

LITTLE PEOPLE'S SCHOOL POLICIES

ABOUT OUR SCHOOL

Little People's School's purpose is to provide quality preschool education in a positive Christian environment, which enhances growth academically, socially, physically, and spiritually. We welcome your child to LPS. As parents you are cordially invited to visit us, ask questions and make suggestions. The best assurance for the success of your child's experiences is the close cooperation and understanding of parents and staff. This handbook has been prepared in order that you may know the policies and better understand the program as we work together to help your child through a successful year at LPS. Please keep this handbook for reference during the year.

Little People's School began in September 1972. It provides a program of preschool classes for two-year-olds through Pre-K 5 students. The school is governed by a church appointed committee and administered by the director who reports to the Minister of Education for the Glenwood Church of Christ. LPS does not discriminate on the basis of race, religion, or ethnic origin in accepting applications for enrollment.

Our teaching staff is hired because of their unique abilities to work with young children. Each teacher is assessed on her ability to promote optimum development of the individual child. Our teachers are "models" for the children at all times. We realize that children can only achieve optimum development within a framework of a personal relationship with his teacher. Each teacher receives a minimum of fifteen hours of training and enrichment per academic year. All of the staff receives CPR and First Aid training.

Little People's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ENROLLMENT PROCEDURES

LPS allows early enrollment opportunities for current students and their siblings during the months of January and February of each school year for the next school year. If there are then spots available, we call our waiting lists and offer the places to those students.

Each child must have a completed enrollment packet (can be downloaded from our website or picked up in our office) and provide the registration/supply fee of \$165.00 to complete enrollment.

Parents will be notified of policy changes through our website, REMIND APP, and notes home to students.

EDUCATIONAL OBJECTIVES

Little People's School strives to be sensitive to children's developmental needs while also providing a stimulating academic program. Our curriculum is designed to foster the growth of the whole child.

- A. Physical Growth
 1. Develop muscular coordination, fine motor and gross motor skills.
 2. Practice sound health habits.
 3. Help child grow toward self-discipline and independence.
- B. Spiritual Growth
 1. Provide meaningful worship and study experiences built around Bible stories and Bible-related activities.
 2. Develop a feeling of love and security with the teacher/child relationship.
- C. Emotional Growth
 1. Provide the environment in which the child can express himself through creative activities.
 2. Help the child be aware of his emotions and learn to appropriately express them.
- D. Intellectual Growth
 1. Increase child's vocabulary.
 2. Provide beginning experiences in academic areas of study.
 3. Increase child's awareness of the world around him.
- E. Social Growth
 1. Learn to share, take turns, plan, work and play with others.
 2. Learn to feel at ease in a group and to share ideas with other children and adults

DAILY SCHEDULE

Each teacher group plans the schedule to include the following elements:

- A. Individual and group activities (art, dramatic play, letter recognition, phonics, block building, games, science, language arts, and math).
- B. Outdoor play and activities, including motor skills.
- C. Bible-related activities.
- D. Creative and rhythmic activities.
- E. Show and tell. (Please wait until this designated day to bring personal items to share with classmates. **NO WEAPONS OF ANY KIND ARE ALLOWED.** Please don't send valuable items. Place one item in a bag marked with the child's name.)
- F. Science
- G. Chapel
- H. Music in the classroom

ATTENDANCE

Please bring children on time and pick them up on time. Doors open at 8:50 a.m. Staff will be on duty at the front door of LPS to help children from the car to the classroom until 9:10 a.m. After this time, please escort your child to the classroom. We are licensed by the Department of Protective and Regulatory Services as a preschool/kindergarten, and as such cannot take the children on a drop-in basis or have visiting friends or relatives spend the day. Parents are welcome visitors to their child's classroom at any time.

SCHEDULE OF ATTENDANCE

Each fall, our families are provided with a calendar for the school year. Our classes generally begin with TISD in August and end before TISD in May. We offer at least 34 weeks of classroom instruction. LPS follows the TISD calendar for Christmas and Spring Break. LPS will be closed if the public schools are closed for bad weather. Listen to radio and television stations for information on weather-threatening days.

HOURS OF OPERATION

LPS is open to students from 9:00-1:30 five days per week. We begin school the last week of August and end in May each school year. A school calendar is provided on the website and at Meet the Teacher Day in August.

HEALTH

The school will make every effort to protect the health and safety of the children. Therefore, please don't send children to school who have a temperature (101 F), who have diarrhea (defined as two abnormal stools in one day), who have a contagious illness such as mumps, or nuisance diseases such as head lice. Parents will be called to pick up their children if a child becomes sick at school. Please notify the office of absence and illness. The school will post any communicable diseases and the room in which they occurred. Each child must have an Emergency Treatment Authorization card on file whereby the parents designate their desire for emergency medical treatment.

IMMUNIZATION REQUIREMENTS

Children are all required to be completely up to date on all state required immunizations and provide proof of immunizations when registering. The parents may instead provide a state required, notarized certification of non-compliance with the immunization schedule.

MEDICAL EMERGENCY PROCEDURES

All medical emergencies will be dealt with as requested on each child's Emergency Treatment Authorization card. At the director's discretion, 911 may be called if necessary.

MEDICATION

Teachers have a primary interest in the safety, health and welfare of the child. They are trained in First Aid skills to handle emergencies, to be alert to health hazards and to keep abreast of emergency procedures. The director can administer medication only with the written approval of the parent. All OTC medicines must be in the original containers and prescription medicines must be labeled with the child's name, date and dosage. Written records will be kept of any medications given to a child.

VISION/HEARING SCREENING

The State requires that each child aged four and up must have a vision/hearing screening done each year. LPS provides this screening for a fee, or you may provide LPS with proof that your child has been screened. We must have a copy of vision/hearing screening in each child's file.

MESSAGES and PARENTAL NOTIFICATION

The staff cannot accept verbal messages from students. Please email, write or phone all messages. The parents will be notified and communicated with via the REMIND APP, written notes sent home in folders and email.

PARENT MEETINGS AND CONFERENCES

Open House is held each fall. Each child is invited to come and bring any guests that he/she chooses. Conferences are very beneficial to both teachers and parents. They enable the teacher to have a better understanding of the child and his needs, and they help the parents have a better understanding of how their child relates to the group. Teachers will be available for conferences by appointment. Parents may call the school or the teacher to schedule a convenient conference time. Formal conferences are offered each spring.

FIELD TRIPS

Children ages four to six years will go to various places of interest throughout the year. The individual teacher group plans each field trip. These trips will be made in the church bus. The bus is equipped with safety belts, fire extinguisher, and a first aid kit. Students will need to purchase a blue LPS t-shirt for field trips. Parents are always welcome to accompany their child on field trips.

CLOTHING

Children should wear clothing that is comfortable and practical; tennis shoes, washable fabrics, no overalls or one-piece jump suits. **PLEASE DON'T SEND CHILDREN TO SCHOOL IN COWBOY BOOTS!** The boots get very slippery on our playground equipment, and can injure little hands if stepped on. Students are invited to wear their boots at Rodeo Roundup in the spring.

Please mark all sweaters and coats with the student's name. When there is a question regarding weather, always send proper outerwear. The children go outside each day, unless weather is absolutely prohibitive. If a child has been ill, it is advised that the child not be brought back to school until he can participate in all of the activities.

Children will need an extra set of clothing to leave at school in case of accidents. Please consider the changing seasons and your growing child when sending extra clothing. We need shirts, socks, pants and underwear sent in a bag marked with the child's name.

SUPPLIES

All supplies are furnished with the Registration/Supply Fee. We do ask that each child bring a roll of paper towels or a box of Kleenex when school begins. We also ask that parents of two-year-olds send wet wipes.

LUNCH

Please send a nutritious lunch each day with your child, including a drink. **NO CARBONATED BEVERAGES PLEASE!** Children are not allowed to share lunch items. We will request that children eat their desserts last, but will not enforce this request. Please don't send drinks in an open-mouthed thermos. The Department of Health recommends that you do not send foods that might spoil in their lunches.

Many lunch boxes look the same, so please label your child's container in a conspicuous location on the outside of the lunch box.

Parents are welcome to visit the school and enjoy lunch with the children beginning in October. You are welcome to bring a special lunch for you and your child. Please check with the child's teacher to make sure that several parents are not coming on the same day. We do want parents to have a place to sit!

PARTIES

Parents may choose to provide special store bought refreshments for their child's birthday. A decorated cookie, donuts, or other simple finger foods are suggested. Please notify your child's teacher and schedule with her for the appropriate day and time.

LPS celebrates four holiday parties each year. They are held at Halloween, Christmas, Valentine's, and Easter. Each class has a sign-up sheet for their classroom and each parent is asked to help with one party. The hostesses are responsible for refreshments and a small favor for each child. Party time is limited to 20-25 minutes, so these are not elaborate affairs.

FINANCIAL POLICY

In order to assure that we can provide the quality services to which your child is entitled, it is essential that the financial status of LPS remain stable. Parents will receive a discount on tuition during the month of August. For the remainder of the school year, the monthly tuition will remain the same. Please refer to your "Tuition Schedule" as a monthly reminder. Tuition will be the same every month regardless of days missed due to illness, absence or holidays.

All tuition fees are due by the first of each month. A late fee of \$10.00 will be charged after the tenth of each month. A notice will be sent home to the parents. Please bring payments by the office or mail them. Do not mail cash. If a child is picked up after 1:40 p.m., a record will be kept in the office and a late fee will be charged after one warning.

A registration/supply fee is due once a year for children attending our two and three day program. Children who attend LPS five days a week will pay a registration/supply fee in the fall and also in the spring. This fee is non-refundable. If you have more than one child enrolled in the school, the second child will receive a 10% discount on his tuition.

If your family should have an unusual financial emergency that may affect the prompt payment of tuition, please make the director aware of the situation so that a pay schedule may be worked out.

WITHDRAWAL

Please notify LPS at the earliest possible time if a child is to be withdrawn. No part of the month's tuition will be refunded.

SUSPENSION AND EXPULSION OF CHILDREN:

LPS will notify parents of any aggressive actions toward the teachers or other students, such as hitting, kicking or throwing objects, and reserves the right to suspend or expel children for these actions. We will call parents and conference with them regarding these problems before any such action is taken. Occasionally, a child will be enrolled who is unable to safely attend our school, and LPS reserves the right to suspend or expel a child for those reasons as well.

DISCIPLINE

Children at LPS are treated with dignity and respect for the individual. Limits are quietly and clearly explained to the child and enforced in the same manner.

Teachers are expected to anticipate most discipline problems and to prevent them before they develop. Good planning of classroom arrangement, use of time and a positive attitude on the part of the teacher is the best insurance against discipline problems.

Remedial discipline, when it is required, consists of explaining the expected behavior to the child and asking him to sit quietly for a short period of time. Children will not be disciplined physically in any manner.

LOADING AND UNLOADING

LPS provides the opportunity for parents to unload their children to the director and teachers without leaving your vehicle.

Safety rules must be adhered to by all parents as well as employees of LPS. Refer to the map of the church parking lot for directions. Children are to stay in the car until the director or assigned teacher helps the child from the car. **DO NOT ALLOW YOUR CHILD OF ANY AGE TO OPEN AND/OR STEP OUT OF THE CAR WITHOUT OUR ASSISTANCE.** You or another designated adult may walk your child in after parking if you wish. Please do not allow older siblings to walk your preschool child in to school or pick up.

Please don't give verbal instructions to the director or assigned teachers during the loading or unloading time. Always make a written note of any changes, requests or questions for our attention.

IF SOMEONE WHO IS NOT LISTED ON YOUR "AUTHORIZED PERSONS TO PICK-UP" FORM IS TO PICK UP YOUR CHILD, WRITTEN DOCUMENTATION IS REQUIRED! We will check the identification of anyone picking up your child who is unfamiliar to us.

PLEASE USE YOUR CAR NAME TAGS ALL YEAR.

Loading will be carried out by the director and teachers, and will begin at 1:20 p.m. Children will be walked to your car as you arrive at the entrance. Please pull over to a convenient parking space to buckle your child/children into their car seats so that the line can continue to move smoothly.

If you would like to walk in to pick up your child, please come at 1:10 or 1:15 to sign your child out so that we can avoid confusion with loading children.

CHAPEL

Chapel will be scheduled once monthly. This program allows the children to sing, pray and share a Bible story as a group for about twenty minutes. Our Bible stories are very basic and respectful to all religions represented at our school.

LICENSING and MINIMUM STANDARDS

All parents are welcome to review a copy of the state's Minimum Standard Rules for Licensed Child-Care Centers, as well as the most recent Licensing inspection report. These reports are located in the director's office and are available for review at any time.

LICENSING CONTACT INFORMATION

Local State Licensing office contact information is as follows:

Texas Department of Family and Protective Services
Mail Code 313-7
3303 Mineola Highway
Tyler, TX 75702
Phone: 903-533-4134/Fax: 817-276-3992

Protective and Regulatory Services Child Abuse Hotline:
1-800-252-5400

Protective and Regulatory Services Child Abuse Website:
www.txabusehotline.org

Department of Protective and Regulatory Services local office:
903-595-4841

Texas Department of Family and Protective Services website:
<http://www.dfps.state.tx.us/>

GANG-FREE ZONE

Little People's School is located in a designated gang-free zone. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of LPS is a violation of state law and is therefore subject to increased penalty under law. For more information, please consult sections 71.028 and 71.029 of the Texas Penal Code. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map designating the zone.

AREA FOR NURSING MOTHERS

All parents have the right to breastfeed or provide breast milk for their child while the child is at LPS. LPS will provide a comfortable, private room with a chair that enables a mother to breastfeed her child. Check in the LPS office for the location.

PRODUCTS RECALL LIST

LPS has the CPSC recall list on file in the office available for parent's review. You may also go online to www.cpsc.gov to review recalls.

EMERGENCY PROCEDURES

LPS has emergency procedures and plans in place for weather emergencies as well as an evacuation/relocation plan in case the school must be evacuated. The plan details the responsibilities of all staff, and contains on-site safety procedures as well as a detailed plan to evacuate the children off site to:

Christian Homes and Family Services (next door to Glenwood Church)
5476 Hollytree Dr., Tyler, TX 75703

or

East Texas Christian Academy
2448 Roy Road
Tyler, TX 75707
903-561-8642

A copy of the LPS Emergency Preparedness Plan is available for your review in the LPS office, and a letter to LPS Families regarding Emergency Preparedness is attached to the back of the handbook.

WATER ACTIVITIES

LPS does not use swimming pools or wading pools, but will occasionally use a sprinkler for a fun day during the months of May or June. The sprinkler will be used away from any concrete walkway to prevent slipping.

SUNSCREEN/INSECT REPELLANT

LPS will not apply sunscreen or insect repellent to your child. Please apply these at home before sending your child to school.

CHILD ABUSE AND NEGLECT

All LPS teachers are required to have two annual training hours on Child Abuse and Neglect. This training increases their awareness of issues regarding child abuse and neglect and also increases teacher awareness or prevention techniques for child abuse and neglect. Teachers are continually watching for any warning signs that a child is being abused or neglected. The children form a close relationship with their teachers and the teachers are aware of each child's temperament and personality and will watch for any signs that a child is experiencing something upsetting. Each teacher also documents any bruising or sores that the child has upon entering the classroom, and will ask parents about it if needed.

Teachers are required by law to report any suspicion of child abuse or neglect and will do so without notifying parents if needed.

ANY SUSPECTED ABUSE OR NEGLECT SHOULD BE IMMEDIATELY REPORTED TO THE CHILD ABUSE HOTLINE:

1-800-252-5400.

If you as a parent suspect abuse or neglect, please call the hotline above, or place a call to the nearest child care licensing office – 903-533-4162, or call 911 for your local police or emergency responders.

Attached you will find pages outlining the definitions of Child Abuse and Neglect, as well as how to respond to a child who says they have been sexually abused or neglected.

VACCINE-PREVENTABLE DISEASES FOR EMPLOYEES

All employees of LPS must be in good physical health and may not attend school if they have an illness diagnosed by a physician as contagious. After an illness, they must bring a note from the physician stating that they are well and may be around children without risk.

LPS requires that all teachers and staff have all state-required immunizations.

STUDENT IMMUNIZATION POLICY

Little People's School will only accept children who are immunized according to the Immunization Schedule put out by the Texas Department of State Health Services. A record of immunizations is required for each student upon enrollment.

PLEASE SIGN THE TWO BACK PAGES OF THE HANDBOOK AND RETURN THEM TO THE DIRECTOR.

CHILD'S NAME: _____

Discipline and Guidance Policy for Little People's School

- Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's level of understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent

employee/caregiver

household member of child-care home

PARENT HANDBOOK RECEIPT

I have read the Little People's School Parent Handbook.

I understand the policies explained in the handbook that include but are not limited to the following:

1. LPS Discipline Policy.
2. Monthly Tuition is due by the 10th of each month. A late fee of \$10.00 will be collected with payments made after the 10th. The supply/registration fee is due at the time of enrollment.
3. I will turn in to the office any updated immunization records.
4. I understand that I must turn in all required forms before my child will be allowed to attend class at LPS.
 - a. Enrollment Form
 - b. Parent Handbook Receipt
 - c. Special Situations Form
 - d. Authorization to Pick-Up
 - e. Immunization Records
 - f. Medical Records (Doctor's Release)
 - g. Emergency Card
5. Parent conferences are held annually. Parents will be notified of conference times in the spring.
6. A late fee of \$5.00 will be charged for children picked up after 1:40 pm. (A warning will be given.)
7. If needed, only in case of extreme and urgent emergencies, the children will be transported to a safe place. (See page 11). They will be transported by bus or teacher's cars in the case of extremely urgent

need of evacuation. By signing below, you are giving permission for us to evacuate your child.

CHILD'S NAME: _____

PARENT /GUARDIAN SIGNATURE

DATE