ABC Day School

Program & Policies Parent Handbook

Monday –Friday

7:00 a.m.-6:00 p.m.

936.873.5011

Revised 3/9/2016

**Purpose**

**This handbook was developed to inform parents of school policies and program information. Parents will be given a new copy each year. Parents will be informed of changes to policy in writing when they occur throughout the year. *Parents are expected to read and be familiar with this information, and this document serves as the parent contract.* The “acknowledgement of handbook” which is included on the registration form, must be signed and returned by the first day of class.**

**Statement of Goals**

The vision of ABC Day School is to provide developmentally appropriate and nurturing care for children in a Christian environment. The following goals are necessary to meet that purpose.

* Provide a safe and healthy environment which encourages play, exploration, and learning.
* Provide interactions and activities designed to develop children’s self-esteem and a positive feeling towards learning.
* Stimulate each child’s thought process to bring greater understanding, awareness, and curiosity of the immediate world.
* Encourage each child to solve problems independently.
* Promote physical development through fine and gross motor skills.
* Teach basic Christian principals through example and curriculum.

**Philosophy**

Believing that each child is created by God, we are called to minister to children and their families as the children develop spiritually, socially, physically, emotionally, and intellectually. We provide high quality, developmentally appropriate care to children in a Christian environment.

**Registration**

**Registration is $100 for all day and $50 for after school.** This fee is non-refundable, non-transferable, and due at time of registration. If we are unable to place your child into our program at this time, you may be placed on a waiting list.

**Tuition**

When your child is enrolled in our program, he/she has a spot reserved for them. Our

expenses remain the same regardless of attendance and tuition must be paid.

Tuition is due on the **1st** day of each week and is considered delinquent on the last day of the same week; a $25 late fee will then be added to your account for that week. If you will be out on the due date because of illness or other event, please make arrangements to mail or drop off tuition at our office by the last day or the fee will be included. Tuition will NOT be pro-rated or refunded unless it is a 2 day week.

Payments in the form of a check, credit card, or money order may be made to the office each week. WE DO NOT ACCEPT CASH PAYMENTS. A receipt will be available after the payment is posted in our system.

On any returned check that causes a charge to ABC Day School, you will be required to pay the corresponding amount.

**Absences**

When your child is enrolled in our center, he/she takes up a reserved slot that is held open. Our expenses remain the same whether your child is here or not**. Unfortunately, there are no refunds or make-up days for missed days.** Consistent and prompt attendance is advised. If for any reason your child will be late, absent, or out for an extended period of time, please contact the office.

**Curriculum**

ABC Day School is a structured program that fulfills the needs of our children in developmentally appropriate ways. Our program includes prayer, language experiences, art, music, physical skills, manipulatives, dramatic play, science, nature, literature and more.

**Supplies**

Each child will need the following items:

**PLEASE LABEL ALL ITEMS to stay at school:**

Children (toddler & older) are required to have a KINDERMAT (four folding, 20”x45”) rest mat.

\*Rest mats may be covered with loose bedding only, to be supplied by the **parent**. Bedding will be removed and sent home to be laundered weekly.

Baby wipes as needed

Diapers or Pull Ups

**PLEASE LABEL ALL ITEMS in daily bag:**

Change of seasonal clothing (including socks and underwear) \**All ages please!*

Bottles (if needed)

Pacifier (if needed)

Lunch with a drink (**no soda, candy, or gum**)

**Arrival/Pick-Up**

Each morning children must be accompanied by a parent or authorized adult.

Pick Up: Children must be picked up by a parent or an authorized adult. **For each person** **picking up the child there must be a record of the identity on file.** **Written notice of changes to this agreement must be signed by the parent(s) and submitted to the director.**

ABC Day School has no legal authority to refuse either parent the right to pick up a child unless a court has granted temporary or permanent custody to one parent or to a third party and the school has been furnished with a copy of the court order. ***Photo-identification is required.***

The hours of our school are from **7:00 a.m**. to **6:00 p.m**. Children **must not** be picked up any later than **6:00 p.m**. **For your child to fully enjoy our program, it is necessary that they arrive before 9:00 a.m. It is also very important for your child(ren) to be picked up on time for their development in trust and also as a courtesy to the staff**. Should a late pick-up situation occur, please contact the office as soon as possible. ***A late pick up fee $1 per minute must be paid upon pick-up to the teacher waiting with your child.***

**Guidance and Discipline Polices at ABC Day School**

**Our program subscribes to a disciplinary policy built on mutual trust, with teachers and parents working together to help children grow and mature.**

During the early childhood years, children are learning to control their behavior and obey those in authority. We believe in establishing consistent, easy-to-understand limits and in having teachers who respond to inappropriate behavior with insight, sensitivity, and skill. When clear, consistent and age appropriate limits are present, children increasingly mature and are prepared to learn.

**Techniques to Avoid Problems:**

1. Positive statements are used in giving direction to behavior.
2. Redirection is consistent with the child's needs.
3. The child is given opportunities to make choices and solve problems.
4. Suggestions are given in time to prevent conflicts.

**When behavior problems occur we evaluate them as either childishness or rebellion:**

1. *Childishness is forgetting the rules and not thinking ahead.*

Children are reminded several times and then sit in time out for a short time until they remember the rules and comply “quickly”.

1. *Rebellion is knowing something is wrong and refusing to do right.*

The consequences are time out in the office. The purpose is to help the child have a change of heart. This usually happens in a very short time, 1-4 minutes. The child is returned to the room and it is cheerfully reported to the teacher that the child is ready to (positive statement of right behavior he is going to do). *If this does not change the behavior and heart attitude, the parent will be called to take the child and return the child when these changes have been made. After several of these incidents, if changes cannot be made over a period of time, we will ask the parent to remove the child permanently from the ABC Day School.*

**Responsibility**

God has charged parents with the responsibility of both teaching their child what is right and wrong and training them in wisdom. We are honored that you would choose ABC to partner with you in those hours that you are unable to be with your child. While at ABC discipline of children shall primarily be the responsibility of core classroom staff. However, we are a team and all staff and administers work together to support the primary teachers.

**Biting Policy**

We understand that many toddlers go through developmentally appropriate stages of hitting and biting, and parents and staff will work closely together to resolve these stages while protecting all children.

When biting occurs, these immediate steps will be taken:

* Separate the child who bit and the bitten child.
* Staff will say to the child who bit, "No, biting hurts!" or "I cannot let you hurt other people like that." The staff will use his/her tone of voice and facial expression to show the child biting is unacceptable.

Follow up steps include:

* Call an administrator to reinforce “No biting” and call the child’s parents.
* The teacher will carefully supervise in an attempt to prevent further biting.
* Document the incident and inform both sets of parents of the incident.

**Withdrawal/Dismissal**

 We ask for a **two week written notice** if a child must be withdrawn for any reason, **failure to** **do so will result in a two week tuition charge**. **While it is always regrettable to dismiss a child from ABC Day School, there are times when such action is appropriate and necessary.**

**Some situations demanding dismissal are:**

1. **Non-payment of tuition or fees.**
2. **If teachers and parents are not able to stop a child who is biting or hurting other children or continually disrespecting a classroom.**

**To avoid dismissal:**

1. Parents will be notified through notes and phone calls.
2. A conference held with parents and teachers to set up a plan to deal with inappropriate behavior.
3. The child will be dismissed when no improvement is seen within a certain time period to be set by the director, teachers, and parents involved.

**Lunch**

Your child’s lunch should be something they can feed themselves. This does not apply to nursery babies. Keep in mind our teachers encourage the children to the healthy eat meal first and then dessert. Children will not be allowed to share lunches. For your child’s safety, we ask that you do not send gum or candy. We always aim to make lunch an enjoyable time for your child. Lunch times are posted in the kitchen; please have your child’s lunch available by this time. **(PLEASE LABEL YOUR CHILD’S LUNCH BAG OR LUNCH BOX/KIT)**

If your child is in the nursery and has begun to use finger foods, we would prefer that you send finger foods as opposed to baby food.

**Snack**

A mid-morning snack and an afternoon snack will be given to all children. This includes a variety of food items and water. The snack schedule is posted on the bulletin board.

**Clothing/Diapers**

We play in mud, sand, water, and clay; we make marvelous goops; we glue and paint (not always with just brushes). We will often use aprons for messy projects, but your child may come home with stained or dirty clothing. Please have your child(ren) wear comfortable play clothes that they will feel free to participate in. **Each child must have an extra set of seasonal clothes in his/her cubby**. **Please mark them** **with the child’s name**. **Children in diapers should have two extra sets of marked clothes and a sufficient supply of disposable diapers for the day. Outside is our favorite place to be**. Be sure to send a **LABELED** jacket when appropriate. Suitable foot covering must be on your child’s feet upon arrival each day. We prefer socks and closed toe shoes.

**Lost and Found**

Lost articles will be kept on the top of the cubbies at the pre-school entrance. **Any extra items of clothing should be clearly marked with the child’s name, especially jackets.** The school/church will not be responsible for items left after Friday of each week.

**Birthdays**

Children love to celebrate birthdays at school. Please verify the date you wish to celebrate a week in advance with your child’s teacher. Please send easy to handle refreshments. Some nutritional alternatives to cupcakes are raw vegetables with dip, fruit kabobs, or muffins. If you wish to send invitations to school, send enough So that each child may receive one; otherwise please mail the invitation.

**Celebrations**

We have many celebrations throughout the year. If parents are interested in helping with the holiday parties or providing refreshments, sign-up sheets will be posted in each classroom prior to the party. Parent participation is greatly appreciated. For special programs, all parents, friends, and grandparents are invited to attend. Additional information about these events will be included in parent notices and newsletters.

**Procedures for Parental Visits and Participation**

At ABC Day School we have an “Open Door Policy” with parents and grandparents. You’re welcome to call and schedule your visit.

**Field Trips**

Field trips will be pre-planned and announced at least a week ahead of time. In order for a child to participate the permission sheet must be signed and cost of trip paid. Parents are welcome to attend and must pass a background check before participating.

**Movies**

Movies will only be shown to children over the age of two the last 30 minutes of the day for 2-5 year olds or the last hour for school age. School age may watch one hour mid-day in place of a rest time. Any movie that is shown will have a “G” rating and will used as a treat or to help with a theme.

**Pictures**

Upon registering at ABC, please fill out the Release for Media Recording as photographs of the children participating in our program may be taken from time to time. Any such photography will be done under the supervision of the director and staff. These photos may appear on the bulletin board, in newsletters, in brochures, on our website or in other publicity materials, and our Procare Child Management System. If for some reason you do not wish to give permission, please fill out the same form stating such.

**Breast Feeding**

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

**Transportation**

ABC Day School provides transportation for children in our care during pre-planned field trips. Permission for emergency transportation **MUST** be given on the Admissions form. Children in our afterschool program must tell Anderson-Shiro Elementary they are attending and give permission to ride the bus in the morning and afternoon.

When loading and unloading children the following guide lines are followed:

1. Children are always loaded and unloaded in a protected area or driveway, they exit on the curbside.
2. Children are accompanied by an adult before entering or after exiting the vehicle. They are not allowed to cross a street without adult supervision.
3. All children are accounted for before leaving the vehicle unattended to ensure that no child is left behind.

Safety Restraint

1. **Every child must sit in an infant safety seat, rear facing convertible child safety seat, forward facing child safety seat, child booster seat, safety vest, harness or a safety belt depending on child’s age, height and weight**. These will be supplied and installed by the parent.
2. No child is allowed to ride in the front seat of the vehicle for any reason.

**Health**

 All children must have a current medical examination upon enrollment and their immunizations must be current. A copy of your child’s immunization record should be attached to the registration form. This is to conform to the laws of the State of Texas and Department of Human Services. Documentation must be submitted by the first day of attendance. By **STATE LAW ALL FOUR YEAR OLDS** must have a vision and hearing screening prior to the completion before the first semester of enrollment. Adequate records of such exam by your health care professional must be provided. Please inform the coordinator and your child’s teacher of any chronic medical problems or allergies before his/her first day of school. Any emergency treatment authorization must be on file for each child (on registration form).

**Keep your child at home if he/she:**

1. **Has a temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to the school.**
2. Has conjunctivitis, an eye infection commonly referred to as pink eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Has bronchitis. This can begin with hoarseness, cough and a slight elevation in temperature. The cough may be dry and painful, but it gradually becomes more productive.
4. Has a rash that you cannot identify or have not been diagnosed by a physician.
5. Has impetigo of the skin. Shows up as red pimples. These eventually become small vesicles surrounded by a reddened area. When the blister breaks, the surface is raw and weeping.
6. Has diarrhea (watery or greenish bowel movements that look different or are much more frequent than usual). Must be free of diarrhea for 24 hours.
7. Is vomiting (more than usual spitting up in a baby). Must not have vomited in the last 24 hours.
8. Has a severe cold with fever, sneezing and nose drainage.
9. Seems really sick without obvious symptoms. In this case, a child may look or act different. There may be unusual paleness, irritability, unusual tiredness, or lack of interest.
10. Has any contagious disease – measles (Red or German), chicken pox, mumps, roseola, etc. Please let us know if your child becomes ill with a communicable disease so that other parents may be notified.
11. Has been diagnosed by a doctor as having an ear or throat infection until medication has been administered to the child for at least 24 hours.
12. A common condition with young children is head lice. A child must be free of head lice/eggs before returning to class. A doctor’s note and assessment by the ABC Day School director will be required upon your child’s return. This also applies to ringworm.
13. Has a green and /or dark color nose run- this may indicate an infection, which could spread to others. A clear nose run usually is a symptom of a non-contagious “allergy type” illness. Please remember to be considerate of others when bringing your children in with an illness that may be contagious.

**If a condition develops during the day, a parent will be notified and the child must be picked up as soon as possible. A sick child will be attended to and kept comfortable in the office/kitchen until parents arrive.**

**Medications**

Medications may be administered to children at the day school provided the following procedures are adhered to:

* Parents must sign an authorization form and include the times that each medication should be given, according to label directions;
* The medication is in the original container labeled with the child’s full name and the date brought to the day school;
* Medication is administered in amounts according to the label directions or as amended by a physician;
* Medication is administered only to the child for whom it is intended; and
* Medication is not administered after its expiration date.

**Accidents**

Parents are notified of any accidents. Always leave a number where you may be reached. Accident reports are filled out by the teacher and witnessed by a staff member. Parents are asked to sign the accident report for proof that you were notified. An example of the form is in the parent handbook. SAFETY is our number one priority.

**First Aid and Emergency Procedures**

ABC Day School is cognizant of its role in correctly managing situations that require first aid or emergency care. Everyone on staff is certified in CPR and basic first aid. Our staff is also trained in emergency and safety procedures. We practice fire drills monthly and severe weather drills four times a year. In the event of an actual emergency EMS (911) is called and first aid protocol followed. Parents are notified by phone at the number specified on the enrollment form.

In the event of an actual emergency that requires the school to abandon the original building, below are the areas we will walk to. If there is an injury, that child will be carried to the first location or, if necessary, driven to the second:

**Designated Areas:**

Fire Evacuation: Yard in front of the Anderson Baptist Church

In case of Severe Evacuation: Methodist Church

 256 Main Street

 Anderson, Texas 77830

**FOR TORNADO/SEVERE WEATHER WATCHES AND WARNING**

**PROCEDURES:** All children will be moved to the Pre-kindergarten room, which is the innermost room in the building.

1. A head count is taken before moving to a safe place, after arriving at a safe

 place, and after leaving the designated area.

2. Maintain flashlight and voice contact among staff members at all times.

3. Direct all children to kneel down on their knees with their head between their legs

 covering their head with their hands.

4. Advise all children to wear their shoes.

**EMERGENCY NUMBERS**

|  |  |  |
| --- | --- | --- |
| Name/Company | Contact/Town | Telephone Number |
| ABC Day School |  Anderson | 936-873-5011 |
| ABC Emergency Contact |  Anderson |  281-732-5576 |

**Notifications of Policy Changes**

Parents will be notified in writing of any changes of our operational policies and enrollment agreement. Two copies of the updated operational policies must be signed and dated for each child. One copy is for the parents’ records, the second copy is to be returned to the office and kept in your child’s records.

**Viewing of Minimum Standard Rules and Licensing Reports**

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing is available for viewing in the office.

**State Licensing Contacts:**

Texas Department of Family and Protective Services

 <http://www.dfps.state.ts.us>

**Licensing Staff: Licensing Supervisor:**

Rachel McCall Dana Perez 3000 E Villa Maria 14000 Summit Drive

Bryan, Tx 77803 Austin, Tx 78728

979.731.0119 512.834.3202

Rachel.mccall@dfps.state.tx.us

**Concerns**

If this is the first time your child will experience a pre-school environment, your positive attitude will greatly affect the initial adjustment to our center. While a majority of children have little difficulty in adjusting to new situations, some do experience teary separations. There may be no tears, but reassure him or her of your return and return promptly. Call the school to check on your child as often as you like and we will be honest with you about his or her progress. Please remember that a child can sense any reservations on the parent’s part, so a positive attitude must be maintained to assure a smooth transition.

Cubbies should be checked daily for important communications. Parents, please read all notes and newsletters. Parents of infants and wobblers are provided a daily record of changes, feedings, and activities. We strongly encourage parents to participate and communicate with us.

It is our policy at ABC Day School that each child’s needs are met. If you have any questions or concerns about our program or the care of your child(ren), please feel free to discuss it with the Administration. We strive to make your child’s stay at ABC Day School a wonderful experience.