole.

If a child has a special health care need or food allergy or special nutrition need, the child's health provider must give the school an Allergy Plan. The school protects children with food allergies from contact with the problem food. We ask families of a child with food allergies to give us permission to post the information in classrooms, so that all staff, including substitute teachers, will have access to the information.

LUNCH

If your child stays for Lunch Bunch, you will need to send a lunch to school with your child. It is important for each child to bring a well-balanced, nutritious lunch to SVUMC Preschool since parents are responsible for meeting their child's daily nutritional requirements. All lunches must

be ready to eat. We can't refrigerate lunch boxes, so please send food that can safely remain at room temperature until around 12:00 p.m. Also, send plenty of food—children are very busy in the morning and are hungry for lunch. You do not need to provide a drink as water will be served with lunch. We do not have the ability to heat up food served for lunch. Please be sure to send any required utensils.

Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, hard candy, large fruit chunks, large cheese chunks, etc.)

NAP MAT

If your child stays for Lunch Bunch, you will need to send a nap mat to school with your child. All classes will have a rest time. After a busy day, preschoolers need this time. For the older classes, the duration of the rest time is left to the discretion of the teacher. Do not ask your child's teacher to keep your child awake.

Nap mats will go home on the child's last day of school each week to be washed; unless solid before that.

Again, please be sure to label all items.

PARENT CLASSROOM VISITATIONS

The staff at SVUMC Preschool highly respects the role and influence of parents. We value parental input and encourage parents to participate in school and classroom activities. We have an "open door" policy and parents are welcome to observe classroom activities at anytime. While parents are not required to secure prior approval, it might help you to check the classroom schedule before you arrive.

You *must* check in with the Director or Admin Assistant prior to entering your class room.

The first few weeks of school are a very sensitive time while children are adjusting and adapting to their classroom environment. With this in mind, we ask that parents refrain from visiting the classroom during the first month of school.

Parents who visit the classroom may only observe. Parents may not disrupt or distract the children or interrupt the teacher during the observation. Please keep in mind that for some younger children, it can be quite confusing when parents visit once the day has begun. At these young ages, when children see a parent arrive, they assume it's time to go home. It can disrupt their entire day.

Parents will have the opportunity to participate in special events throughout the year (Fun with Fathers, Holiday parties, etc.)

HOLIDAYS

Holidays and any other days off during the school year are listed on the calendar. You can access our calendar via our website or the parent portal. Your child's teacher will also send out this information in their monthly newsletter.

SPECIAL EVENTS AND PARENT INVOLVEMENT

August Meet the Teacher Night

Halloween Parade

Veterans Day Program

Thanksgiving Feast

Christmas Program

Fun with Fathers

International Program

Spring Program

Chapel - Chapel is held weekly for children 3 year and older. It is led by the ministers of SVUMC on a rotating basis. It is approximately 15 minutes long. All parents are welcome to attend. Chapel meets Tuesdays at 9:15.

Parent Conferences - Twice per year, during the fall and spring semesters, we have designated conference days. However, you don't have to wait for an official parent conference day to talk with your child's teacher—feel free to schedule a conference at any time.

Seasonal Parties - All classes will be involved in classroom parties at various times of the year. Parents sign up to provide treats, party favors and paper products. You are always welcome to attend parties.

We will have special school-wide events during the year in which all groups will participate (e.g., Red Ribbon Week, Dr. Seuss Day, and Teacher Appreciation Week). The dates for these special days will be published in upcoming newsletters.

If your child does not attend school on the day of the class party, you may bring your child to the party. However, we ask that you remain with your child in the classroom during the party. Parents may be asked to sign up and bring certain items to the above class parties.

Birthday Parties - Birthday snacks are always a special treat. Parents are encouraged to provide simple snacks to celebrate children's birthdays. Also limit celebration to snacks only. No decoration will be allowed in the classroom outside of plates and napkins. Your teacher will coordinate a day and time for your special birthday snack.

See the section on meals and food service for further guidelines.

COMMUNICATION WITH PARENTS

We use several different forms of communication to relay important information to our preschool families. Take time to do the following so you can stay informed:

Read all information that is sent home with your child.

Check the sign-in table at your child's classroom. We will post some notices at the table.

Check your email for information and updates. Read your emails thoroughly.

Please try to avoid hallway conferences with your child's teacher at drop-off or pick-up. When she is with her class, her attention needs to be focused on her students. If you need to talk to her or set up a conference, please call the school office and ask that she return your call when she has a break. For your privacy, the teachers have been instructed *not* to discuss any issues or concerns at the classroom door. This is for your privacy so that others, including your child, will not overhear.

Parents are encouraged and welcome to discuss any issues or concerns with the Director. You are highly encouraged to contact the Director as soon as a concern arises regarding your child. You are welcome to stop by, email, call or set up an appointment.

Our teachers are not allowed to receive personal calls or texts from parents during the day. This allows them to have their complete focus on the classroom. If you have a concern, please contact the Director or Admin Assistant.

Teachers work in partnership with families to establish and maintain regular, ongoing communication. We use some of the following tools to help achieve that goal:

Class Newsletter – Your classroom teacher will distribute these newsletters via email. The class newsletter will keep you informed about what your child is learning at school during that month. This will give you an opportunity to share in your child's week by asking questions about things that he/she is learning at school.

Website - The preschool website also has information posted. Our website address is www.svumc.org/preschool

INCLEMENT WEATHER/ WEATHER RELATED CLOSINGS

If for any reason the Richardson Independent School District (RISD) cancels school, we will cancel school. If RISD has a delayed start at or after 10:00 a.m., we will cancel school on that day. If you are uncertain if we are closing early, please call the preschool.

You can check WFAA closing for an updated list of closings; SVUMC Preschool has an account with this station. <http://www.wfaa.com/closings>

No credits or makeup days will be given for any weather or emergency-related closings.

POWER OUTAGES

In the event of an extended power outage during school, the Director may determine to contact parents for immediate pick up.

EMERGENCY DRILLS

SVUMC Preschool conducts monthly fire drills Tornado drills and Lockdown drills are conducted 4 times a year. If a parent is present during a drill, we ask that you follow instructions given by the teacher and participate fully. Our staff is trained for each of these emergency situations.

EMERGENCY PREPAREDNESS PLAN

If the Director finds it necessary for staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be transported to the emergency evacuation site within walking distance. All children will be transported to the emergency evacuation site in the safest mode possible. SVUMC will follow the Dallas Police and/or Fire Department instructions.

Spring Valley Church Annex Building

Front Yard

13959 Peyton Avenue, Dallas

(directly behind the preschool)

Teachers will have all contact numbers with them.

Any student who may need assistance or have a special need will be personally carried or escorted by a teacher during an emergency evacuation.

A copy of the Emergency Preparedness Plan is available in the Director's Office and on our website for review.

CURRENT INFORMATION

It is extremely important that SVUMC Preschool be able to contact the parents in case of an emergency. Therefore, it is the responsibility of the parent to notify SVUMC Preschool of any changes in current information provided on the child's application. Sign into our Parent Portal and make your changes. You will be required to review your family information in January to ensure we still have your most current information. In instances of emergency email the Director the new information.

CLOTHING

Please label all your child's belongings. It is especially important that you label coats, hats, gloves, scarves, nap mats and lunchboxes.

Toys should only be brought to school on designated "show-and-tell" or "share bag" days.

Dress your child in comfortable clothes.

Here are some items to consider when preparing for school:

- Potty trained/training children should be sent in clothing that will allow him/her to go to the restroom with little assistance from the teacher.
- Select clothing free of complicated fastenings.
- Washable play clothes are recommended for school days. We have a lot of fun at school, including lots of painting, so please keep the dress clothes at home.
- Pack a complete change of clothing (labeled with child's name), and include underwear and socks in his/her bag every day. Please remember that accidents are not always bathroom related.
- For all students' safety, shoes must be worn at all times at school. Children are encouraged to wear tennis shoes or other similar **closed-toe, rubber-soled shoes**. The slick bottoms on Cowboy boots, Sandals, Clogs, Crocs, Flip-Flops and Jellies make it very difficult for a child to play safely; therefore, they are strongly discouraged. We want all children to be able to run, climb and play in shoes that help ensure their safety. Velcro-fastened shoes are great for little ones.

PLAYGROUND/OUTDOOR TIME

Our playground areas are enclosed and gated. Children love to go outside. Our classes generally go outside every day (several times a day)—even in the cool weather. Remember to pack a jacket or coat during cooler weather. All ages will go outside during the school day, weather permitting (40 degrees including wind chill).

TOILET TRAINING

We want to support your child in his/her potty training. Communication is the key to success during this time. Please discuss home potty training schedules and successes with your child's teacher to determine the appropriate time to begin training at school. There will be daily communication between parents and teachers during potty training.

- One and two year old children are not required to be toilet trained. Once potty training begins, these children will be taken to the bathroom by a staff member frequently (every 1 to 1 ½ hours).
- Three year old children must be actively potty training; this includes wearing pull-ups, not diapers and children must be willing to go to the bathroom and try to potty when asked by their teacher. Children must have the ability to communicate to the teacher the need to go to the toilet.
- All children entering Pre-K and Transitional K classes must be completely toilet trained (to the above standard levels) with both urination and bowel movements.

A child is considered completely toilet trained (urination and bowel movements) when he/she no longer wears diapers or pull-ups and is able to:

- Anticipate the urge to use the toilet.
- Communicate that need to their teachers.
- Control the urge and get to the toilet on time.
- Pull down his/her pants.
- Use the toilet
- Clean themselves
- Pull up his/her pants.
- Wash up after him/herself.

****Children must wear pull-ups or protective pants until they have been consistent at school for two weeks (no accidents) due to health/sanitation issues in the classroom.**

****For 4-5 year olds, after two accidents in a two-week period, parents will be contacted by the Director or teacher to address this concern.**

DIAPERING

Ones and Two year olds must bring disposable diapers. Families may be asked a few times throughout the year to bring containers of wet wipes or money for wet wipes that are shared in the classroom

Pack all disposable diapers, wipes, diaper ointments (over-the-counter) and other items that your child will need during the school day. Be sure to label all items with your child's name.

NOTE: It will be assumed that any diaper ointment or creams (non-prescription) in your diaper bag may be used on your child. Therefore, please remove any items you do not want used on your child from your diaper bag. We *cannot* apply prescription ointment unless prior approval has been given by doctor (see "Medication Policies" for instructions.)

PERSONAL TOYS

We recommend you leave your child's toys at home or in the car with the exception of a naptime security item. Other children find it difficult to understand why the child who brought a toy to class does not have to share his/her toy.

We cannot be responsible for any personal toys, special blankets or irreplaceable items that could get lost or torn so please refrain from bringing these to school.

If your child requires a "lovie" of any kind it will remain in his/her bin until nap time.

Play guns and weapons of any kind are not allowed at SVUMC Preschool.

STROLLERS

We cannot allow any strollers to be left in the hallways or stairwells as they are considered a fire hazard.

NURSING ROOMS

SVUMC Preschool is supportive of and encourages breastfeeding for as long as the mother deems appropriate. SVUMC Preschool has a room available to nursing mothers; room #172. This

is for your convenience and comfort during school hours. Parents also have the right to provide breast milk for your child while in our care. Please meet with the Director for more information.

PETS/ANIMALS

Pets are not permitted on the premises at any time. This allows us to maintain a safe, healthy environment for all of our children and staff.

FIELD TRIPS/TRANSPORTATION

SVUMC Preschool does not take field trips and children are not transported from the center unless there is an emergency.

WATER PLAY AND SPRINKLER ACTIVITY

Water activities are limited to water play in the classroom or playground by using the water table or small tubs. During our June Summer Camp we offer splash day where the children have supervised play in wading pools and sprinklers.

PARENT NOTIFICATION AND POLICY CHANGES

When a policy changes, parents will be notified in writing.

CONFIDENTIALITY OF RECORDS

Children's records are open only to the child's teachers, the Director and her assistant, an authorized employee of the licensing agency and accreditation agencies, and the child's parent or legal guardian.

No information about any child will ever be shared with anyone other than those listed above, for any reason.

ASSESSMENT AND PROGRESS REPORTS

The school uses an in-house assessment tool.

Assessments cover the following areas:

Language development and early literacy skills

Mathematics

Science

Cognitive development

Socio-emotional development

Health and safety practices

Personal and social development

Gross and Fine motor skills

While assessment of a child's skills, abilities and progress occur on a daily basis, teachers formally assess students a minimum of twice per school year. If you have questions about the assessment tool or your child's progress, please call the teacher or director and set up a conference. You will receive a copy of any assessment completed on your child.

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. SVUMC Preschool reserves the right to determine if the program is not able to provide adequate care for a child.

EARLY INTERVENTION

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. SVUMC Preschool reserves the right to make the request to a parent to arrange for his or her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if it is determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the program.

SEPARATION ANXIETY

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (15 minutes or more), the Director will contact a parent to discuss the situation. We might ask you to come and pick up your child. In extreme cases, the parents and Director will come up with an alternate plan for dealing with separation anxiety. If your child is crying when you leave him or her at the door, we ask that you not stay at the classroom doorway. A glimpse of you will only make the crying last longer.

Anytime you are ever concerned about your child, contact the Director and we will be happy to check on them.

BITING AND HITTING

Many preschoolers will go through a stage of biting or hitting. They might bite or hit because they are frustrated, because their gums hurt or sometimes even by accident. Please understand that this can be a common occurrence among younger children. These types of problems are handled on an individual basis. We will attempt to work with the child and the parent, but safety is always our first concern. We must consider what is best for the classroom as a whole. In more serious cases, a parent may be called and asked to pick up a child early. If this behavior continues, the child could be suspended from attending until the biting is under control. An Accident/Incident Report is written for all involved children. Parents will sign this report and be given a copy. The Director retains a copy in the children's file. We will never release the name of either child. This is kept confidential.

GUIDANCE AND DISCIPLINE

Guidance is a necessary part of an early childhood program. With age-appropriate techniques, children learn to trust adults, to work and interact successfully in the learning environment, to learn self-control and how to resolve conflict or difficult situations in an acceptable way.

Staff members help promote pro-social behavior by:

Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

Reminding a child of behavior expectations daily by using clear, positive statements;

Redirecting behavior using positive statements;

Interacting in a respectful manner with all staff and children

Modeling taking turns, sharing and caring behaviors

Helping children negotiate their interactions with one another and with shared materials

Engaging children in the care of their classroom

Ensuring that each child has an opportunity to contribute to the group

Encouraging children to listen to one another

Encouraging and helping children to provide comfort when others are sad or distressed

Using narration and description of ongoing interactions to identify pro-social behavior

Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity.

In situations where repeated means of redirection have been tried and the child is still uncooperative or uncontrollable, the Director will remove the child from the classroom and have a one on one discussion. In the event the problem still occurs the parents will become involved in an effort to work together to correct the inappropriate behavior. We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom as a whole. The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher.

Please note: Dismissal of a child from the program at any time for disruptive behavior is at the discretion of the Director.

****There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are PROHIBITED:**

Corporal punishment or threats of corporal punishment;

Punishment associated with food, naps, or toilet training;

Pinching, shaking, or biting a child;
Hitting a child with a hand or instrument;
Putting anything in or on a child's mouth;
Humiliating, ridiculing, rejecting, or yelling at a child;
Subjecting a child to harsh, abusive, or profane language;
Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

EXPULSION POLICY

The State of Texas mandates the following information:

Occasionally, there are situations that result in the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, in order to prevent this policy from being enforced.

The following are reasons why we may have to expel or suspend a child from our center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- A parent threatens physical or intimidating action toward staff members.
- A parent engages in verbal abuse toward staff.
- Unsuccessful resolution of an issue, where more than one child from a family is enrolled in the program and the parent decides to remove one child but leave the others in care... all children from a family must un-enroll at the same time
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child
- Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children

CHILD ABUSE

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse: physical, sexual, emotional, and neglect. While child

physical abuse may be the most visible, other types of abuse leave deep and lasting emotional scars. Early intervention is key to helping abused children heal.

REPORTING OF SUSPECTED CHILD ABUSE

Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services. As child care professionals, the staff of SVUMC Preschool is required to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services. Failure to report suspected abuse or neglect of a child is a crime punishable by fine and/or imprisonment. There is a 48 hour reporting requirement for professionals. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice. Reports of child abuse or neglect are confidential.

Staff is trained annually in the detection and reporting of suspected child abuse and neglect. They also take an online child abuse prevention course sponsored by the Methodist church called 'Ministry Safe'. This is renewed every two years. These trainings serve to increase awareness of issues regarding abuse and neglect, including warning signs and prevention techniques. The preschool has access to resources, including counseling, for children who may be victims of abuse. Parents of children who have been victims of abuse are encouraged to speak to the Director or a member of the church staff for help, support and access to resources.

For more information or to make a confidential report:

Child Abuse Hotline: 1-800-252-5400

Additional resources may be found in the Director's office.

PHYSICAL ABUSE

Physical abuse is physical injury that results in substantial harm to the child or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations

Frequent complaints of pain without obvious injury

Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite;
cigarette burns on any part of the body

Lack of reaction to pain

Aggressive, disruptive, and destructive behavior

Passive, withdrawn, and emotionless behavior

Fear of going home or seeing parents
Injuries that appear after a child has not been seen for several days
Unreasonable clothing that may hide injuries to arms or legs

SEXUAL ABUSE

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

Physical signs of sexually transmitted diseases
Evidence of injury to the genital area
Pregnancy in a young girl
Difficulty in sitting or walking
Extreme fear of being alone with adults of a certain sex
Sexual comments, behaviors or play
Knowledge of sexual relations beyond what is expected for a child's age
Sexual victimization of other children

EMOTIONAL ABUSE

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

Over compliance
Low self-esteem
Severe depression, anxiety, or aggression
Difficulty making friends or doing things with other children
Lagging in physical, emotional, and intellectual development
A caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

NEGLECT

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

Obvious malnourishment
Lack of personal cleanliness

Torn or dirty clothing
Stealing or begging for food
Child unattended for long periods of time
Need for glasses, dental care, or other medical attention
Frequent tardiness or absence from school

WAYS PARENTS CAN HELP

PLEASE check your child's tote bag after each school day.
Label everything -- coats, hats, sweaters, etc. with full name.
Do not allow children to bring personal items (except for naptime).
Dress children appropriately for messy play and weather.
Keep sick children at home.
Make sure your child gets plenty of rest so they are ready for their busy day.
Be on time at drop-off and pick-up.
Notify teachers in writing (either note or email) when someone other than yourself or regular carpool will be picking up your child. Include driver's license number and a brief description.
Pay tuition on time and pay the correct amount.
Notify the preschool office immediately of any contagious disease or other illness. Also, let us know if your child will be absent for any other reason.
After you say good-bye to your child, leave.
Focus on your child when you pick them up. They are excited to see you.
Respect our teachers - They are professionals.
Address concerns when they happen but not in front of the child.
Communicate what's going on at home, including social, emotional or developmental changes.
Become active in preschool functions.
Make sure we received updated vaccination records after any checkups.

PLEASE CONTACT THE DIRECTOR, VIA EMAIL OR PHONE, SHOULD YOU HAVE ANY QUESTION ABOUT THE POLICIES AND PROCEDURES OF SVUMC PRESCHOOL.