

Christian Preschool of Texarkana

2026-2027 Handbook

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Welcome

Dear Parents,

We welcome you and your family to Christian Preschool of Texarkana and we sincerely thank you for entrusting your child(ren) to us. It is our goal to provide each child with the opportunity to grow and learn in a safe, Christian environment. If we can be of service to you at any time during the school year, please feel free to contact me. Maintaining an open, loving line of communication is vitally important to our staff.

I pray daily for your families, and I cannot wait to help, love, welcome and serve each one of you who walks through our doors. May God bless us all with an outstanding school year that will give glory to Him.

Blessings,

Tiffany Williams,
Director, Christian Preschool of Texarkana

General Information:

Mission Statement

Christian Preschool of Texarkana is a licensed preschool program for children two years to five years of age. Christian Preschool welcomes students of any race, color, ethnic origin or religion. We engage the children in a well-rounded curriculum in the areas of spiritual, cognitive, creative, physical, and social development. We believe in partnering with you to give the children a solid foundation in education and ultimately to lead them towards a personal relationship with Jesus.

Handbook

This handbook is designed as a comprehensive reference containing specific information and requirements of Christian Preschool of Texarkana and the Texas Department of Family and Protective Services. Although it does not address every aspect of our preschool, it is a good source of information concerning our operations.

Christian Preschool School Board

The School Board aids in setting policies for the Christian Preschool. Rotating board members each serve a three-year period. The Board and the Director meet every other month and as needed.

Staff

Each staff member is well qualified by education, experience and/or state certification. The staff is required to take 24 hours of continuing education per year. One of those hours includes training in recognizing and reporting child abuse. All staff have completed adult/infant CPR and first aid training and have passed a criminal background check.

Tuition

The full monthly tuition is due on the 1st of each month during the school year except for August. August tuition is due on the first day of school. **A late fee of \$25 will be assessed if tuition is paid later than the 5th of each month, unless arrangements have been made ahead of time.** All fees and tuition once paid are non-refundable. Make all checks payable to Christian Preschool of Texarkana.

Monthly Tuition costs are as follows:

3-day tuition	\$330
5-day tuition	\$385
3-day extended care	\$215
5-day extended care	\$285
Early drop (3-day)	\$30
Early drop (5-day)	\$50

A one-time registration fee of \$225.00 will be retained as an administration fee. This fee is due at the time of registration and is non-refundable.

Twice a year(August & January) a \$50.00 supply fee will be added to the tuition invoice. This will cover school supplies and snacks.

There is a \$25 per month discount for families with multiple children enrolled. This will be applied for each child after the first child enrolled.

While we do not take drop ins on a regular basis, we do understand that there will be times when a child needs to attend additional days. There will be a \$30 dollar fee for additional days. (Example: your 3 day child needs to attend 5 days.)

Tuition checks are to be deposited directly into the black box at the preschool entrance or sent with your child in their take home folder. Cash must be put in one

of the envelopes provided with the front filled out, then deposited into the black box. Envelopes are for cash only.

If a child is enrolled for any portion of a given month, tuition must be paid for the full month. If a child is absent for any period of time, no refunds will be given. This includes illness, Vacations, and inclement weather days. If a child is withdrawn after the first of the month, no refunds will be given.

Tuition should be paid in a timely manner and your account kept up to date. Any account carrying a late balance in excess of 30 days will be asked to meet with administration regarding payment of the account. Continued placement in the program will be dependent on timely payment of tuition and all fees. Registration for the following year will not be completed until a child's current account is up to date.

Payments

The Christian Preschool of Texarkana is operated as a non-profit, self-supporting ministry independent of Walnut Church of Christ. Full payment is due for each day, regardless of absences. There will be no refunds or discounts for illnesses or holidays. The charges are for the spots reserved for your child in the program, not for the periods of attendance. A yearly registration and supply fee is due upon enrollment.

Withdrawals

Christian Preschool asks that you give us a two week notice before you withdraw your child from the Preschool. This gives us the opportunity to wrap up our time with your child and settle any tuition payments that are due.

Curriculum

Our curriculum is highly individualized. Each unit of study considers the child's stage of development. Bible stories are the basis for a wholesome, healthy attitude.

- ❖ Social studies provide many experiences to assist your child in understanding themselves, others, the world around them, and God's love for all.
- ❖ Music and rhythm give time for creativity, self-expression and release of emotions. Confidence is gained through singing with the group.
- ❖ Art activities provide enjoyment of and appreciation for the various art mediums and help the child to appreciate the beauty around them.
- ❖ Language Arts experiences guide your child in verbal expression, appreciation of books, and the development of word concepts.

- ❖ Math begins by an awareness of numbers and recognition of basic geometric shapes developed through songs, games, and planned play equipment.
- ❖ Science is learned by exploration, discovery, and the development of an awareness of the physical properties of the creation around the child.
- ❖ The home center and role-playing help the child further his own identity and learn responsibility.
- ❖ Gross motor and fine motor skills are an essential tool that children use in the classroom. They are developed through block building, rhythmic games, and outdoor activities.

Enrichment to Curriculum

- ❖ Reading- The curriculum is enhanced with literacy activities throughout the school year.
- ❖ Technology- Classrooms are equipped with technology that is used in developmentally appropriate ways to enhance individualized and supervised learning.
- ❖ Chapel- Students meet once a week on Wednesday in the Worship Center where they learn Biblical principles through story and song.
- ❖ Special Events- All students have opportunities to participate in fun, educational experiences as they attend various special events on campus throughout the year.

Daily Folder

Your child will receive a folder that he/she will bring home each day. It is critical to check the folder daily! Important communication from your child's teacher and the office will be placed in the folder.

Parent Communication

It is vital to keep a clear line of communication between the parents and teachers. This includes situations that happen both at home and school. Please understand that lengthy conversations do not need to take place during drop-off or class time. Most communication will take place via Brightwheel messenger. Parent conferences may also be scheduled as requested.

Items Needed for School Enrollment

Each day, your child will need a standard size backpack containing an extra set of clothes (appropriate to the season). This set should include socks and underwear. A coat or jacket might be needed for outdoor play on cooler days. We play outside in the appropriate weather when the temperature/windchill is above 45 degrees. All personal items, including extra clothes and jackets, must be marked with your child's name. If your child is in diapers or pull ups these must be sent daily as well as baby wipes.

Clothing

All garments should be labeled. Use self-help clothing as much as possible. Help us teach your child independence in toilet habits. Children's clothing should be sturdy, washable, able to take paint, glue, etc. We go outside on every possible good weather day. Be sure your child is dressed appropriately for the weather. We suggest layers. For example, a sweater and lightweight jacket is better than a heavy one. We have many climbing structures on our playground and small gravel/mulch under the play structures, so consider this when selecting appropriate footwear.

Potty Training

Teachers of the two-year-old classes expect that some of their children will be potty-trained and some will not be at the beginning of the year. If you are training your child, please let the staff know so we can follow your procedure and routine at school. All children must be potty trained before entering the three and four-year-old classes. We do not have the facilities or supplies required to change children in the classrooms. We realize that accidents happen. Accidents, by definition, are unusual incidents and should only happen infrequently.

Potty-trained children:

- No longer wear diapers or Pull-Ups (with the exception of naptime)
- Can tell the teacher when they need to go to the bathroom
- Can attend to their own hygiene

Toys and Personal Items

Children should not bring toys or personal objects to school, unless requested by the teacher. Young children do not share their personal playthings well with others. Also, valuable and breakable items should not be brought to school. The school is not responsible for lost or damaged items.

Birthdays

Each child will receive recognition of his/her birthday by their teacher. Parents may provide refreshments from a commercial bakery or grocery store for their child's class. Remember to keep it simple and brief as well as peanut free.

Security

School safety and security are of the utmost importance. Access to the school will be through the Christian Preschool entrance, located on the west side of the church building as stated in the arrival and departure section of the handbook. Church staff monitor a video security system during the day. The Director will also have access to the video security system and will monitor the system regularly.

All building entrances will remain locked and secured. Access to the church building for purposes other than preschool, is controlled by the church administrative staff, and will take place at the office entrance located at the southeast corner of the building.

If your child receives any type of services from another school or agency, you must provide written notification authorizing the release of your child to a representative of the school or agency. The representative of the school or agency must also sign in/out at the school office in accordance with standard procedure.

Photos, Videos and Web Pages

The Christian Preschool of Texarkana reserves the right to photograph or video children during school hours for the official purposes of classroom activities, informational and/or promotional use. PLEASE NOTE: Walnut Church of Christ and the Christian Preschool of Texarkana have a web page and Facebook page that may use your child's picture and video. By agreeing to allow the Christian Preschool to take your child's picture/video, you are granting permission for its use on the internet. A parent who does not wish to have his or her child photographed or videoed must notify the Christian Preschool office. Checking the appropriate spaces and signing the Parental Agreement as stated in the registration packet will be sufficient notification.

Operational Policies

Section A

1. School Schedule

The Christian Preschool follows the Pleasant Grove ISD school calendar. The first and last day of for Christian Preschool does not always coincide with PGISD, but the holidays, winter break, and spring break do coincide with PGISD.

Days and Hours

3-day, All Ages.....	Your choice of days	8:30-12:00
5-day, All Ages.....	Monday – Friday	8:30-12:00

Extended Care

Extended care will be offered each day until 5:30 p.m. by registration only. Students will need to bring a healthy lunch, drink and nap mat (not a sleeping bag). Lunches will not be refrigerated or heated. Please plan accordingly. Extended care fees will be added to your monthly tuition fees. This Extended care fee includes Early Drop.

Inclement Weather

The Christian Preschool will have the same weather closing as PGISD or TISD. Separate weather closing announcements will not be made through local media. Therefore, if PGISD or TISD announces a delay and/or cancellation of school. Christian Preschool will also be delayed and/or canceled. If PGISD or TISD announces early dismissal due to weather, Christian Preschool will also dismiss early. Parents will be notified through our school's Brightwheel app as quickly as possible.

2. Early Drop

Early drop is available from 7:30 to 8:20 a.m. by registration only. Early drop fees will be added to your monthly tuition. Early Drop fees are included in Extended care fees. Please feed your child prior to dropping them off, as a snack will not be served during this time.

Arrival and Departure Procedures

You will be required to sign your child in and out each day.

Parents are to park and enter the Christian Preschool entrance located at the Family Life Center (gymnasium) on the west side of the church. You will sign your child in the foyer, and then take them to their classroom.

Please make every effort to arrive on time. This ensures that your child will not miss important instruction and minimizes distractions to the class. We know that emergencies arise. If a late arrival is unavoidable, please let us know that your child will be arriving late.

Parents and others authorized to pick up your child will need to know their 4-digit code to check in/out your child. These codes are unique to the individual picking up and allows us to keep accurate records. A picture I.D. will be requested of anyone who is picking your child up for the first time, and they must be listed on your child's paperwork. This procedure is for both regular and extended hours. Once our staff are familiar with your regular routines and parents are easily recognized, you will not be asked to show ID.

Your child will only be released to authorized individuals on record with the Christian Preschool. If there are any individuals not authorized to pick up your child, we must be notified of that in writing or through Brightwheel. A copy of court documents outlining custodial arrangements must be provided to our office. The Christian Preschool staff will follow all court orders related to custodial agreements.

Parents are responsible for their child once dismissed by staff. This includes the child's behavior and safety.

Drop off and Pick Up Times

Early Drop 7:30-8:20

Regular Drop 8:20-8:30

Regular Pick Up 11:50-12:00

Extended Care Pick up by 5:30

** Please pick your child up, promptly, by 12:00 pm for regular pick up or 5:30 pm for extended care pick up. Starting at 12:05 and 5:35, there will be a fee charged to your account of \$1 dollar per minute you are late.

3. Policy On Communicable Diseases

If a child exhibits any of the following symptoms, **the child should not attend school**. If such symptoms occur at the school, the child will be removed from the group, and parents will be notified to take the child home. • Severe pain or discomfort • Acute diarrhea • Episodes of acute vomiting • Elevated temperature of over 100.4 degrees • Lethargy that is more than expected tiredness • Severe

coughing • Yellow eyes or jaundice skin • Red eyes with discharge • Infected, untreated skin patches • Difficult or rapid breathing • Skin rashes in conjunction with fever or behavior changes • Weeping or bleeding skin lesions that have not been treated by a health care provider • Mouth sores with drooling • Stiff neck

We do not have facilities to care for sick children. Since we are all anxious to protect each child from exposure to communicable diseases (including stomach virus, flu, & Covid-19), we request that you do not bring a child that you suspect may be ill. Should your child contract any illness that could be transmitted to others, please call the school immediately. We will not receive any child with a contagious disease. **IF YOUR CHILD HAS HAD FEVER OR SYMPTOMS OF VOMITING OR DIARRHEA WITHIN THE LAST 24 HOURS, THEY WILL NOT BE PERMITTED TO ATTEND SCHOOL!**

If your child becomes ill while with us, he or she will be isolated from other students, and you will be contacted immediately to pick up your child as soon as possible. Efforts should be made to ensure your child is picked up from the school within 60 minutes of being contacted. It is important that we always have updated contact information for all authorized pick-up people in case of illness or emergency. Children must be fever free and symptom free for at least 24 hours, without the aid of medication, before returning to school. If the child has had chicken pox, the parent must provide a note stating that all sores have dried and crusted.

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by the local health department or Department of Health.

Reporting Policy for Contagious Disease:

Communicable diseases which must be reported to the state, will be reported to the Texas Health and Human Services by the school. **Parents will be notified if their child has been exposed to a contagious disease.**

Policy On Head Lice

Students who have live head lice, or nits, are not allowed to attend until they are free of both. Students may return to school the day after treatment for head lice if they are lice and nit free upon re-inspection by designated school personnel. Students will again be re-inspected by school staff approximately 14 days after the treatment to make sure there are no live head lice or nits.

4. Medication Policy

Medication can be administered with written permission. If your child needs medication during the day, you will need to fill out a medication form in the office. The only exception is for allergies or a chronic condition. If your child needs an epi-pen in case of emergency, we will need a doctor's statement indicating how and when to administer the shot.

5. Medical Emergencies

In case of a medical emergency, we will take your child to the hospital that you indicated on the enrollment form, and you will be notified immediately. If your child has a special situation and you have an alternate plan you would like us to follow, we will need that in writing to keep in your child's file.

6. Emergency Contact Availability

For minor illnesses or injuries, the Christian Preschool will make every attempt to contact the parent and/or other emergency contacts. If the child appears to be contagious, he/she will be cared for in the office area until the parents/emergency contacts arrive.

For critical illnesses or injuries that require immediate attention of a physician, the Christian Preschool policy is to:

- Contact emergency medical services
- Give the child first-aid treatment or CPR when needed
- Contact the physician identified in the child's record
- Contact the child's parent

Parents will be notified immediately when a child:

- Is injured or requires medical attention by a health-care professional
- Has a sign or symptoms requiring exclusion from the school as identified by the illness policy
- Has been involved in any situation that places the child at risk
- Is involved in any situation that renders the school unsafe, such as a fire, flood, or damage to the school as a result of severe weather

For less serious injuries, parents will be notified when they pick up their child. This includes minor cuts, scratches, bumps, and bites from other children requiring minor first aid treatment by employees.

7. Guidance

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control.

A teacher may only use appropriate methods of discipline and guidance that foster positive self-esteem, self-control, and self-direction, which include but are not limited to the following:

- Using praise and encouraging positive behavior instead of focusing only upon unacceptable behavior
- Remind the child of behavior expectations daily
- Redirecting behavior using positive statements
- Using time-outs or brief moments of supervised separation from the group for an appropriate amount of time, based on the child's age and development, which is limited to no more than one minute per year of the child's age.
- **There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:**
 - Corporal punishment or threats of corporal punishment;
 - Punishment associated with food, naps, or toilet training;
 - Pinching, shaking, or biting a child;
 - Hitting a child with a hand or instrument;
 - Putting anything in or on a child's mouth;
 - Humiliating, ridiculing, rejecting, or yelling at a child;
 - Subjecting a child to harsh, abusive, or profane language;
 - Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
 - Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

8. Exclusion and Expulsion

Although it is not our desire or usual practice to exclude or expel students, there are instances when this may occur, which include:

ILLNESS- For the protection of all students and staff, children are excluded from attending when they exhibit contagious symptoms such as fever, diarrhea, vomiting, excess mucus or excessive coughing. Children must be fever and

symptom free for at least 24 hours, without the aid of medication, before returning to school. **THIS WILL BE STRONGLY ENFORCED.**

NON-PAYMENT- Please communicate with the director if circumstances arise that make monthly payments impossible. If payments become more than 21 days overdue, a student may be unenrolled.

GUIDANCE- Our teachers make every effort and are trained to relate to each child in order to prevent behavior problems, (such as biting, hitting, or spitting.) We feel that discipline and guidance should be positive and constructive. On rare occasions or following repeated offenses, the director reserves the right to counsel with the parents, to require the child be evaluated by an independent professional, or to remove the child from the Christian Preschool either temporarily or permanently.

Biting Policy:

Biting is a common and age-expected behavior in young children especially from the ages of 9-30 months. Biting often occurs because of a child's inability to communicate. While biting in the toddler years is a common occurrence, it is upsetting to parents and caregivers when it happens. The goal of our policy is to ensure the health and safety of everyone in our program.

Pre-emptive Strategies:

- Positive teething activities and objects will be provided to comfort and soothe gums.
- Biting out of frustration or anger will result in redirection to another activity as well as giving the child alternate ways to communicate what they want or need. We will encourage the use of language to communicate these.
- Parents will be notified if their child is bitten; however, in order to protect the privacy of our families, parents will not be informed of the name of the child who bit.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

Chronic Biting:

- 3 bites will result in a 3 school day suspension
- Upon returning to school, each subsequent bite will result in a 3 school day suspension.
- Continued biting will result in permanent dismissal from the program. After a child's 3rd suspension, they will be dismissed if they bite again.
- Tuition will not be reduced or refunded for suspension days.

POTTY-TRAINING- Children three and four-years-old must be fully potty trained as outlined in this handbook. Frequent accidents may indicate the child may need more time training at home. In these instances, the director reserves the right to remove the child temporarily.

9. Naptime Procedures

All classes have a 2 hour rest period. This is mandated by the state. Here are the rest time procedures:

- Each student must bring a nap roll or pillow and blanket
- Pillows/Blankets or nap rolls will be sent home at the end of the week, laundered and then sent back with each student upon their return to school.
- Please label all nap items with first and last names.
- Cots will be sprayed with Lysol as needed throughout the week.

10. Snacks

All children will be served a morning and afternoon snack. This will consist of water, cereal, apples, goldfish crackers, graham crackers, etc. If your child has a food allergy, please notify the teacher. A snack calendar is sent home each month and posted inside each classroom. Licensing regulations prohibit us from sharing meals and snacks provided for a child by his/her parents with other children.

Lunch

If your child is enrolled in extended care, please send a healthy lunch and a drink for each enrolled day. Please label lunch kits, thermos bottles, and lids. These items need to be labeled with first and last name. We are not allowed to refrigerate or heat lunches. Please plan accordingly. If sending grapes, apples or hotdogs, please slice them.

11. Immunizations

Children must be vaccinated according to the Texas Department of Health requirements. Children attending school in the State of Texas do not have to have a TB skin test. We must have an updated copy of your child's shot record. You will be required to get updated shots as soon as possible. You will be notified either before school starts or the first day if your child needs any vaccinations. If you are not getting your child vaccinated for personal/religious reasons you will have to provide the notarized affidavit provided by the government.

Health Statement

Upon admission, the Christian Preschool requires a written statement from a health care professional who has examined the child within the past year, indicating the child is physically able to take part in the school program.

12. Hearing and Vision Screenings

All children enrolled in the four-year-old classes will be screened for possible vision and hearing problems prior to the first semester of enrollment or within 120 calendar days of enrollment. A licensed or certified screener or a health-care professional will conduct screenings. Parents will be notified of the screening results.

13. Enrollment Procedures

Enrollment takes place through the Christian Preschool office. Enrollment packets are available in the office or online. Parents will be notified directly if any changes are made to our enrollment policies.

14. Transportation (Not Applicable)

15. Water Tables and Water Play

Water tables (shallow tubs with water for sensory play and other learning activities) are occasionally present in the classrooms. Other water activities such as wading pools or water sprinklers may be used on rare occasions with extra adult supervision, advance notice and parent permission.

16. Field Trips and Special Events

Christian Preschool does not take children on field trips away from our facility. Parents will be notified of any special events taking place at the building.

17. Animals

Parents will be notified if and when animals will be brought in. Animals brought to school must have proof of vaccinations.

18. Indoor and Outdoor Activity

Children benefit from active play both physically and emotionally.

Our students are given two thirty-minute recess times during the day (morning and afternoon). During these play times students engage in both structured games and free play.

We make every effort to ensure that children are able to play outside at every opportunity; however, when inclement weather prevents this, we have a gym with both structured and free play opportunities for students.

Please ensure that your child is wearing appropriate clothing for indoor and outdoor play at all times.

19. Insect Repellent and Sunscreen

Staff will be permitted to apply insect repellent or sunscreen to your child if a note is in your child's file giving permission for the application of these products. We will not keep the products at our facility; they must be sent daily in your child's backpack if you would like for them to be used.

20. Communication Concerning Policies

Parents are invited to review and discuss with the director any questions or concerns about the policies of the Christian Preschool. We also invite you to participate in monthly chapel and holiday parties whenever you are available to attend.

The Christian Preschool holds high standards for our employees and students, and we expect parents and family members to conduct themselves in the same manner. Parents will not be allowed to yell, use profanity, or use inappropriate tone or body language in front of the students and staff. A parent that refuses to follow these standards will be asked to leave. If inappropriate behavior continues, the Christian Preschool reserves the right to un-enroll the child of the disrespectful parent or family member.

21. Ways Parents Can Be Involved

- Help your child look forward to coming to school each day.
- Help your child get a sufficient night's rest and adequate breakfast before arriving at school.
- Please read your child's folder every day.
- Eagerly look at the items that your child brings home. They are proud of their work!

- Notify the Director and teacher immediately if your child has been exposed to any contagious disease or begins to run a fever once arriving home.
- Notify the school of any change in phone number, address or any other personal information on file in the office.
- Be a part of your child's educational and spiritual development by reading at home, engaging in educational activities and praying/attending church with your child.
- Attend school events such as festivals, parties, and our monthly chapel.

22. Access to Inspection Report

Parents may view our center's most recent Licensing Inspection Report on the bulletin board located outside the director's office.

A copy of Child Care Minimum Standards can be found online at:

[Minimum Standards for Child-Care Centers \(texas.gov\)](http://MinimumStandardsforChild-CareCenters.texas.gov)

23. Licensing Information

The Director will have a copy of the license posted for you to see. If you would like to see a copy of the minimum standards or the last licensing report, the Director can provide you with a copy.

For information about licensing issues, contact:

Texas Department of Health and Human Services
303 East 11th Street
Mount Pleasant, Texas 75455
(903) 490-8259

Christian Preschool of Texarkana Licensing Supervisor:
Jamee Mars

IMPORTANT NUMBER Local Licensing Office: (800) 582-6036
PRS Child Abuse Hotline: (800) 252-5400
PRS Website: www.txchildcaresearch.org

24. Emergency Preparedness

Safe practices at the Christian Preschool of Texarkana include monthly fire drills, severe weather drills every three months, shelter and/or lockdown drills four times per year, and an emergency preparedness plan.

In the event of an emergency, parents, guardians, and/or other individuals listed as contacts will be notified by phone with a time and location for safe pickup. Please inform our office immediately of changes to contact information in order to ensure receipt of important information.

Relocation Plan

If, for any reason, the preschool is deemed unsafe, Christian Preschool students will be relocated to the west parking lot. In the event the surrounding grounds are deemed unsafe, students will be relocated to:

First Methodist Church
5801 Summerhill Rd.

25. Breastfeeding

Parents have the right to breastfeed or provide breast milk for their child while in care. If needed a place will be provided for this.

26. Mandates on Reporting Child Abuse

All staff at the Christian Preschool of Texarkana are required by law to report any suspicion of child abuse including physical, emotional, or sexual abuse.

Staff undergo annual training to:

- Increase employee awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse and neglect and factors indicating a child is at risk for abuse or neglect.
- Procedures for reporting child abuse and neglect to the proper authorities and state agencies.

As a parent if you suspect your child is a victim of abuse or neglect, you may report this to:

Texas Abuse Hotline
1-800-252-5400

27. Health Checks

Christian Preschool does not routinely conduct health checks unless illness or injury is suspected.

28. Vaccine Policy for Staff

Staff are not required to maintain specific vaccines in order to be employed by Christian Preschool. Staff are trained to recognize the signs of illness and will immediately remove themselves from contact with children if illness is suspected.

29. EpiPen Administration

As a preschool we do administer epi pens to students that have been assigned. We do not administer epi pens to students

Section B

1. Parent Access to Facility

Parents may visit our facility at any time for the purpose of inspecting the building, premises, and equipment.

2. Smoking, Alcohol & Controlled Substances

Smoking is prohibited inside and outside of the preschool.

Alcoholic beverages and drugs are prohibited at all times. Staff may call alternate, authorized pick-up designees or the Texarkana Police if they observe someone attempting to pick up a child under the influence of a controlled substance.

Weapons

The Christian Preschool of Texarkana desires the children enrolled and its staff to be safe while on the premises. As such, we require that no weapons be brought into the school and area we occupy. Only Texas-statute authorized law officials and our church safety team members may have a firearm or ammunition on the premises of the preschool while it is in session. While we recognize that a person may be lawfully allowed to carry a firearm, we ask that those people refrain from carrying their weapons while at school and our events for the safety of children under our care. The failure to comply with this request may subject the person's enrolled children to dismissal from the preschool.

Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone. Criminal offenses within this zone related to organized criminal activity are prohibited and subject to harsher penalties.

Biting Policy- Amendment to Handbook

Biting Policy:

Biting is a common and age-expected behavior in young children especially from the ages of 9-30 months. Biting often occurs because of a child's inability to communicate. While biting in the toddler years is a common occurrence, it is upsetting to parents and caregivers when it happens. The goal of our policy is to ensure the health and safety of everyone in our program.

Pre-emptive Strategies:

- Positive teething activities and objects will be provided to comfort and soothe gums.
- Biting out of frustration or anger will result in redirection to another activity as well as giving the child alternate ways to communicate what they want or need. We will encourage the use of language to communicate these.
- Parents will be notified if their child is bitten; however, in order to protect the privacy of our families, parents will not be informed of the name of the child who bit.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

Chronic Biting:

- 3 bites will result in a 3 school day suspension
- Upon returning to school, each subsequent bite will result in a 3 school day suspension.
- Continued biting will result in permanent dismissal from the program. After a child's 3rd suspension, they will be dismissed if they bite again.
- Tuition will not be reduced or refunded for suspension days.