

# Parent Handbook 2018-2019



## Faith School for Young Children

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## **Purpose**

Faith School for Young Children was established as a ministry of Faith United Methodist Church. The purpose of the program is to provide opportunities that meet the needs of early child development in a Christian atmosphere and to expand the worlds of the child to include friends in the community as well as in the home and church. Under the guidance of qualified teachers, this program will provide a curriculum that considers the developmental needs of each child and emphasizes growth in all areas: physical, spiritual, emotional, intellectual and social. The student/teacher ratio will be kept at a low level to facilitate individual attention and instruction of each child.

## **Philosophy**

We believe a child learns best through his/her own explorations, experiences and discoveries. We believe a child should develop social skills of interacting with other people, develop communication skills of language and listening, and develop an expanded understanding of his/her world. We will provide the manipulative tools and materials in an environment of loving guidance and positive discipline which enables a child to explore, discover, compare, group, solve, remember and imagine.

Our goal is to provide quality preschool and education in a Christian environment rich with cognitive, social, and play skill development, as well as a strong language base. FSYC will take every opportunity to teach children through natural events and examples.

We will accomplish this through careful planning and preparation by a qualified, dedicated and loving faculty. Classrooms will be set up in learning centers, which allows the children to select from several activities to stimulate all areas of development.

## **Your Child's Development**

At Faith School for Young Children, each child is viewed as a unique person with an individual pattern and timing for growth and development. Our center creates an environment in which children can grow cognitively, physically, emotionally, socially, and spiritually at their own pace. We acknowledge that young children learn by acting upon their environment - exploring, creating, testing, observing - and by watching others.

We at Faith School for Young Children are specialists in early childhood development. We are passionate about working with young children, are responsive to their needs, and encourage them as they become increasingly more self-sufficient and independent.

Our curriculum recognizes the need to provide multiple avenues for children to learn to grow and progress. Therefore, children:

- \* Practice decision making by selecting activities from a variety of learning centers.
- \* Express themselves creatively through art, music, movement, dramatic play, and use of unstructured materials.
- \* Develop appropriate concepts and thinking skills through exploration of a variety of concrete materials and activities.
- \* Experience warm and positive interactions with children and adults.
- \* Participate in physical activities to develop fine and gross motor skills.
- \* Learn math, reading and science.

The daily schedule is organized to meet the children's need for a balance of active and quiet play, large and small group interaction, academic and developmental learning, and indoor and outdoor time.

Our developmentally appropriate methods combined with what you, as parents, teach your child form the foundation from which they become lifelong learners. A journey filled with questioning instead of just answering.

### **About Your Director – Amber Herrmann**

Amber has an extensive background in early childhood education, and brings a wealth of experience and knowledge to this position. Amber has been a director for over 9 years and brings a wealth of prior experience working with children. Amber has four children of her own and truly loves nurturing young children.

“When looking for a place to have your child attend a preschool program, most parents look for a place they feel comfortable, where they know their child will be learning and exploring, as well as a place they feel is safe. I believe that FSYC embodies all of those qualities and more and I will strive to maintain an environment that is satisfying for each child, parent and teacher.”

Amber Herrmann  
[amber.herrmann@faithumc.org](mailto:amber.herrmann@faithumc.org)  
[www.faithschoolforyoungchildren.org](http://www.faithschoolforyoungchildren.org)  
281-239-7397

## About Your Board

Faith School for Young Children (FSYC) and its Director are under the guidance of the School Board. The Nominating Committee of Faith United Methodist Church appoints this School Board. These individuals are members of the church and volunteer their time, effort and energy to making certain the FSYC maintains excellent standards.

Our Board Members for the 2018-2019 school year are:

Amber Herrmann  
Director  
[amber.herrmann@faithumc.org](mailto:amber.herrmann@faithumc.org)

Diana Neely  
Board Chairman  
[FSYCboard@faithumc.org](mailto:FSYCboard@faithumc.org)

John Stephenson  
Senior Pastor  
[john.stephenson@faithumc.org](mailto:john.stephenson@faithumc.org)

Missy McDonald  
Board Member

Emily Wisbrock  
Assistant Chairman

Mindy Standlee  
FUMC Staff Representative

Kim Thurmond  
Secretary

Itohan Owen  
Board Member

Chris Riggs  
Board Member

Kim Hamrick  
Board Member

Daryl Longworth  
Board Member

Lesli Fridge  
Board Member

## About Our Staff

We carefully select our staff at Faith School for Young Children. We know that the strength of our program is the experience, expertise, and dedication of our faculty. We support them with training, resources, and the freedom to create a unique learning environment. The information board near the front door has a current list of all employees.

Our staff are First Aid/CPR certified, receive Pre-Service Training, and accrue a minimum of 24 hours of professional development yearly. (More information under Employee Qualifications)

We often present ourselves to the world covered with paint, stickers, and ketchup; in a crowd, we can be heard reminding our friends to “go potty and wash your hands.” We play as we tie shoes, wipe faces, hold hands, and sing. We listen to the children and

feel privileged to get to view the world through their eyes. Time and time again we are touched by their hearts. We are aware of the trust you have placed in us. Thanks for choosing our school!

### **Non-Discrimination Policy**

Enrollment in the school shall be open to any child according to the priority registration schedule, provided the program can meet the needs of that child. Enrollment shall be granted without discrimination in regard to gender, race, color, religion or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to children at FSYC.

### **Required Operational Policies and Procedures**

Faith School for Young Children is licensed and regulated by the Texas Health and Human Services Commission. The following policies are required by Child Care Licensing per the Minimum Standards for Child Care Centers 746.501.

### **Hours of Operation**

The hours for FSYC preschool are Monday through Friday from 9:00am to 2:00pm. We offer an Early Bird class from 7:00am-9:00am. We operate on a school year of September-May. We follow Lamar CISD as well as Fort Bend ISD's calendar for most holiday closings. Parents will receive a calendar of holidays and school closings at the end of May for the upcoming school year or at the time of enrollment.

### **Release of Children**

It is important to both parents and children that our "Release of Children" policy be strictly followed:

- \* No one other than a designated person on the enrollment forms is to pick up a child. Parents must inform the center in writing even if a designated person is to pick up the child.
- \* Any person picking up a child will need to be prepared to present photo identification.
- \* If an unrecognized person appears at the classroom unaccompanied, they cannot pick up the child until proper identification has been presented and parental permission has been established.

***The child drop off line will begin at 8:50am and will conclude at 9:10am. After 9:10am you must park and bring your child in through the main Church entrance and bring them into the Chapel in order for them to join in for the day's lesson. If your child is in our toddler or two's class, they need to be taken to their classroom if you arrive after 9:10am. If you arrive after 9:15am or after Chapel has concluded, you are to bring your child to the school's office in order for them to be taken to class by one of our staff so that the classroom activities are not disrupted. Specific employee responsibilities and duties (including staff meetings and a devotional time) prohibit supervision of children before 8:50am. If you need to drop off your child before the drop off line begins, you will need to register them for our Early Bird program. Our Early Bird program is only available for children who are enrolled in our 3 or 4 year old programs. This program is a flat fee and is due at the beginning of each month. Teachers and assistants will be prepared to greet the children at 8:50am.***

***All children need to be picked up by 2:00pm. We understand that situations beyond your control may cause you to be late for pick up. Please telephone us as soon as you become aware of difficulties so that appropriate staffing can be arranged. Parents of children remaining after 2:00pm will be billed a late fee in the amount \$5 for every 5 minutes after 2:10pm per enrolled child. Being consistently late in picking up your child will result in your child's dismissal from the program.***

***You must plan for emergency situations that may arise with current telephone numbers and names of back-up persons permitted to pick up your child. We are not permitted to remove your child from our center or operate our center in violation of our license. Please be aware that we are required by law to call the local Child Protective Services offices if a child has been left after hours and all attempts to contact parents has failed and/or not resulted in timely collection of the child. Parents that abuse this policy will be given a written warning, and if said child continues to remain after hours, care will be terminated.***

### **Illness and Exclusion Policies**

***Keeping young children healthy is a constant job that need's everyone's assistance - parents, teachers and children. In a center setting, the challenge is even greater and needs the full cooperation of all who are a part of the center.***

***Faith School for Young Children has a number of policies to help keep children healthy and parents informed about procedures when their children are sick.***



## **Child Health Record**

All parents at FSYC are required to complete a Child Health Record form that includes a current immunization record and a signed health statement from the child's physician. It is the parent's responsibility to keep this information updated. Each time your child receives immunizations, a copy should be given to FSYC in order to update the child's file as mandated by state licensing agencies and the health department. If the state regulators change the immunization or testing requirements, you will be asked to comply immediately.

This health record form also has information about your child's diet and type of activities in which he/she may participate. If this information changes at any time, it is the responsibility of the parent to give updated information to FSYC.

## **Allergy and Health Notifications**

It is the parents' responsibility to notify FSYC of any known allergies or medical conditions that your child has so that we can provide the best care possible for them. We cannot be held responsible for reactions or activities that may impair the health of your child in relation to a medical condition that we have not been fully apprised of. **If your child has a food allergy or severe environmental allergy, we must have an allergy plan on file that has been filled out and signed by your child's doctor.**

## **Sick Children**

The most common standards for exclusion of children include the following:

- \* Illness that prevents the child from participating in child care activities, **including outdoor play**. If a child is too ill to go outside, they must stay at home on this day. Per child care licensing 746.3601(1)
- \* The illness results in a greater need for care than caregivers can provide without compromising the health, safety and supervision of the other children.
- \* Oral temperature of 101, tympanic (ear) temperature if 100, or axillary (armpit) temperature of 100 accompanied by behavior changes or other signs or symptoms of illness.
- \* Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, 2 or more vomiting episodes in 24 hours.

Children with a temperature over 100 degrees (even if it can be controlled with medication), vomiting, diarrhea, or a communicable illness **MAY NOT COME TO SCHOOL**. Children who get sick after they arrive at school will have to be picked up within one (1) hour of parent notification of illness. Children **MAY NOT RETURN TO SCHOOL** unless they have been fever, vomit, or diarrhea free for 24 hours without medication.

## **Contagious Illness**

We will notify parents of confirmed cases of contagious illnesses that occur at the center. Notification gives parents advance warning of illnesses that their children have come in contact with and help them identify symptoms better, and hopefully, will help them make better decisions about when to keep their children at home. Faith School for Young Children strictly follows the Communicable Disease Chart for schools and child care centers as found in Appendix V, page 193, of the Day Care Minimum Standards and Guidelines, Texas Health and Human Services Commission.

## **Returning to School**

Use the following guidelines to determine whether or not your child can return to school:

In the case of vomiting or diarrhea, your child may return when he/she has had no occurrences for 24 hours and is free of other symptoms (fever, irritability, lethargy, etc...) and has had a normal bowel movement.

In the case of a fever of 100 degrees or higher, a child must be **FEVER FREE FOR 24 HOURS WITHOUT THE USE OF MEDICATION TO CONTROL THE CHILD'S TEMPERATURE.** In order to return to school before 24 hours, he/she must have been seen by a physician and the document must state that the child no longer has an excludable disease or condition.

If your child has been diagnosed with a communicable disease you must notify the school so that we can notify other families of the possibility that their child may become sick. Also, when returning to school after a diagnosed communicable disease or after a procedure or surgery we need a return to school note signed by your child's doctor or attending physician.

If you have any questions about whether or not your child may return to school, please give us a call before you bring in your child. These policies are for the benefit of all of our students.

## **Administration of Medication**

The Minimum Standards for the Texas Health and Human Services Commission states that "Medication must be administered to the child with written parental permission and as stated on the label directions or as amended by a physician." Following are the procedures used at FSYC:

**Prescription Medication:** Prescription must be in the original container with the child's name on the label. Only medication with the child's name and the dosage specified on the container will be given. Most medications should only have to be given once during the time that the child is in the center. If the prescription calls for three times a day, the first dose should be given **BEFORE** coming to the center and the third dose **AFTER** leaving the center. Medications prescribed for two times daily should be given **BEFORE** and **AFTER** attendance at FSYC.

**Over the Counter Medication:** In order to best comply with state regulations, Faith School for Young Children will not dispense over the counter medication to children (such as Tylenol, Motrin, Robitussin, Triaminic, etc...) without a written doctors note for each dosage occurrence. Blanket medication permission will not be accepted. It is the state's belief and ours as well, that if a child cannot function normally in a classroom setting without benefit of medication, then they are too sick to attend school.

**Signing up for Medication:** All medications are to be left in the school's office. The Medical Authorization sheet must be filled out completely with the child's name, the name of the medication, the dosage and time to be given as well as the parent's signature.

### **Procedures for Handling Medical Emergencies**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.

If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

### **Parent Communication**

At the end of each week a weekly folder will go home with information from your child's teacher and occasionally from the front office. FSYC and individual classrooms use a variety of methods for communicating with parents. Email and social media have become excellent avenues for getting information out to parents effectively. Faith School for Young Children has a public facebook page, where general school information will be available to the public. A facebook

group has been created to allow our school and staff to communicate with parents, share pictures and videos and avoids the concerns of the general public having access to pictures of our children. This group also protects the parents and staff and allows for communication while keeping personal profiles and information unavailable due to your own personal security measures on your profile. Our group is Faith School for Young Children, all people requesting to join the group will be verified before being allowed to join the group.

FSYC's Facebook Group Link: <https://www.facebook.com/groups/richmondfsyc/>

FSYC's website, [www.faithschoolforyoungchildren.org](http://www.faithschoolforyoungchildren.org), provides easy access to the Parent Handbook, Illness Exclusion Policy, Holiday/Closing Calendar, enrollment information, child development & parenting information and newsletters.

There is a general Parent Communication bulletin board in the hallway near the entrance of the school. Each classroom also has notice holders on and beside each room's entrance door. Parents of toddlers can expect to receive a written "Daily Report," detailing their child's experiences throughout the day. Monthly invoices, payment receipts, and other documents are customarily distributed to individual children's Take Home Folders or school bags. Phone calls to parents are made in some instances, such as when children become ill while at the school and must be picked up. On occasion, FSYC also uses USPS "snail" mail for special notices.

### **Discipline and Guidance**

Positive verbal guidance will be practiced exclusively with the children. Children will have appropriate behavior recognized and encouraged. They will learn by example through the use of fair and consistent rules. The children will be redirected to alternative activities when their behavior is unacceptable. They will be helped to understand why their conduct is unacceptable and what is acceptable in a given situation. If the disruptive behavior continues the child will be sent to the Director's office for an age appropriate time period. Continued disruptive behavior will lead to the parent being notified. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues.

### **Suspension and Expulsion**

The safety of all children and employees is important to us. While our goal is to work with children and families, aggressive behavior may place others at risk. Faith School for Young Children reserves the right to terminate care for aggressive behavior at any time. No reduction or refund of tuition fees will be given in these situations.

Enrollment can be terminated without notice, if necessary, for a number of reasons including, but not limited to, regularly leaving a child at the center after 2:00p.m. closing, non-payment of account and unacceptable classroom behavior.

## **Food Service Practices**

### **Lunch**

Parents are responsible for supplying the child's lunch. There are no provisions for heating or refrigerating all lunch items, so please provide your child with food that does not require heating or that needs to remain cold outside of ice packs within the lunch box. **No carbonated beverages are allowed.** Some suggestions for a healthy lunch are a sandwich, crackers and cheese or soup in a thermos, raw vegetables and dip, fresh fruits and juices, yogurt and milk. Cookies or other sweets will be offered after the other items in the lunch have been at least partially eaten. No child will have lunch withheld for any reason. Likewise, teachers will always ask that children at least try their lunch, even if they say they do not want to eat. At least one teacher sits with children while they are eating snack or lunch. Children are never forced to eat what they do not want to eat. Unopened items will be returned in lunch kits; however, partially eaten, messy items will be thrown out. Children are prohibited from sharing lunches with one another. Since meals and snacks are provided by the parents, Faith School for Young Children staff are not responsible for the nutritional value of the meal or whether it meets the child's daily food needs. Should your child's diet or allergies require an alternate form of storage please speak with the Director about making accommodations for your child.

### **Snack**

You will be asked to bring a snack for your child each day. Due to allergies and special diets, we believe this is the safest way to protect those children and allow each child to have a snack that they will enjoy. Please either label the snack within the lunch box or place it in a separate area in your child's backpack so that the teachers will be able to easily locate a snack for each child.

Every eating experience is an opportunity for growth and learning. During meals, teachers and assistants will sit with the children to provide a good, positive model and offer assistance. This is a wonderful opportunity for social interaction and a relaxing, non-threatening atmosphere must be available to each and every child. Independence and partnership can be fostered at the same time as children learn to share, wait patiently, and enjoy friendship throughout a good eating experience. Staff will also provide opportunities for children to problem-solve, focusing

on the appropriate skills used to help one another, and sustain the skills necessary to eat safely and happily.

### **Immunization Requirements**

Immunization records must be current for all children enrolled. A copy must be in the child's file. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

From time to time FSYC may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Based on local health department guidelines, proof of TB testing is not required in order to be enrolled in our program.

### **Hearing and Vision Screening Requirements**

In keeping with the guidelines established by the Texas Health and Human Services Commission, all children who are four years of age or older or who are enrolled in programs who will be four years of age by September 1<sup>st</sup> of each year must be screened for possible vision and hearing problems. FSYC must have on file a record of a vision and hearing screening for each child meeting this requirement. Each year FSYC will schedule a screening company to conduct these screenings for your convenience for a nominal fee. Parents may also bring in screening proof from their local pediatrician.

### **Enrollment Procedures**

In order for a child to attend any of the programming of FSYC, the school must be provided with current information on all enrollment forms that are provided to families at time of registration and are also available online. It is requested that if information changes during the course of a child's enrollment, parents notify the school immediately. It is particularly important that the school office and your child's teacher have up-to-date telephone numbers where parents can be reached at all times.

According to the Texas Health and Human Services Commission, the following documents are required at the time of enrollment:

- **Application** – contains parent contact information, emergency contact information, emergency medical authorization, and health information

- **Medical Form/Shot Record** – physician’s statement that your child is free from contagious or communicable disease and is able to participate in a preschool program; a shot record is also required by the health department
- **Discipline Policy** – provides parents and staff with the guidelines set by the State of Texas as to what is and is not acceptable regarding discipline and guidance

All forms will need to be updated annually in order to make sure we have the most current and up-to-date information possible.

In addition to this information, we also require parents to fill out a **Family Information Sheet**, this information helps to give your child’s teacher a better perspective of your child and how to best meet his/her needs.

### **Water Activities**

Occasionally activities will involve the use of water in various depths. FSYC does not use any water that is filled higher than wading pool height for all ages. Any time water (more than sensory table use) is used, parents will be notified in advance of water play activities.

### **Animals**

From time to time, FSYC may have classroom pets or visitors that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. FSYC will also ask for consent from all parents in a classroom before a pet is added to a classroom or a pet is brought for a visit.

### **Sunscreen and Insect Repellant**

Faith School for Young Children will not apply sunscreen and/or insect repellant during our preschool hours ending at 2pm.

### **Questions or Concerns**

If parents have questions or concerns about our program, we encourage you to have open communication with your child’s teacher and the Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child’s education. From time to time, the center director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. If you feel that you have exhausted both of the

above options and are still not satisfied with the outcome you may reach out to our FSYC Board for help with resolving any concerns you may have. As a note all Parent Concern forms will also be presented to the FSYC board so that they may assist if needed in coming up with an appropriate outcome.

### **Open Door Policy**

Parents are welcome and invited to visit our school at any time to participate in classroom activities or just to observe. No appointment is necessary. FSYC is a privately operated center. We have the right to refuse service at any time to anyone.

### **Parent Involvement**

Classroom parties or socials will be scheduled occasionally to encourage school involvement and socialization with parents of other children.

Brief conversations with teachers are always welcome, while longer discussions should be arranged by appointment. If you call in advance, you will be assured of having adequate time for discussion with individual teachers or the Director. FSYC strives to assist parents in understanding the developmental stages their children experience, enabling them to contribute most effectively to the child's growth and enrichment.

FSYC can help you locate resources dealing with all aspects of early Childhood development, education, and health. Please ask the Director for assistance on obtaining these resources.

### **Parent Volunteers**

We welcome parent volunteers! Parents love to see their children interacting with their peers and playing in a classroom setting. Throughout the school year, we will be having various special events. The school calendar is part of each parent welcome packet, which contains a list of important dates; other smaller activities may be scheduled throughout the year with communication sent out to parents. For some of these events, we will be asking for your help. For example, we may ask for items from home or help planning. As these events approach, your teacher will have more information.

In compliance with licensing requirements:

If a volunteer is not counted in the classroom ratio and never left alone with children, the following must be considered:



- A cleared background check through DFPS and DPS
- An orientation to our school and program policies
- Orientation to licensing minimum standards
- Notarized Affidavit for employment in a licensed operation
- Must be in the center as a volunteer more than twice a month

Please see Amber if you are interested in becoming a volunteer, whether frequent or infrequent, and we can get you started in the process.

### **Regulation of Preschool Operations**

FSYC is licensed and regulated by the Texas Health and Human Services Commission and we follow the Texas Minimum Standards for Child Care Centers. Parents may review of a copy of these standards in our front office or view the standards online at

[www.dfps.state.tx.us/Child\\_Care/Child\\_Care\\_Standards\\_and\\_Regulations/default.asp](http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp)

It is the parent's responsibility to carry out the policies as described herein. Some policies may be changed as required to improve the operation of the center. Written notice will be given of all changes in policies.

FSYC encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board or you may view this at

[www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents may also contact:

Our local child care licensing office at 713-940-3009 P.O. Box 16017 Houston, Texas 77222-6017

Texas Abuse and Neglect Hotline 1-800-252-5400

Department of Family and Protective Services [https://www.dfps.state.tx.us/Child\\_Care/](https://www.dfps.state.tx.us/Child_Care/)

### **Gang Free Zone**

Under the Texas Penal Code, any area within 1000 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. FSYC is a GANG-FREE ZONE.

## **Emergency Preparedness Plan**

### **School Safety**

*Our top priority is your child's health and safety. It is important that we work together as partners in keeping our school safe for everyone. We have established emergency procedures based on the needs of the school, staff, and children. We conduct monthly fire drills, emergency/storm drills every 3 months, and our staff receives annual training on school safety procedures. Our Emergency Preparedness plan is available for review in our office at any time.*

**Parking Lot:** Report any vehicles (service or otherwise) or any person on our property that you do not recognize to someone in the office. **Immediately report** anyone or anything that seems to be out of place or not familiar to you. Trust your intuition.

**Impaired Driver:** Any person picking up a child who is deemed to be in an impaired condition (ill or under the influence of drugs, strong medication, or alcohol) will be requested to find alternative transportation. If alternative transportation cannot be agreed upon, assistance will be requested from the local police.

### **Fire Arms**

*Our campus is a gun free campus whether concealed or open carry. Members of law enforcement are exempt from this rule. Fire arms may be kept in the licensed individuals' personal vehicle while on our premises.*

### **School Safety**

*In the event we must evacuate and relocate the children, including children under 24 months and those with mental, visual, and hearing impairments, we will transport the children in our school and employee vehicles under the direct guidance and supervision of local law enforcement agencies. We will gather everyone to Friendship Church unless safety requires us to transport further. We will always follow the recommendations and requirements of local law enforcement agencies on hand to make sure that we are transporting the children safely and in compliance with state and local policies.*

### **Breastfeeding**

*FSYC will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.*

## **Preventing and Responding to Child Abuse and Neglect**

FSYC staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html)

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

## **Health Checks**

FSYC staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

## **Employee Policy on Vaccine Preventable Diseases**

Our employees are given the option to decide whether it is in their best interest to receive vaccines for vaccine preventable diseases. Each employee is given all information to make the best informed decision for themselves and the well-being of the children in our care. However, we do not require that our employees receive these vaccines.

# **Other Operational Procedures**

## **Placement of Children**

Your child will be placed with children of his/her age at enrollment and/or September which is the beginning of our curriculum year. The age range of children in each classroom can and will vary up to 12 months. We do not transition children in conjunction with their birthday. Children are generally not moved to the next higher level classroom until the beginning of the next school year. At that time, the child and their peers have usually mastered the skills taught in their classroom and are moved as a group to the next classroom. Moving children in this manner usually makes the transition to a new room much smoother and aligns them properly to take full advantage of the Pre-K program.

The next higher level classroom will have a higher teacher to child ratio and children will only be placed in a higher level classroom if this ratio is appropriate for the child's learning ability at that time.

Children cannot be moved into the Pre-School (3's) classes if the child has not completed potty training. We do not have diaper changing tables in these classrooms, nor the additional staffing required for diaper changing. When the appropriately aged child has successfully completed potty training and space remains available in the class, the child will be moved.

## **Special Needs Children**

Faith School for Young Children welcomes and includes children with special needs into our programs to the extent of our abilities. The special needs child and our available program will be evaluated by the child's parents, our teaching staff and our administrators to determine if our program and staff will be beneficial to the child. Doctors, therapists and any other supporting professionals and family are welcome to evaluate our program for its suitability.

## **Registration**

Registration is held in early February for the following fall. The priority in registration will be:

- ◆ Currently enrolled students
- ◆ Siblings of currently enrolled students or those that have attended in the past
- ◆ Faith United Methodist Church members new to the program
- ◆ Community at large

When a class becomes full a waitlist will be formed. As space becomes available parents will be contacted in the order that the names appear on the list. In order to be registered, all families must pay an annual registration fee, as well as ½ of their first month's tuition. The tuition is fully refundable if notice is given by the last day of our spring semester. And partially refundable until July 1<sup>st</sup>. After July first no refunds will be issued for families no longer attending our program.

**The annual registration fee is non-refundable. Also, in order for currently enrolled families to register for upcoming programming their financial obligations must be current.**

## **Fees and Tuition**

**Registration:** All parents must pay an annual non-refundable registration fee of \$125 at the time of registration. Additional family members are \$100 each. (See registration)

**Supply Fees:** Supply fees are assessed bi-annually each September and January for all children enrolled in any program in our school. These fees are used to replace equipment and supplies in the classrooms. It includes items that become worn through constant use such as workbooks, toys, school supplies, books and learning tools for all ages. Your account will be charged an annual supply fee each September and January and payment is due by the end of each month respectfully.

**Tuition:** Tuition is set by the school's Board of Directors, and is reviewed yearly. Tuition is due on the first day of attendance each month and will be assessed a late fee if not paid by the 5<sup>th</sup> day of the month. Credit is not given for a child's absence-including vacations, illness or other holidays; nor is credit given if the school must be closed due to weather events, national emergencies, or any other events beyond the school's control.

**Split Payment Fees:** If you need to pay using more than one payment method, or have set up a payment arrangement where you are paying more than once a month, you will be billed a \$5 split payment fee.

**Payment Methods:** Our method of collecting and processing tuition and fee payments is through Tuition Express. Tuition Express, part of our ProCare Software management system, will allow us to process tuition and fee payments safely, quickly and efficiently.

**Once enrolled in Tuition Express, your tuition and fee payments will be paid automatically on the 2<sup>nd</sup> of each month. We can produce a receipt for the payment or you can receive instant email notification by signing up at [www.tuitionexpress.com](http://www.tuitionexpress.com).**

**Allowing us to do a batch payment on the 2<sup>nd</sup> of each month alleviates you having to remember to make a payment and prevents you from receiving late fees. Tuition must be paid by the end of the fifth day of school (5<sup>th</sup> business day) for each month. Parents are charged a \$5 late fee per day per child on the 6<sup>th</sup>. Our computer will automatically charge your account. Your child's spot may be forfeited if tuition is not received on time or an agreement is not made.**

**No checks will be accepted.**

**The following procedures will be implemented in the collection of non-paid tuition:**

**15 days past due- Courtesy call or a past due written notification**

**30 days past due-Notification in writing/call from director requesting payment arrangements**

**60 days past due-Call from director/certified letter stating revocation of enrollment and dismissal of the child**

# Tuition and Fees

FSYC's 2018-2019 school year:

AGE	DAYS	TIMES	TUITION/MONTH
15-18 mo.	T/TH	9-2	\$225
18-24 mo.	TTH/WF	9-2	\$225
2's	T/TH	9-2	\$225
2's	MWF	9-2	\$315
2's	TWTH	9-2	\$330
2's	M-F	9-2	\$440
3's	T/TH	9-2	\$225
3's	MWF	9-2	\$315
3's	TWTH	9-2	\$330
3's	M-F	9-2	\$440
4's	TWTH	9-2	\$330
4's	MTWTH	9-2	\$385
4's	M-F	9-2	\$440
Bridge	M-F	9-2	\$440

## Supply Fees:

Billed September and January

- \$75 (All Two-Day Programs)
- \$100 (All Three Day Programs)
- \$115 (All Four Day Programs)
- \$130 (All Five Day Programs)

Discounts\*\*:

- \$15 Active Church Member
- \$15 Sibling Discount

Discounts apply only to Tuition

\*\* Only one discount applies

Early Bird \$15 per day (with a minimum of 48 hour notice only)

## Early Bird (7am-9am)

\*The Early Bird rate is in addition to the Preschool Tuition cost.

**5 days a week: Early Care is \$100 a month**

**3 days a week: Early Care is \$80 a month**

## **Current Enrollment Information**

The parent is required to update information furnished on the child's enrollment form as necessary and appropriate, with changes dated and initialed by the parent and the director or designee. The most important information to update is:

- \* Change of telephone numbers in case of emergency
- \* Immunization record - please update our copy of your child's immunization record when your child receives an immunization

**Please remember to keep us updated if there are changes in your telephone numbers, employer, addresses, emergency information, other contact information, or when shot records are updated.**

## **Refusal of Services**

We reserve the right to deny drop-off of children between the hours of 10:00 a.m. - 2:00 p.m. We do this in order to be considerate of the nap time privileges of the entire classroom as well as the learning environment for all children in the program. Allowances may be made on an individual basis provided permission is given by the director and that the child in question may be placed in the classroom in a calm manner that will not disrupt the classroom.

## **Drop Off/Arrival**

A drop off/pick up line will be used to efficiently start and end our school day each and every day. Our pick up and Drop off lines are designed to be a convenience to you, you are more than welcome to bring your child into the building or come in to pick them up. A diagram will be available to all parents so they know the correct procedure when dropping off their child. The staff of FSYC will begin welcoming children through the drop off line at 8:50a.m., please have your child's things ready for them to depart from your car at this time. Our Three, Four, and Five year olds will begin their day in our morning chapel time and at 9:30a.m. will begin their day within their classrooms. In order for teachers to be able to start their daily activities on time, only our Toddler and Two year old programs will have the children dropped off into classrooms. Our Toddlers and Two year olds will have a separate Chapel time at 9:30a.m. at least twice a week. If you would like to bring your child into the building rather than using the drop off line, please enter through the main church door rather than the school entrance. If you arrive with your child after the drop off line has ended you may bring your child to the chapel to join in the lesson for the day. If you arrive after 9:15AM you must bring your child to the office and a staff member will make sure they are brought to their class to avoid interruption for the teacher.



## **Saying "Goodbye"/Separation**

To help achieve the goal of allowing your child to become independent, emotionally healthy, and well adjusted, we recommend the following practices:

- Prepare your child for their days at school while waiting in the drop off line, talk to your child about the fun things they will do during the day, or the friends they will meet/play with that day.
- Good-byes at school should be part of a normal, everyday routine every child goes through. Separation should be sweet and brief, with reassurance about the planned pick-up time.

## **Departure/Pick-Up**

One of your child's teachers will bring your child to your car and have a brief dialog with you about his/her day. Should you need to discuss more details with your child's teacher, please call and schedule a meeting with your child's teacher or the director. Parents will receive a diagram detailing the direction cars should travel etc. so that the process will run smoothly. Parents will receive two window signs for their vehicles when they begin at FSYC to be placed in the windshield of the car that the child will be picked up in. If someone other than the parent is picking up please do not share the window sign with them. We will need to verify the person is on the pick-up list prior to allowing the child into the car. If someone other than the parent is going to be the primary pick up person, then we will issue another window sign to that person once we are familiar with them. Parents driving through must remain in the car. The teachers will load all the children in the passenger side rear door. After your child is inside the vehicle you will need to pull up and then pull into a parking space if they cannot buckle their seat belt. If you wish to walk up to pick up your child, you will need to arrive before the car line starts. Come to the school office and we can check out your child there. Parents walking up to pick up their children will need to park close to the church entrance and enter the back of the covered sidewalk so that we do not have children walking through the parking lot where the pick-up line is at.

FSYC will release your children only to those persons designated by each child's parent on the Written Authorization to Release Form. Your child will not be released to anyone, including neighbors or best friend's parents, not listed on the form unless the school is notified in writing. The note must include the date, child's name, the name of the person who will be picking up your child that particular date and signed by you, the parent of the child. **There will be no exceptions to this rule.** Make arrangements now for emergencies and add people to your list before it becomes an emergency.

## **Cell Phone Free Zone**

At Faith School for Young Children we have a strict policy prohibiting staff from using their cell phone for the purpose of talking or texting. Cell phone usage while caring for children is negligent - eyes and ears are occupied with the phone, instead of with your most precious gift - your children!

For parents and anyone picking up/dropping off, we have a similar policy of no cell phone usage when on Faith School for Young Children property. Cell phone usage while at school is unsafe. Cell phone use while driving can be a threat to the safety of other people. Also, cell phone usage to your children can appear to them that you are busy and/or distracted and that their presence is not important, causing hurt feelings which are not intended. When you enter our property, please put the cell phone away. Our preschool will be safer and our children and staff will be happier and appreciative of it.

## **Religion/Chapel**

We welcome children of all faiths. Our teachers believe in the principles of Christian love, thought and living as expressed in their daily lives. The children are helped to become aware of God's love as they participate in a caring Christian community. Chapel time is offered each day in the church chapel, in addition to planned prayers, religious songs, and activities in the classroom. An emphasis is placed on the development of such moral values as honesty, responsibility, accountability, kindness, cooperation, fairness, tolerance, and understanding. Traditional religious holidays such as Christmas and Easter, reflect the school's Christian values. Christ's love is reflected through teacher's thought, word, and deed in their approach to the children in their care. Tolerance for other's religious backgrounds is encouraged by a willingness to share different cultural perspectives so that children of all faiths feel welcomed and valued. FSYC strives to reflect a love of God and love of neighbor.

## **School Attire**

Children should be dressed in comfortable play clothes when attending school. Often children will be using paint, food coloring, shaving cream, and other art media that could be messy. Although every effort is taken to keep clothes from soiling, school is a place where children will get dirty. Therefore, dress your child in clothes that you won't worry about getting stained. Please do not allow your child to wear sandals, boots, slippery-soled shoes, or flip-flops. These shoes are a safety hazard. It is recommended that children wear sneakers or tennis shoes. Please provide an extra change of clothes in case of emergency. Remember, children will go outside everyday unless it is raining, so please dress children appropriately for the weather.

## **Accidents**

In the case of an accident occurring at the center and not requiring immediate emergency room treatment, your child will be made as comfortable as possible while you are in route to our school.

As the parent or guardian of your child, you are required to sign an Emergency Medical form authorizing Faith School for Young Children to obtain medical aid in the event that the child's parents/guardians cannot be reached, or that time is critical and the child needs medical attention immediately. Parents will be contacted as soon as possible after the child's medical needs have been met.

In the case of minor injuries such as scratches, scrapes, or bumps the child is given basic first aid treatment and an accident report is filled out by the child's classroom teacher. When warranted, parents will be notified by phone. A copy of the accident report will be given to the parent when the child is picked up. A copy of the report signed by the parent will be kept on file at the school.

## **Emergency Situations/Inclement Weather**

In the event of:

- **Lamar Consolidated/Fort Bend emergency mid-day closing:** we will contact you to pick up your children so that we can ensure the safety of the children in our care and that of our staff on the way home. We will remain at Faith School for Young Children until all children are safely with their parents.
- **Evacuation of our facility:** we will evaluate our circumstances and seek shelter at Friendship Church, 4640 Richmond Foster Drive. Parents will be notified to pick up their children from this location, and staff will remain with the children until all are picked up. The phone number for the church is as follows: (281) 341-1300
- **A prolonged power outage or loss of water:** we will make the decision to close and contact parents as soon as possible to pick-up their child if we are without power or water for an extended period of time, licensing states longer than two hours. Licensing requires that all parts of the child care center used by children are well heated, lighted, and ventilated.
- **Fort Bend/ Lamar Consolidated ISD calls for an emergency closing of schools:** Faith School for Young Children will be closed. Closings are primarily due to inclement weather

conditions, and they are announced on television and radio stations. Please watch local news channels to obtain information regarding when these districts or Faith School for Young Children will post closures due to weather. If you are unsure, it will be necessary to call the center to see if we are able to accept children for care. We will also send an email as well as post a notice on our facebook group page.

## **Parent/Teacher Conferences**

You can look forward to progress reports during the school year as well as formal conferences at the end of the school year. These conferences will be scheduled by your child's teacher and can occur during the fall and spring semesters, and are a time for parents and teachers to work together to plan for the future development of the child. Working as a team, parents and teachers offer children consistent learning experiences.

Informal conferences can be scheduled upon request of the parent or teacher. We will discuss special concerns with you as they arise.

## **Parties and Celebrations**

Classroom parties and celebrations are an integral part of the early childhood classroom and provide a good way for parents to volunteer in the classroom. In Preschool, parties are held to celebrate fall, Christmas, Valentine's Day, and Easter. Please keep party activities, snacks, and favors simple, nutritious and inexpensive. Please check with your child's teacher regarding any allergies before supplying any food for parties or other classroom events. In our Toddler and Two year old programs, teachers may or may not ask for parent volunteers for the class parties because children at this age often are upset by parents' visits to the classroom.

Birthdays may be celebrated by bringing special birthday treats for your child to share with classmates. Please check with your teacher before bringing treats to school, however, as some children may be allergic. **Your child's teacher will be the best guide as to an appropriate treat.** Teachers determine for their individual class how birthdays will be celebrated. Please **DO NOT** send candles, favors, or plan a birthday party for your child at school. Likewise, we will not distribute your child's birthday party invitations at school unless all the children in the class are invited.

## **Toddler and Twos Special Information**



**Cup-**Please bring your toddler a labeled cup with a lid each day, with water in them. Teachers will refill them as needed. Everything that is brought for your child **must be labeled.** **NO BOTTLES** will be allowed and we will not mix formula for toddlers.

- ☺ **Diapers** - Toddler and two's diapers will be checked each hour unless there is an obvious need for change. **Please make certain that you bring plenty of labeled diapers each day.**
- ☺ **Wipes**- Please send a container of wipes with your child each month. The wipes will remain in your child's classroom. Should your teacher need more, she will send home a note requesting needed supplies.
- ☺ **Rest Time** - There will be a rest time for all children in our toddler and two-year-old classes following lunch. No one is forced to "nap," but we do find that many of them fall asleep after an exciting, exhausting morning. Please provide a mat, blanket, & "favorite lovey" **clearly labeled**, for your child. If you can bring your child's nap mat in a large Ziploc tote, they will be easier to store in our classrooms.

## **Biting**

Biting is a normal stage of development commonly seen in infants, toddlers, and sometimes even preschoolers. When it happens, it's scary, frustrating, and very stressful for everyone involved. It is a natural phenomenon and not something to blame on children, families, or teachers.

When biting happens, our response will be to care for and help the child who was bitten, help the other child learn other acceptable behavior, and examine our program to maintain an environment that is consistent with the children's needs. Our focus will not be on punishment for biting but on effective techniques that address the specific reason for biting. Delayed punishment at home will be not be understood by the child.

Occurrence reports will be written for the children involved. We will work together with both families to keep them informed and to develop strategies for change. We will make every effort to modify the behavior quickly. Resources are available for parents in our office to learn more about this stage of development.

Some strategies we will use include:

- Environment change (within the classroom)
- Instruction refreshing and in-classroom modeling for staff
- Documenting of times and instances to identify causes of biting
- Schedule change (within the classroom)
- Conferencing with parents to help develop both an at-home and in-classroom strategy

*Our immediate goal is to create time between incidents. The more time between incidents the more the behavior is redirected and soon the child will use biting less and less as a means to achieve a goal.*

*As a privacy and consideration concern to our families and children, we will NOT release names of children that are involved in biting/hitting. Knowing the child's name does not contribute to the solution of hurtful behavior in any constructive way. The Director will be available in the office to answer any questions or concerns or a time can be set up to meet with concerned parents to discuss strategies that can be used both at home and at school.*

### **Confidentiality**

*While your child is enrolled in our program, parents may come across confidential information about our program, our staff, and sometimes other children. All information received from FSYC must remain confidential at all times. This includes, but not limited to, posting confidential information about FSYC, our children, staff and/or families on social media. Breaching confidentiality may lead to disenrollment.*

### **Parent Code of Conduct**

*Please understand, young children are present in our building. Some adult language is not appropriate for young children. FSYC prohibits swearing or cursing on our property.*

*Threatening staff, children, or other parents will not be tolerated per Texas Health and Human Services Commission. FSYC has the right to terminate care in the event of disruptive behavior from a parent or guardian.*

*FSYC must follow particular rules on discipline and guidance as outline in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Failure to follow discipline and guidance rule will lead to immediate termination of care.*

*In the event that a parent is dissatisfied with any situation at FSYC, parents are to maintain composure and handle issues professionally with the director. Conversations that take place in the classroom must be developmentally appropriate for the children who are observing and must not be aggressive in tone. Any behavior that places a child at risk will lead to immediate dismissal from the program.*

## **Custody Situations**

FSYC prefers NOT to get involved with custody disputes. FSYC will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, FSYC has the right to terminate care. This includes, but is not limited to, decisions about the child's care, health, and education. Parents must have these conversations at home and notify the center of any mutual decisions made by both parties involved.

## **Parent Responsibilities**

**Children must be dropped off in the car line with a FSYC staff member or walked into our building and brought to the location of their classroom or chapel space. The parent must speak with a staff member to hand over their child. Teacher's will sign in and out children based on when they arrived and departed from our center. Your child's safety is our biggest concern.**

**In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. FSYC staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.**

**There are several ways you can help us to maintain the best possible teaching atmosphere for your child:**

- **Communicate any concerns regarding our program or your child immediately to staff.**
- **Pick up and read the notices and information left for you in your child's folder or received via email either from your child's teacher or the front office staff.**
- **Make sure you take out your child's papers/project that are placed in your child's folder either daily or weekly depending on your child's class expectation. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.**
- **Periodically check on your child's supply of extra clothing and make sure they reflect the current season. Please remove and replace soiled clothing promptly.**

The Texas Health and Human Services Commission do not allow the use of e-cigarettes, vaporizer or tobacco product on the premises, either indoors or outdoors.

### **Withdrawal from Preschool Program**

Two weeks prior notice in writing is required upon a child's withdrawal from the program. Please make arrangements not to leave in the middle of the month because a refund will not be possible.

### **Employee Qualifications**

Employees are selected based on a variety of criteria. We look for people with a heart for children, a desire to create a child-centered environment, and a drive to constantly improve themselves and the work they do. Several of our teachers are certified teachers, have a CDA (child development credential) or an Associate's in Early Childhood Education. We strongly encourage our employees to gain more knowledge to provide a better education for all the children we serve.

All employees must have the following based on state guidelines:

- DPS, DFPS, and out of state central registry name-based background checks
- FBI fingerprint check
- Pre-service training
- Full review of Texas licensing minimum standards policies
- CPR/First Aid

Background Checks are resubmitted every two years as required by state licensing policies..

All new employees working with children under 24 months of age are required to have Shaken Baby Syndrome/Sudden Infant Death Syndrome training prior to working with children. This training must be updated annually.

In accordance with state requirements, new employees must attain 24 hours of pre-service training if they have spent less than two years in a regulated child care setting. In addition to the 24 hours of pre-service training, all staff must attain a minimum of 24 hours of annual training. Our staff files are reviewed by our licensing representative to ensure we are in compliance with training topics and training requirements.

We also have regular reviews over the state guidelines and our own school policies so that our employees are refreshed on standards in child care licensing.



## **Policies and Procedures Agreement**

Parents must cooperate with Faith School for Young Children in carrying out all governmental laws, rules and regulation affecting the operation of the Center. Parents are expected to adhere to drop off and pick up procedures that are detailed under their specific areas of the handbook. It is the parent's responsibility to supply a completed application on each child in attendance and to maintain accurate information including current immunization records, contact names and telephone numbers.

### **Acknowledgement**

Please sign and complete both portions on the bottom half of this page and return it to us on the first day of class. It is our hope that this packet has been helpful and informative. Our goal is to facilitate a smooth beginning and maintain a consistently smooth year.

Parent's Name (Please Print)

\_\_\_\_\_

Child's Name (Please Print)

\_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I have read and understand the information supplied in the 2018-2019 Parent Handbook for FSYC.

Signature \_\_\_\_\_ Date \_\_\_\_\_