



PARENT HANDBOOK

revised September 8, 2017

The Family of Faith Preschool

16710 FM 529 Rd.

Houston, TX 77095

281-855-2950

www.tfof.org

cora@tfof.org

pastordoug@tfof.org

Welcome to the Family,

We are so pleased that you and your child are joining us at The Family of Faith Preschool. Here at the Family we celebrate life together. The celebration we share looks like songs of joy, creative art projects, fun play time, and plenty of new discoveries. We will learn about many new things together such as letters, and numbers. We will meet many new friends in the classroom, on the playground, and in chapel.

Our staff at the Family is excellent. The staff includes the preschool teachers, aids, and the Preschool Director and me as your pastor. All of these professionals look forward to partnering with you in your God given parental vocation.

The Family of Faith Preschool is an offering of The Family of Faith Lutheran Church. Our congregation has chosen to present our community with this service in order to prepare children academically and in order to share the joy of the Gospel of Jesus Christ.

Again, welcome to the Family.

In Christ's service,

Pastor Doug Krengel

Welcome Preschool Families,

I am very excited to welcome you to The Family of Faith Preschool! We are honored to serve you and your family as your preschool and we are blessed to be chosen. Thank you for entrusting your children to our care.

Here at FOF Preschool we lead with Jesus and nurture, teach and care for the whole person that is the preschooler. We want our preschoolers to know that Jesus loves them and we work to demonstrate that to them through how we teach and how we work together as a staff and with the entire family. Ultimately we want to prepare them for life beyond preschool: socially, academically and spiritually.

This parent handbook is prepared for each school family to provide you with our policies and procedures. Please take time to read through it as it is updated yearly.

We always welcome your questions and feedback and would love to hear from you at any time.

It's going to be an awesome year in the name of Jesus,

Cora Nash

Preschool Director

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Please contact the school at 281-855-2950 ext. 6 to inform the school with any information regarding your child or for any questions.

Philosophy and Objectives

Purpose:

The Family of Faith Preschool is a non-profit, Early Childhood Ministry of The Family of Faith. In a Christian environment, we will partner with partners to help nurture, love and care for their children as they explore the world around them and develop spiritually, academically, socially, emotionally, and physically.

Mission:

The Preschool partners with parents to provide a Christ-Centered education in a nurturing environment which helps children grow spiritually, academically, socially, emotionally, and physically with Christian character, values, and ideas based on the Word of God.

Philosophy

We believe

- Each child is a precious gift from God, deserving the best of care that we can provide.
- God wants us to partner with parents to provide the most positive environment for children to maximize their potential as they learn and grow.
- Children should feel great love and self-worth as they see Jesus through our actions as we meet their needs and care for them each day.
- All children should have the opportunity to learn and develop at their own rate in their own way by providing an exemplary academic program.
- Children should be provided with an exceptional, well-balanced education including both “work” and “play” to nurture their natural love for learning.
- Learning should be enjoyable with hands-on experiences that help children develop positive self-esteem.
- The whole child should be nurtured by providing ways to grow spiritually, intellectually, socially, emotionally, and physically.
- In planting little seeds of faith, deeply rooted in God’s Word, to equip children to live their lives in the real world, pleasing their Father in heaven.

Non-Discrimination Statement

The Family of Faith Preschool admits children of any race, color, Nationality, or ethnic origin and extends all the rights, privileges, programs, and activities generally accorded or made available to children at the Preschool. Enrollment will be open to any child providing the school will be able to meet his/her needs.

Licensing

The Family of Faith Preschool is licensed by the Texas Department of Family and Protective Services.

Operational Policies

The Family of Faith Preschool follows the rules of the Texas Department of Family and Protective Services regarding the operations of our child care facility. Their contact information and website is below:

Texas Department of Family and Protective Services

PO Box 16017
Houston, TX 77222-6017
Office Phone: 713-940-3009
www.dfps.state.tx.us

Here you will find the minimum standards for child care centers.

In order to prevent and respond to suspected abuse we encourage you to call the hotline. Information on where to report child abuse or neglect is noted below:

Child Abuse Hotline: **Phone: 1-800-252-5400**

Online: www.txabusehotline.org

To review the most recent licensing inspection report for The Family of Faith Preschool please visit www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care.

In addition, the most recent licensing inspection report posted in the hallway (orange walls) that is located to the side of the Cheetah classroom near an exit door to the playground. Other inspections posted are fire marshal inspection and health department inspection.

Preschool Ministry Team – Governing Board

The preschool policies and handbook are approved by the Preschool Ministry Team I of The Family of Faith Lutheran Church. They have been designated to be the Governing Board for The Family of Faith Preschool. Meetings are held once per month. If needs should arise, such as special considerations or unresolved issues, parents and/or staff may address the Governing Board. To be added to their agenda, you must first contact the Director of the Preschool, on or before the fifteenth of the month. You will then be given an opportunity to address the Governing Board, at the beginning of their meeting, before the closed Executive Meeting resumes. Any decisions, on your behalf, will be made in the closed Executive Meeting and you will be notified of the Board's decision.

Admissions

Age Requirements

Children entering The Family of Faith Preschool must be 18 months old through pre-kindergarten.

Registration

A registration packet and yearly registration fee must be completed for every child enrolled. Returning families must complete an updated registration form. We also require a recent copy of your child's immunization record.

Registration is not complete until all forms are completed and signed with the required signature.

Notification of Policy Changes

If there are any policy changes during the year, the parents will be notified of the change via our website and email. We will also post any changes on our parent board.

Tuition Policies

Schedule of Fees: A current Schedule of Fees is included in the Registration packet.

All checks should be made payable to The Family of Faith Preschool. **There are no reductions in tuition for the days your child may miss due to vacations or illness.**

Other payment options include Rapid Tuition which is our electronic funds transfer (EFT) program from your checking or credit card. Cash is also accepted.

Please contact us if your child is unable to attend on the first day of school. Remember to always keep the preschool informed of vacations, emergencies, etc.

Registration Fees are not refundable and not transferrable. (No exceptions)

Tuition payment options:

- 2.5% discount for tuition paid in full by semester
- 5% discount for tuition paid in full for the school year
- Enroll in Rapid Tuition, which is our Electronic Funds Transfer program and you have two options:
 - billed on 1st, paid by the 10th
 - billed on 1st, paid in two payment on the 15th and last day of the month
 - Tuition is billed on the first of every month and due by the 10th and is considered late on the 11th of the month.

Late Payment Fee: Late fees of \$25.00 will be assessed for all late tuition payments.

If tuition plus the late fee are not received by the end of the month, your child will not be allowed to continue at FOF Preschool. Your child will be considered for re-admittance once all fees are paid based on availability.

A \$25 fee will be charged on all returned checks or declined automatic payment transactions.

For the months of September through May, tuition is due whether your child attends school or is absent.

If your child will miss school for any reason, you must continue to pay the monthly payment to insure your child's space. If you do not wish to do so, you will run the risk of not having an available spot for your child when you return and you will need to re-register (see paragraph below).

Withdrawal Form and Fee: Parents must give **two weeks written notice** when withdrawing their child from our preschool.

Re-Registration Fee: A fee of \$150 will be applied for each child who re-enrolls in our school for the following reasons:

- Parent withdrew child from the preschool **during** the school year but would like to re-enroll their child at a later date during the **same** school year.

Late Pick-up of Children Fee: A late fee of \$20 is assessed for children picked up after their **scheduled** pick up time. This fee is billed for any child picked up after 2PM if child attends part time. This fee is billed at 6:30 PM if child attends extended care.

Return Check Fee: For all returned checks or declined payments, there will be a fee of \$25. After receiving 2 insufficient fund checks or declined automatic payment transactions, you will be required to pay with money order or cashier's check.

Attendance

Center and Preschool Hours

Preschool hours are Monday to Friday 9:00 a.m. to 2:00 p.m. Extended hours are available from 6:30 a.m. – 6:30 p.m.

Arrival and Departures Times/Departures

Arrival: Upon entering the building, you will go to the computer and sign your child in using the PIN assigned to you. This is required in order for us to know who is in the building and to maintain the safety of all children. Please walk your child to their classroom. We meet in our classrooms at 9 and Chapel begins at 9:30 a.m. and will end at 10:00 a.m. We open every morning with worship to our Lord and Savior, Jesus Christ. Parents are invited to stay and participate. This is a critical part to beginning our day. Some of the songs we learn during this time we use in our programs throughout the year. Please help us teach your child punctuality by arriving by 8:55 AM daily.

IF YOU ARRIVE AFTER 9:30 – Timeliness is an important skill that children begin to learn at a very young age. Please ensure that your child is on time to preschool. In addition, if you come this late in the day, you have missed out on some critical learning time.

All late comers will enter at the preschool entrance however, for the safety of our children and staff, these doors is locked. You will have to ring the call button located on right side of the door or ring the doorbell so that someone can let you into the building. Since school has already started you may experience a short wait time before someone can get to the door.

DISMISSAL AND PICK UP – Pick up time is 2:00 PM. Your child is designated as late pick up starting at 2:00 PM. If you are late, a \$20 drop in rate is applied to your account. You must designate all authorized pick up people on your registration forms. Please review the [Late Payment of Tuition Fee](#) and [Late Pick-up of Children Fee](#) as listed in this handbook so that you will not be surprised at unexpected fees.

Departure: All children will remain in the building until an authorized adult arrives and the child is signed out at the computer and released from the care of the caregiver. You are required to sign your child out at the computer first before you can go to the classroom areas.

A \$20 extended care drop in charge will be assessed for preschoolers who are picked up after 2:00 p.m.

Release Procedures: Children are released only to their parents or other persons designated on the enrollment forms. It is our policy to ask for the Driver's License to verify the identity of any authorized person that our staff does not know. Please add all persons who might be asked to pick up your child. If their name is not on the list, your child will **NOT** be released to them.

Academics Program of Studies

Curriculum

Our curriculum is Christ-centered and Bible-based, supporting our objectives of Christian education as outlined in the mission and philosophy statements. The Christian faith is taught as a way of life. We teach all of the basics required by Cy-Fair School District so that your child will be ready for kindergarten. They are taught letter recognition, language development, sight words, pre-reading skills, and number recognition, math skills such as patterns and one-to-one relationship, and calendar.

Our school is Christ-centered, academically strong, and developmentally aware. It is designed to meet the individual needs of the children enrolled in our program. It provides a preschool education in Spiritual and Social living (One in Christ curriculum with Bible lessons, self-help skills, relationships, morals, values); Communication arts (speaking, listening, reading, writing) using the Letter People curriculum, Expressive arts (art, drama, movement, music); Wellness (health, nutrition, safety, fitness); and Discovering the world (math, social studies, science).

We believe that growth and learning occur through play in settings such as centers, the playground, and classroom activities. These allow your child to have hands-on opportunities for individual and group exploration, experimentation, discovery, and social interaction. Children participate in activities such as creative art, sand/water play, drama, and block construction.

Each child will be assessed upon arrival in the program to target where they are in cognitive and readiness skills. We believe that age-appropriate methods of evaluation are a necessary part of a quality program. These assessments will help us determine the skills that need to be taught to move him/her forward. This information will be shared with the child's parents during conferencing. Partnering with the parents, we will work to help each child develop in all the areas needed for academic success.

Parent-Teacher Conferences/Daily Reports/Progress Reports

Tell More to the Teacher Day is a great way to start of our school year with clear and effective communication between parent and teacher. A Parent/Teacher Conference will be scheduled for you before school starts to discuss a set of questions that we ask all parents. To further keep parents informed, we will send home a brief daily or weekly report to let you know how your child's day/week went. This will be done on paper or by email (if you have provided an email address). Additional conferences may also be scheduled if necessary by contacting your child's teacher.

Field Trips

During the Preschool/Schoolyear, our normal policy is to have special visitors to present on various topics such as dental care, personal safety and fire safety. The Pre-K class (4's turning 5's) have the option to organize a field trip at the end of the school year. Our teacher team will organize and coordinate parent volunteers and communicate with parents on details. They will also obtain permissions for children to attend the field trip and ride in the church's van if necessary.

The summer camp program offered during the months of June, July and August also have special in house camps on various themes where visitors either volunteer or hired companies conduct a 3 day camp.

Transportation

The Family of Faith Church and Preschool owns a 15 passenger van. This van is used to transport school aged children in grades K-5th to and from the following schools: Lowery Elementary and Fiest Elementary. All drivers must agree to and pass a Motor Vehicle Report background check in order to be added to the church's insurance policy. In addition, each driver must complete a 2 hour driver's safety course every year.

Animals

We currently do not allow class pets. Should special visitors bring pets to our building, children are required to wash their hands thoroughly with soap and water after touching the animals.

Water Play Days

The Family of Faith may offer special water play days in the month of May during warmer weather. Parents will be notified ahead of time. We ask that children come dressed in their suits with sunscreen and bug spray applied. Parents have the option of sending each child's personal bottle of sunscreen or bug spray in a plastic bag labeled with the child's name. Teachers will re-apply if child has been at school more than 2 hours or if the applications have worn off due to sweating or water exposure.

Personal items will be kept by the teacher in a container in the closet and brought out when needed. We do not allow these bottles to be stored in children's backpack due to safety reasons. Please inform the teacher so that it can be stored properly. All items will be returned at the end of water play days.

Lunch / Rest Time / Snack Time

Lunch

Each child should bring a lunch and a drink from home in a lunch box or paper sack. All foods should be ready to eat like sandwiches, peeled and cut up fruit, cut up cheese, crackers, etc. Glass containers are not allowed. Children should bring a water bottle that we can refill throughout the day. Box drinks are also recommended and should be in a hard box holder. These are easier for the children to handle. Pitchers of water are available in the classrooms at all times.

PLEASE NOTE:

1. We do not refrigerate or microwave any foods.
2. Re-freezable cold pack will avoid spoilage.
3. Candy and carbonated drinks are not allowed.
4. We encourage nutritional food.
5. See our Appendix for recommended foods and nutritional snacks.

Snack Time

Please send a healthy snack for your child every day in addition to their lunch. These snacks should be nutritional and provide energy to get through the morning. Ideas for snacks are: protein bars, crackers, fruit or cheese.

Rest Time

Nap mats are needed for all children who are ages 18 months to three years old and should be provided by the parents. These should be labeled with your child's name. A mat cover or large pillowcase can be used to cover the mat. Your child may bring a small pillow and/or small blanket for naptime. Any mats that are ripped will be discarded and parent will need to provide a replacement as per health department regulations. Blankets, towels, and mat covers should be taken home at the end of each week for laundering. Children in the four year old classes will not need a nap mat. Naptime for children provides an essential break from an active morning schedule. No one is forced to "nap" but many of them fall asleep after an exciting morning.

Discipline, Grievances, and Dress Code

Discipline

Discipline is not punishment but rather a teaching of self-control, Christian attitudes, and orderliness. Children model the behavior they see around them. We as parents and teachers must model the values and behaviors we want our children to develop.

In the classroom, the teacher is the primary disciplinarian. The teacher's attitude toward each child will show respect and care for that individual. Harsh words, angry voices, and physical force will not be used to discipline your child. Positive choices of behavior will be discussed with the children.

Each school year will begin with a discussion of the classroom rules. This will be done for the first few weeks and periodically thereafter for the remainder of the year. The teachers are familiar with those actions that are acceptable for the age level they are teaching. Inappropriate actions will be redirected to stop any behavior that interferes with learning.

If a certain unacceptable behavior persists, the child may be asked to sit in the "Cool Down" or "Boring" chair for a few minutes. If more action is needed, the child may be removed from the classroom and sent to the Administration Office. Parents will be informed of this action if it occurs more than twice. If the same behavior is repeated on a weekly basis, a conference will be set to include the Parent(s), Teacher, and/or Director. A report of the incident will be documented on an incident report form, which is signed by the Teacher and the Director.

Should a child bite or strike (pushing, kicking, hitting and all other forms of physical aggression) another child one time, the parent will be called and an incident report will be put in the child's backpack.

Should a child bite or strike another child for a second time the parent will be called and the child sent home with a follow up conference to be scheduled to discuss ways to move forward.

Behavioral Issues

You will be contacted to pick up your child if he/she:

- Displays eruptive behavior which interferes with classroom management
- Needs constant one-on-one attention to behave
- Displays behavior that could be harmful to the teacher or fellow students
- Displays temper tantrums and is out of control
- As mentioned above has bitten or struck another child more than once.

PLEASE NOTE: The Director has the authority to remove a child from the program at any given time.

Personal Items

Please do not let your child bring personal items from home unless approved by the teacher. We are not responsible for loss or damage of personal items brought to the Preschool. Special opportunities to bring items from home for show and tell will occur throughout the year at the discretion of your child's teacher. If a child brings a personal item from home, the teacher has the right to take it and hold it until the child goes home.

Grievances

Following the Matthew 18 principle (Matthew 18:15-20), the handling of all grievances begins first between the two people involved. If no solution can be reached, the Director should be informed of the problem in an attempt to reach a solution agreeable to both parties. The decision of the Director is final.

Dress Code

Think of your child's comfort by providing simple clothing that can be laundered and is easy for your child to remove for going to the bathroom, especially if they are potty training. Keep in mind that art materials as well as playground activities can be messy. Provide clothing that is both sturdy and washable. **Closed toed shoes are required for the safety of your child.**

Remember that Houston's weather is changeable [sunny and bright in the morning and cloudy and cool in the afternoon]. It is much better to remove an unneeded item than to be cold and get chilled. **All removable clothing needs to be labeled with your child's name.**

Children who are newly potty trained need clothing they can manage with minimal help from adults (pull-downs with elastic around the waist are easiest). Accidents happen sometimes because children can't get their clothing undone soon enough. Some jeans also are hard for the child to snap or unsnap. Belts are not recommended.

Good grooming and proper dress contribute positively to the climate of our Center and to the emotional attitude of your child. Children are expected to be dressed in accordance with health and safety standards as well as in good taste. Rubber-soled shoes are recommended for your child's safety, especially on the playground. Please, no boots (unless it's western day) or sandals (unless it's water play day).

PLEASE NOTE: All removable clothing (sweaters, jackets, hats, etc.) should be labeled with your child's name. A complete change of clothing for your child (including shirt, pants, underwear, socks, and shoes) stored in a labeled, zippered bag, should be kept at The Family of Faith Preschool at all times.

Please realize that if children are on the playground and playing creatively, clothes and skin can get dirty quickly. We will try to have your child reasonably clean when you arrive at the end of the day.

The Center keeps a limited number of extra pieces of clothing on hand for children, so when your child comes home in something belonging to the Preschool, please launder it and send it back as quickly as possible.

HEALTH AND SAFETY

Child Safety To and From School

It is important for your child to be seat-belted going to and from school. It is also required by law. If someone else is picking up your child, who does not have a car seat, you may leave yours here with the name of your child, your child's room, & person to pick up child. We have areas to keep your car seat during the day.

Also, **please lock your car when you come into the building as purses have been taken from unlocked cars.**

No parking is allowed in red zones that state Fire Zone or in front of the sidewalk up to the doors!

Please train your child to stay by you as you walk him or her into the building. Please be aware of cars that are backing up and NEVER allow your child to run ahead of you.

Health Checks

Upon arrival we will do a basic health check by checking arms, legs and head of each child. If a child informs the teacher either verbally or by crying (toddlers and young 2's) that there is pain, irritation, itching in any private areas, the teacher will inform the director of this health check and findings so that we may inform the parent.

Lunch Container Procedure

In case your child's lunch container is left at the preschool overnight, the food will be thrown away to prevent confusion as to which lunch the child should be eating the next day.

Medication Policy

If your child requires ANY medication while at school, you MUST fill out a medication authorization form explaining when to give it and giving us permission to administer the medication. Please see the Director for a form. One form per medication is required.

We keep all medication in a drawer in our teacher work room. Medication must be labeled and placed in a plastic bag. Please DO NOT place medication in the child's backpack. Instead, inform the teacher and complete the authorization form. *Sunscreen and bug spray is considered medication and an authorization form with parent signature is required.*

Health Requirements and Services

The State requires a health authorization (signature on the registration form) and immunization record be on file by your child's first day of school. These must include a validated history of all required immunizations. A physician stating that your child is in good health, is free of contagious disease, and has received necessary immunizations must be on file. Because we are a licensed facility, your child will be excluded from school attendance if you have not met the following requirements.

Vision and Hearing

The State requires that first-time enrollees who are four years of age or older and all children enrolled in programs who are four years of age by September 1 will be screened for possible vision and hearing problems. The Family of Faith Preschool must have a statement specifying that tests have been administered by a licensed or certified screener or a health care professional, with the results given.

State Vaccine Requirements

A complete listing of required immunizations by pasting the following link into your browser:

<https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

The Family of Faith Church and Preschool does not require vaccinations of employees.

Emotional Crisis

Because a child's mental health affects his or her learning ability and classroom behavior, Teachers and Caregivers appreciate knowing of any emotional crisis (e.g., serious illness in the family, separation/divorce of Parents, death of a pet, extended separation due to work, illness, vacations of child and either Parent, etc.) in order to be better equipped to help your child through these situations. Professional privacy is maintained at all times.

Sickness, Contagious Diseases and Emergencies

An ill child will not be admitted for care if one or more of the following exists:

- 1) The illness prevents the child from participating comfortably in facility activities.
- 2) The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children.
- 3) The child has any of the following:
 - a. Temperature of 100 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
 - b. Symptoms and signs of possible severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting, rash with fever, mouth sores with drooling, wheezing, behavior change or other unusual signs) until medical evaluation indicates that the child can be included in the facility's activities. If a child has diarrhea twice in one day, we must send the child home.
 - c. Children diagnosed with a communicable disease must be kept at home until medical evaluation determines that the child is no longer communicable and is able to participate in the Center's activities. Please notify The Family of Faith Preschool so that other parents may be notified. (Examples: chicken pox, fifth disease, head lice, measles, bronchitis, pneumonia, strep throat, RSV)

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES (TXDFPS) REQUIRES THAT CHILDREN BE FREE OF FEVER, VOMITING, and/or DIARRHEA FOR AT LEAST 24 HOURS BEFORE RETURNING TO SCHOOL.

PLEASE NOTE: Absences may require a doctor's note if limitations or special instructions are required while the child is in school.

Regrettably, the Preschool is not able to meet the needs of sick children. We are also not able to make up sick days due to class size.

If your child becomes sick during the day, he or she will be isolated and you will be notified as soon as possible and asked to pick up your child promptly. The Preschool does not have a school nurse on duty nor do we have the facilities to keep a sick child.

Minor injuries will be promptly treated. A Boo Boo Report will be placed in your child's back pack. Please check your child's back pack daily. In such cases where the injury has been caused by another child, an Incident Report will be completed and given to the parents of both children involved. If your child becomes sick while at school, you will be notified and an Illness Report will be completed to give to you.

Our staff is trained in CPR and first-aid procedures and will give treatment as needed, outlined by Minimum Standards. In case of an accidental injury, we will make an immediate attempt to contact you. If you, or the other persons you have designated as emergency contacts, cannot be reached, we will call your child's physician.

If necessary, we will call an ambulance. Until the arrival of a parent, the physician, or an ambulance, the Director or staff member in charge will make all decisions concerning the care of your child. You are expected to assume the responsibility for the resultant expense. **Please remember to inform the preschool with updated current phone numbers, emergency numbers, and other pertinent information.**

Bad Weather / Closing of Center

The Center will follow the Cy-Fair Independent School District regarding the closing of the Center due to bad weather. FOF Preschool will announce school closures through text from our Remind 101 group as well as on our website www.tfof.org and via social media on our Facebook pages:

<https://www.facebook.com/fofpreschool/#>

<https://www.facebook.com/thefamilyoffaithchurch/#>

We will do our best to announce any closings or delays the night before or before 6:30 AM.

Fire Drills / Emergency Evacuations

The Family of Faith Preschool follows local regulations regarding such drills. Fire and severe weather drills are conducted periodically and documented. Detailed escape routes are posted inside the door of each classroom. Children are moved to an outside area a safe distance from the building in cases of fire.

Children under 2 may be evacuated using wagons to ensure a speedy evacuation depending on the time of day of the drill or emergency. You will be contacted if an emergency evacuation is necessary and where your child will be.

The Preschool has a detailed emergency preparedness plan. Please check it out in the appendix.

Homeland Security

In case of any man made or natural disaster, it is the responsibility of the Red Cross (713-526-8300) to designate area shelter locations and inform the public of these locations, through use of the media. However, we also have an alternative site located at Epiphany Lutheran School, 14423 West Rd., Houston, TX 77041, if we need to relocate at a great distance. You will be notified.

HOLIDAYS, PARTIES, AND SPECIAL EVENTS

Holidays

The preschool closes for the same holidays as the Cy-Fair School District, BUT there are a few differences. Please check our school calendar for dates that the Preschool will be closed.

Birthdays

Birthday party invitations will need to be mailed to the children unless everyone in your child's class is invited.

If you wish to provide a special birthday snack for your child's class, please contact the Teacher ahead of time. We suggest a child's favorite food, cookies, cupcakes, muffins, or ice cream for a birthday treat. These treats may be given out during their regularly scheduled snack time.

Special Events

Special events may be held during the school year such as singing at our worship services and the Christmas Pageant. We encourage all children and their families to participate.

PARENT-CENTER PARTNERSHIP

We encourage parent participation and welcome you to our school any time during operational hours of 6:30-6:30 PM. Please note some guidelines below regarding parent-center relationships.

Communication

- 1) E-News will be distributed to all parents via email once per week and posted on our website. This E-News highlights current events along with other miscellaneous information. Be sure to check your child's backpack for any other special announcements.
- 4) Phone Calls - The Director and/or the staff person in charge are available during regular operating hours. If they are in meetings or with another parent of a child, you may leave a message and your call will be returned. Please call the church at 281-855-2950 and ask for the Director. If the parent has any questions or concerns about the policies and procedures of the child-care center, please contact the Director.
- 5) A parent may visit the school at any time, but the teacher or director should be made aware of the visit. You must sign in at the front desk and then sign out when you leave.
- 6) Parents are always welcome to help at the school. We will provide opportunities for you to serve in different ways. These will be announced in the E-News referenced above in point #1. You must sign in at the front desk and then sign out when you leave.
- 7) If you are a nursing mother and helping out at the school (or at any time) a comfortable and private place is available to you in the room adjacent to the sanctuary. Please ask any teacher for the location.
- 8) A copy of the Minimum Standards is available to all parents at any time. It is kept in a binder on the credenza next to the check in area. We keep a copy in each classroom and it is also available on the Texas Department of Family and Protective Services website. The link to this website is below:

https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/

Fund Raisers

Fund raisers are held during the year. Proceeds are used to purchase items benefiting the children. Watch for further information on these events in your monthly newsletters.

Gang-Free Zones and Reporting Suspected Abuse and Neglect

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

For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Texas law requires parents, teachers, and administrators to report suspected child abuse or neglect to the TDFPS or law enforcement. Call the Child Abuse Hotline number, 1-800-252-5400, to make confidential reports. Failure to report suspected child abuse or neglect is a crime. Employers are prohibited from retaliating against employees who make reports in good faith.

APPENDIX

NUTRITIONAL SNACKS FOR KIDS

SNACKS - Please send nutritional snacks for your child. Because of State Law FMNV (Foods of Minimal Nutritional Value), any snack that children eat during snack time must have a nutritional value. Please be mindful of this when you are preparing snacks for your children. Healthy snacks help your child focus and concentrate. We appreciate your cooperation and your support.

Examples of good snack foods to send:

- Goldfish
- Graham crackers
- Saltine crackers
- Granola bars or protein bars
- Fruit bars
- Non-messy sliced fruit (apple, raisins)
- Cereal
- Pretzels
- Animal crackers
- Carrot sticks
- Celery sticks

Examples of snack foods NOT to be sent:

- Candy
- Cookies
- Chips
- Cokes
- Messy fruit (plums, nectarines, peaches) unless cut up
- Marshmallows

If you have any questions, please feel free to contact us at 281-855-2950.

Emergency Evacuation Procedures

Fire : In case of fire, the buildings must be evacuated immediately using posted evacuation routes. The Teacher in each classroom will take her clipboard (with the class list, attendance record for the day, and pick-up information for each child) and lead her students from the building to a designated area. The classroom door must be shut and the lights turned out. No matter where you exit, proceed to the grassy area on the east side of the building near the dumpster and recycle bin. If you are out on the playground, you need to exit the playground by the gate near the large playground structure. Every teacher carries a key to this gate. Before leaving the building, teachers must close the hallway doors. Children must be supervised by the teacher and assistant, at all times.

The Director or staff person in charge remains in the building until everyone is evacuated. Then the Director will leave the building to check on the children and to talk with firefighters.

The teacher must immediately check their class list by positively identifying a face with a name to determine that all children are safely out of the building. Teachers must notify the Director immediately if all children cannot be accounted for. Once children have been evacuated and taken to the indicated safe area located in the parking lot near the dumpsters. After the Director or staff person in charge meets with fire officials and finds it is not safe to go back into the building, next steps in the emergency procedure will occur. Parents will be contacted and children provided with songs or games so that all remain calm while we transition.

The fire alarm system is tied directly to our security system and the fire department will be dispatched automatically. Pull stations are located in the hallways and can be pulled, when necessary, to activate the system.

A fire extinguisher is located in each area. However, the children and evacuation are the first priority. The only time an extinguisher would be used is after the alarm has been pulled and the fire is very small. All staff must know how to use them. Instructions will be given during orientation (visual can be found online in many places). If you have any further questions or concerns, please speak with the administrative staff.

Fire drills will be conducted once each month. The building needs to be evacuated in less than three minutes. Problems encountered during the drill will be noted and revisions made to procedures if necessary.

Severe Weather (Tornado, Flood, Hurricane):

The Director will be responsible for listening to weather bulletins so that preparations can be made in advance if possible. A working, battery-powered radio and flashlight are available in case of power outage.

If necessary,

- The Gazelles will go to the Women’s Restroom. The Zebras will go to the Men’s Restroom. The Tigers will go into the bathroom attached to their room. The Pandas and Monkeys will go into the bathroom attached to their room. The French doors should be closed.
- All children from rooms B1 (Cheetah room) and B2 (Giraffe Room) take shelter in the hallway between the Family Life Center gym doors and the door outside the kitchen and Giraffe Room. Children from room B4 (Elephant Room) should take shelter in the hallway between the Family Life Center and the ladies bathroom door.
- All children should be away from all windows. All doors to the classrooms, bathrooms and kitchen, as well as window blinds must be closed. They will squat down and face the wall of the hallways. Children should be kept as calm as possible.

Homeland Security: In case of any man made or natural disaster, it is the responsibility of the Red Cross (713-526-8300) to designate area shelter locations and inform the public of these locations, through use of the media.

EMERGENCY PLAN

In case of:

Fire:

CODE: RED

- We evacuate classrooms following the evacuation plan in the room
- Everyone meets in the grassy on the east side of the building near the dumpster and recycle bin
- Count your children and wait to shout “all clear” to the Director
- Call 911

Medical Emergency:

CODE: WHITE

- Comfort patient
- Call 911

Severe Weather:

CODE: BLACK

- Evacuate to the places marked on your plan in the classroom
- When given the all clear, assemble in the gym
- Call parents

Chemical Spill:**CODE: GRAY**

- If inside, evacuate to fire drill spot
- Call 911
- If outside, take shelter inside
- Turn off heating/air conditioning
- Call 911

Intruder or Lockdown:**CODE: BLUE**

- **Call 911**
- Alert staff via 2 way radio.
- Proceed to the furthest end of the gym near the double doors by the puppet hut.
- Enclose the group with the room divider.
- All lights turned off
- Keep children as calm and quiet as possible
- If classes are outside immediately re-locate all children to the shopping center located on the other side of Ridgeberry St.
- Call parents

TEMPORARY RELOCATION SITES

At school site:

Parking lot by garbage dumpster

Nearby site (within walking distance):

Shopping center across Ridgeberry Street

Far site (must transport)

Epiphany Lutheran School
14423 West Rd.
Houston, TX 77041



This parent handbook outlines the policies and procedures of The Family of Faith Preschool. An understanding of and adherence to the policies and procedures will ensure positive parent-school relations and that the children's needs are being adequately met. Therefore, the preschool requires that all parents and/or guardians of children enrolled at FOF Preschool read, sign, and return to the Preschool Director the statement that follows.

1. I have read and studied the Preschool Parent Handbook.
2. I will read and study any additions to, or revisions of, the parent policies.
3. I will adhere to the parent policies explained in this handbook.
4. I realize that lack of adherence to these policies may result in termination of the child care arrangement.

I understand that the policies in this handbook and communicated to me in any fashion are subject to interpretation, review and change by the Preschool Board.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Child's Name (please print): _____