



A place for your child to grow and change!

Parent Handbook 2021-2022

www.thousandhillspeople.org/seasonspreschool

Welcome!



*We at Seasons Preschool are delighted that you
have chosen to join us.*

Seasons Preschool has been serving the Lake Cities area since 2004. We started as a small 2-day a week Mother's Day Out Program. I became the director in 2014 after working with Seasons Preschool as the Pre-Kindergarten teacher in 2011. The summer of 2014 we became a 5-day a week licensed childcare center. We have grown from roughly 40 enrollments to over 100 enrollments in this short time. We are thankful to Thousand Hills Church and our partnership to minister to the families of our community.

Together we will be partners in providing a child-oriented environment that embraces the concept of the whole child. Our activities stimulate children's physical, intellectual and spiritual development and foster social and emotional growth. We encourage children to think, reason, question, and experiment. Our major goal is to help children develop positive attitudes towards themselves and learning. Through hands on activities and challenges, the children become willing participants in their own learning, cognitively, emotionally, socially, physically, and culturally.

I am proud of the program and the staff we have, and I feel confident that you will be pleased that your child is here with us in a safe and loving environment.

From our staff to our children, we celebrate a world of diversity - in race, age, gender, abilities, and other elements that your child will encounter throughout life. Our environments open children to new experiences, social contacts and learning opportunities, all in a relaxed, playful atmosphere.

This Parent Handbook will answer most of your questions about our program, but if you ever have any questions or concerns not addressed here, you are always welcome to contact me or any other staff administrator. It will be our pleasure to assist you in any way possible. Please keep this handbook nearby for easy reference.

Once again, welcome!

Sharon Williamson, Director

OUR SCHOOL	6
Mission and Philosophy	6
Goals	6
Licensing	6
Curriculum	7
Teacher Qualifications and Training	7
ENROLLMENT AND TUITION GUIDELINES	8
Non-Discriminatory Policy	8
Registration	8
Registration for Returning Students	9
Classroom Divisions and Groupings	10
Enrollment Requirements	11
Tuition	11
Payment Methods	11
Returned Checks	12
Discounts	12
Withdraw and Dismissal	12
OPERATIONAL POLICIES	13
Months of Operations	13
School Calendar	13
Hours of Operation	14
Sessions Offered	14
School Closings and Inclement Weather	14
Daily Schedule	14
Dress Code and Personal Items	15
Birthday Parties and Special Events	15

Lunch and Snacks	16
Discipline	16
Suspension/Expulsion	17
Biting Policy	17
Toilet Training	18
Rest Time	18
Infant Sleep Policy (Under 12 Months)	18
Breastfeeding	19
Physical Activity and Outdoor Play	20
Lost and Found	21
ENRICHMENT ACTIVITIES	22
Music and Movement	22
Chapel	22
HEALTH AND MEDICAL INFORMATION	22
Immunization Requirement	22
Medical Records	23
Vision and Hearing Screenings	23
Dispensing and Handling Medication	23
Illness and Exclusions	24
Lice	25
Minor Accidents	25
Emergency Medical Procedures	26
Allergy Action Plans	26
Washing Hands	26
Employee Vaccinations	27
SCHOOL SAFETY	27

School Security and Safety	27
Procedure for Release of Children	27
Car Line Procedures	28
Photographs and Videos	29
Fire/Emergency Evacuation Drills	29
Liability Insurance	29
PARENT COMMUNICATION AND INVOLVEMENT	30
Meet the Teacher	30
Parent Involvement	30
Parent Notifications	31
Communication	31
Social Media	31
Family Expectations	31
Discussing Policies and Procedures	33
LICENSING AND LEGAL REGULATION	34
State Licensing	34
Licensing Office	34
Abuse Hotline and Website	34
Preventing and Responding to Abuse and Neglect of Children	34
Recognizing the Signs of Child Abuse	35
Student Information Confidentiality	36
Changes to School Policies	37
Gang Free Zone Information	37
EMERGENCY PROCEDURES	37
Evacuation Routes by Building	37
Tornado or Other Severe Weather Events	38

Active Shooter or Physical Threat	38
PARENT AGREEMENT PAGE	39

OUR SCHOOL

Mission and Philosophy

The mission of Seasons Preschool is to provide children with a unique program that will allow them to develop their cognitive, social, emotional, physical, and spiritual abilities in a caring and Christian environment. Based on the theory that children learn by doing and while having fun, active involvement and meaningful experimentation are combined with systematic instruction provided by warm, dedicated, and qualified teachers.

Goals

The early years are critical to a child's later success in learning. The following are goals that the school shall strive to achieve:

- Promote the development of each child's cognitive, social, emotional, physical, and spiritual abilities to their fullest potential.
- Incorporate each child's interest and the events that make up their lives in the daily activities to foster learning and problem-solving skills.
- Offer a variety of developmentally appropriate activities to meet children's individual needs and learning styles.
- Provide a team of professional educators with knowledge and experience in teaching young children.
- Promote a foundation of spiritual growth and development.

Licensing

Seasons Preschool is licensed by the State of Texas, Child Care Division. A licensor has regular access to the center to review for compliance with the state daycare regulations. Formal reviews as well as spontaneous visits are conducted annually. Our center meets or exceeds all the stringent national regulations set forth for childcare centers servicing children. In addition, the center is inspected annually by the Lake Cities Fire Department to review compliance with city fire codes. The center posts a current license on the Parent Board located in the entrance of the main building.

Curriculum

Seasons Preschool uses curriculum that is aligned to Texas early learning standards. Research shows that relationships play a critical role in the brain development of infants and toddlers. As toddlers transition to preschool age, they learn more by doing, and they need many opportunities to explore, grow, and make meaningful choices. Our curriculum activities foster creativity and promote emotional, cognitive, social, language, spiritual and physical development. Developmentally appropriate activities build self-esteem and intrinsic motivation for learning. Parents will be updated with their child's daily learning activities through the Tadpoles Parents App.

Seasons Preschool uses curriculum from Funshineexpress.com. Curriculum is designed for Infants (3-12 months), Toddlers (1-2 years), and Preschool/Pre-Kindergarten (3-5 years). Curriculum is theme based, and introduces colors/shapes, letters/numbers, bible lesson, Spanish, early writing, reading, and mathematics. Our Preschool/Pre-Kindergarten class supplements curriculum with Handwriting Without Tears, an award-winning curriculum that teaches pencil grip, letter formation, and the literacy skills that are needed for print and cursive handwriting.

Students in all age groups are assessed within one-month of enrollment and at the end of the school year. Our teachers will keep parents informed about their child's progress throughout the year. Our partnerships last beyond the child's enrollment in Seasons Preschool. We hope to play an active part in their early childhood education and beyond.

Teacher Qualifications and Training

The teaching staff at Seasons Preschool is comprised of professional early childhood educators with knowledge and experience teaching young children. All employees meet the licensing requirements to be able to teach in a licensed facility in the State of Texas, including background checks, and FBI fingerprints. In order to work at our school, all teachers and teacher assistants must receive 24 hours of in-service training

annually which include Recognizing and Preventing Child Maltreatments and SIDS with Head Trauma, in addition to training in CPR and First Aid.

ENROLLMENT AND TUITION GUIDELINES

Non-Discriminatory Policy

Enrollment in Seasons Preschool shall be open to any child without discrimination regarding sex, race, ethnicity, creed, or political belief, provided the program can meet the needs of that child.

Registration

Seasons MDO & Preschool has two registrations per year:

- School Year Program (August-May)
- Summer Session (June-July)

We begin the registration process in January for the summer session and the school year that will begin the following fall. (For example, we will begin the registration process for the 2022-2023 school year in January 2022).

Registration priority is as follows:

- Currently enrolled students and their siblings
- Children of Thousand Hills and Seasons MDO & Preschool Staff
- New registration of the community

Our currently enrolled students and their siblings are given an opportunity to register for the upcoming school year in January. Registration is opened to the community in February. Registration is fulfilled on a first-come, first served basis and as room permits, based on childcare licensing ratio guidelines.

A waiting list will be maintained for those interested in enrollment when space is no longer available. As space becomes available parents will be contacted in the order

that the names appear on the list, with siblings of currently enrolled students being given priority.

Families wishing to enroll with a future start date are required to pay the registration fee, supply fee and first month tuition at time of registration. All fees except registration fee are refundable if the family forfeits their spot at least one month prior to start date. Fees are non-refundable if spot is held, and enrollment is forfeited less than one month prior to held start date.

Registration Process for Returning Students

Returning students must re-register each year and pay the registration fees. An online returning registration form will be available for all current students in December. New siblings will need to fill out a New Student Enrollment form.

A current copy of immunizations must also be on file for each school year or summer session. All medical information needs to be up to date. If immunizations are deferred due to reasons of conscience, a notarized affidavit is required before the child can start school. Seasons MDO & Preschool will only accept an original, notarized affidavit, which can be found at www.immunizetexas.com

For your convenience, the Seasons MDO & Preschool director is available to notarize your immunization forms. Unvaccinated children will be required to stay home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

Children who do not have required or completed records/forms or fees will be denied admittance until the date of completion.

Classroom Division and Groupings

SEASONS PRESCHOOL DOES NOT PROVIDE TRANSPORTATION

All classes are grouped by age, and class offerings and rooms may change from year to year, depending on enrollment and need. Children remain in their assigned classes from August-May. Typically, children are grouped in the following classes: (Age as of September 1)

- Infants: 0-12 months
- Toddlers: 13-23 months
- Climbers and Hoppers: 2's
- Preschool I: 3's
- Preschool II: 4's
- Pre-Kindergarten: 4-5 years starting kindergarten the following school year

Class ratio and max group size for Seasons Preschool

- Infants: 1:4 ratio/ max group size 8 (2 teachers)
- Toddlers: 1:5 (13-18 months) max group size 10 (2 teachers)
- Toddlers: 1:9 (18-23 months) max group size 13 (2 teachers)
- Climbers and Hoppers: 1:8/ max group size 8 (1 teacher/1 floater)
- Preschool I: 1:11/max group size 15 (2 teachers)
- Preschool II: 1:15/ max group size 20 (2 teachers)
- Pre-Kindergarten: 1:18/ max group size 22 (2 teachers)

Class sizes are below the minimum standards for teacher-child ratios/max group size. The program is organized and staffed to minimize the number of groups, teaching staff, and classroom transitions by an individual child. In the event of staff absence, children will be placed in groups to maintain state licensing requirements and consistency for children. Staff will be moved as needed to meet these requirements.

Children's placement in classes is based on enrollment and the above is a guide to begin classroom placement. Children's placement is the responsibility of the Director who will receive input from former teachers, parents, and outside professionals when necessary, when placing a child in classes.

Enrollment Requirements

Parents/guardians must complete the online Enrollment Form before their child's first day of school. All forms must be filled out truthfully and completely, including emergency contacts, permission to release, financial agreement, and discipline agreement. Immunization or immunization waiver and a Health Statement signed by the child's physician with date of last physical and permission to attend daycare, must be turned in prior to first day of school.

Texas State Law requires that each student's parent update the information on file at minimum annually. It is particularly important that the school office, Director, and the child's teacher have up-to-date telephone numbers where parents/guardians can be reached at all times.

Tuition

Tuition payments are due the first school week of each month without late fee. Tuition is paid in equal monthly payments regardless of the number of days in each month. Any portion of tuition paid after the first school week of the month will be subject to a \$10 per week late fee.

No allowances, credits, or refunds shall be made for absences- including vacations, illness, or other holidays; nor is credit given if the school must be closed due to weather events, national emergencies, pandemic, or any other events beyond the school's control. Alternative payment arrangements must be made with the Director prior to the tuition due date. Tuition pricing can be found on our webpage.

Payment Methods

Tuition is calculated on an annual amount that is divided into ten equal payments (August-May) or 2 equal payments for summer (June-July). Tuition statements are sent the last school week of each month. Regardless of whether a statement is received,

the tuition amount is the same month to month and should be paid no later than the first school week of each month.

Tuition may be paid by cash or checks made payable to Thousand Hills Church and be given to a staff person or dropped off in the tuition box located in the main entrance. Credit card payment links may be requested and there is a 3% credit card transaction fee assessed to the invoice.

Returned Checks

A processing fee of \$30 will be charged for any returned check. Checks will not be rerun, and parents are expected to pick up the check and replace it with a money order within three days of being notified. After two returned checks, you will be asked to pay tuition by money order or credit card.

Occasionally families have a special situation arise which cause hardship in paying their monthly tuition. In that event, please call the director about whether a special payment arrangement can be made. We are happy to help you when possible.

Discounts

Seasons Preschool offers the following discounts:

- Multiple Child Discount: \$50 sibling discount
- 5% Active Military, Teacher (school year only), OR Credentialed Pastor (Only one discount is applied)
- 10% Thousand Hills Church RECOGNIZED Member Discount

Tuition discounts are applied to monthly tuition only. Before/Late care fees, supply fees, and registration fees are not discounted.

Withdraw and Dismissal

Withdrawal: During the school year, if a parent desires to withdraw a child from our program, the parents should inform the school in writing at least one month before

the date of withdrawal. Withdraw notice given less than one month prior will require two weeks tuition payment at time of written notice.

Dismissal: In certain circumstances it may be necessary to ask that a child leave Seasons Preschool. The decision will only be taken as a last resort after all other efforts of working with the child and his/her family have proven unsuccessful. Dismissal of a child may come as a result of his or her behavior being a danger to himself, other children, the staff and/or the school property. Other incidents that may cause a family to be dismissed could be (but are not limited to):

- Disrespect toward teachers or school employees by child or parent
- Continued violation of school policies
- Non-payment of tuition
- Inability of the school to meet the child's health or educational needs.

Any child who is absent for more than 30 consecutive days without prior approval from the director and/or written communication from the parent will be automatically withdrawn.

OPERATIONAL POLICIES

Months of Operation

Seasons Preschool offers 2 sessions per calendar year. A 10-month school year (August-May) and a 2-month summer program (June-July). Families must register each year and designate 10-month school year, 2-month summer program or both.

School Calendar

Seasons Preschool uses the Lake Dallas ISD and Denton ISD school calendar as guidance for determining our school calendar. The school calendar is posted on our website. Dates may be changed at the discretion of the director. The school year runs August-May with summer session held June and July. If a change must be made to the approved school calendar adequate parent notice will be given.

Hours of Operation

Seasons Preschool hours of operation are as follows:

- Office hours are Monday-Friday 8:00a-4:00p
- Regular school hours are Monday-Friday 8:30a-3:00p
(New Hours Starting Fall 2021)
- Extended Day Program is Monday-Friday 8:00a-4:00p

Children cannot be dropped off before 9:00a unless in the early care program.

Sessions Offered

Parents of three options for enrolling:

- Monday-Friday
- Monday/Wednesday/Friday
- Tuesday/Thursday

If available, schedules can be created with an additional \$50 month fee.

School Closings/Inclement Weather

In the event of bad weather or a national or community emergency, please tune in to local radio and television for closure information. If the Lake Dallas ISD or Denton ISD schools are closed due to bad weather or national emergency, Seasons Preschool will also be closed. In the event we must close the school after the school day has begun because of a national emergency, electrical outage, plumbing or water cut-off, or for any other reason, the school will send an emergency text via our Tadpoles Parent App with instructions. Parents must immediately pick up their child (The health department requires there to be running water for the school to be in session). The Director reserves the right to close the school due to inclement weather if it is necessary for the safety of children or staff or in the event of a staff shortage.

Daily Schedules

The lead teacher is responsible for posting and maintaining a daily schedule of events for her classroom. This schedule should reflect segments of the day such as greeting upon arrival, snack time, outdoor time, motor, music, center time, and other such events indicative of the child's day. The daily schedule with activities will be listed

in the Tadpoles Parent App for the parent to view. When children are dismissed at the end of the day their daily note is posted into the Tadpole Parent App.

Dress Code and Personal Items

Although every effort is taken to keep clothes from soiling, school is a place where children will get dirty. Parents agree to provide their children with a full change of clothes, labeled with their child's name to be always left in their cubby. A full set of clothes includes socks and shoes. Children must wear closed toe shoes when participating in P.E. and outdoor playground activities. During the summer, water shoes may be worn during water activities or parents can provide a second pair of shoes that can get wet during the day. Children who wear sandals, boots, flip-flops, open-toed shoes, or crocs of any kind will be changed into their tennis shoes during outdoor activity or P.E.

Other items to bring to school:

- If your child uses diapers, parents must supply enough disposable diapers for the month (one diaper per hour in care) If cloth diapers are used, parents must provide plastic sack for all dirty diapers and a wet bag.
- If your child is potty-training, parents must supply a one pair of underwear for every hour in care. Parents can provide pull-ups for naptime.
- Children 12 months-3 years may bring a comfort item from home for rest time.
- Parents will provide a cup or water bottle to be kept at school. Bottles will be sent back and forth daily.
- Lunch may be sent in a lunchbox. Please use cold packs to keep your lunch cold. Teachers are not able to cook lunch. Lightly heating will be done when possible.

These items must not be brought to school:

- Toys from home (these are easily lost and not easily shared)
- No nap rolls (a nap mat is provided, or pack in play for children under 12 months old)

Birthday Parties and Special Events

Holiday parties are an integral part of the early childhood classroom. There will be several celebrations throughout the year.

A birthday is a meaningful event in a child's life, and we are happy to assist you in making this day special. We encourage you to bring individual nutritious birthday treats (baked goods or cookies WITHOUT icing or frosting are fine) or non-food treats for your child to share with classmates. Other encouraged treats include providing pizza or popsicles for the class. Please check with your child's teacher at least one week prior to discuss party options for your child. The child's teacher will notify you of any diet restrictions or allergies the class may have.

Lunch and Snacks

Parents are responsible for providing their child's lunch every day. We encourage parents to provide a healthy lunch. All toddlers should bring finger foods for self-feeding. Some suggestions: a sandwich, crackers and cheese, raw vegetables and dip, fresh fruits (pre-cut), yogurt and milk. Carbonated beverages and candy are not allowed. Unfortunately, we do not have the facilities to reheat food, so all foods must be able to be eaten straight from the lunch box. The school is not responsible for the nutritional value of the lunch each child brings to school.

Some classes are considered Nut-Free, and you will be notified if this is the case. When a class is Nut-Free, it means that no tree nuts of any kind should be brought to school. The school provides a daily snack and water for all children. Snacks follow licensing guidelines of nutritional needs for children. If your child has a dietary restriction or allergy, please be sure to let the teacher and director know (this should be listed on the enrollment form). A snack calendar for the month is posted on our website.

Discipline and Guidance

Seasons Preschool uses positive methods of discipline and guidance.

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

- A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least of the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 - Reminding a child of behavior expectations daily by using clear, positive statements.
 - Redirecting behavior using positive statements.
 - Using brief supervised separation or “cool-down” from the group, when appropriate for the child’s age and development. Seasons Preschool does not enforce or use “Time-Outs”.
- Seasons Preschool will not use harsh, cruel, or unusual treatment towards any child.

Suspension/Expulsion

The school reserves the right to an immediate suspension or expulsion of a child depending on various circumstances dealing with the child or the family at the discretion of the Seasons Director.

Biting Policy

In the event of a biting incident, both parents will receive a report to make parents aware of the incident. Information on both children implicated in the biting will never be given to the other parents. A copy of the report will be placed in the children’s files as with all incident reports.

Biting in very young children is most often a result of the frustration of the child not being able to communicate his/her feelings. We will work with the family of the biting child to help resolve this issue.

Seasons Preschool reserves the right to suspend the enrollment of a child who continues to bite after all attempts of resolution have been made.

The protocol for a child who is biting will be determined on a case-by-case basis. However, if for any reason, a child bites more than 3 times and there has been no

parent support in rectifying the situation it will be cause for dismissal at the Director's discretion.

Toilet Training

The goal of Seasons Preschool is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. Likewise, it is the job of our educators to teach them to use the restroom independently. Opportunities will be taken to teach the child to use the restroom and assist themselves as much as possible. Children need to be potty trained to enroll in the Preschool II class. There is a \$50 tuition fee for children not potty-trained at 3 years old.

Rest Time

It is required by Texas Childcare Licensing that children in care five or more hours are provided a rest time. Toddlers through Pre-Kindergarten will have a rest time after lunch. Quiet activities such as reading or busy bags will be offered for those children who are unable to sleep. Infants are on a sleep on demand schedule.

All children 12 months and up will be provided with a plastic rest mat. Children 12 months and over can bring a blanket for rest time. All mats are sanitized after each use, and blankets are kept and washed at school. Large bed roll and cloth mats are not allowed.

Infant Sleep Policy (Children 12 months and under)

All staff, substitute staff, and volunteers at Seasons preschool will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS)
THERE ARE ABSOLUTELY NO EXCEPTIONS TO THESE GUIDELINES:

- Always put infants to sleep on their backs. We do not accept any exceptions or health care professional recommendations. In the incident that it is medically necessary for the infant to lay on their back, documentation stating medical necessity will be required from your physician.
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that

meets the CPSC federal requirements for full-size cribs and for non-full-size cribs [§746.2409 and §747.2309].

- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib includes soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing such as infant sleepers or footed pajamas as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the **infant to a crib immediately**.
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e- cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest.

Breastfeeding

A comfortable designated area will be provided for nursing mothers and their babies.

Parents may breastfeed or provide the caregiver breast milk for their child while in care. Please see an administrator for more information about our breastfeeding area.

Physical Activity/Outdoor Play

Seasons Preschool strongly believes and supports the need for physical activity each day. Our program has a Physical Education instructor who plans our physical education program. All children will have a minimum of 30 minutes of physical education each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

- Infants will be given opportunities for physical activity, including supervised tummy time.
- Toddler through Pre-Kindergarten age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.
- School age children who are in attendance for the Seasons Summer Program, will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. Seasons Preschool will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- One 30-minute occasions of active play outdoors when weather permits.
- One or more structured or teacher-led activities or games that promote movement over the course of the day.

- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned for "rainy days".

During the warmer months, children will participate in water activities (water tables or sprinkler activities). Parents will need to provide sunscreen and/or insect repellent during the summer program or provide authorization for use.

Lost and Found

Please be sure to LABEL everything that your child brings to school including all clothing and lunch boxes. It is much easier to return a lost item if it is labeled. If your child is missing anything, please inquire at the school as soon as possible.

ENRICHMENT ACTIVITIES

Music and Movement

Music and movement are inside each child from birth. Children love to explore music through body movement, singing, playing instruments, and dancing.

Seasons Preschool recognizes not only the joy children experience through music but also all the benefits music and movement bring to them. In addition to enhancing the curriculum that classroom teachers are using, our music program will help children learn music in ways that engage and delight them throughout the day. Music and movement activities:

- Increase both fine and gross motor skills
- Help develop hand-eye coordination
- Improve early language development
- Increase self-esteem and confidence
- Nurture creativity and self-expression
- Cultivate sharing, self-regulation, and self-control
- Establish appreciation for music and rhythm

Chapel

Seasons Preschool is a Christian preschool. Our curriculum focuses on the love Jesus has for us and the love we should have for each other. Each week, children 3 years and older will participate in Chapel time. All classes will emphasize the weekly bible lesson during circle time, craft, music, and other opportunities for learning. Children will sing songs and memorize simple bible verses.

HEALTH AND MEDICAL INFORMATION

Immunization Requirement

Seasons Preschool is required to obtain a copy of the child's immunization record as specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B

- Provided immunizations records must include the following:
 - The child's name and birth date
 - The number of doses and vaccine type
 - The month, day, and year the child receive each vaccination; and

- The signature or stamp of the physician or other health care professional who administered the vaccine.
- For school age children parents can provide the immunization record or statement that the child's immunization record is current and on file at the school the child attends. The statement must be dated and include the name, address, and telephone number of the school.

If immunizations are deferred due to reasons of conscience, a notarized affidavit is required. Seasons MDO & Preschool will only accept an original, notarized affidavit, which can be found at www.immunizetexas.com

For your convenience, the Seasons MDO & Preschool director is available to notarize your immunization forms. Unvaccinated children will be required to stay home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

Medical Records

A health statement with the date of your child's last physical exam and stating your child is well to attend daycare is required at admission and must be signed by your physician. This statement together with your child's updated immunization record must be kept on file in accordance with the Texas licensing requirement.

Visions and Hearing Screening

The State of Texas requires that children enrolled in a facility who are four years of age on or before September 1 require a vision and hearing screening performed by a licensed professional. The results of the screening must be submitted to the school. For your convenience Seasons Preschool provides hearing and vision screenings each fall.

Dispensing and Handling Medication

Medication may be administered to a child while in school in accordance with the following policy and state regulations:

- Parents must complete and sign the Medication Authorization Form which will be kept on file in the Director's office
- Prescription medication must come in its original prescription bottle with accurate label information including child's name, doctor's name, date, exact

dosage, and name of medication

- Over the counter medication will be administered to a child ONLY if it is in its original bottle and dosage will be followed per container. No medication will be administered in a manner that is contrary to the label directions without a physician's written instructions.

The use of sunscreen or repellent can only be administered with written authorization from the parents.

Illness and Exclusions

Your child's health is a matter of major importance to us. Licensing requires that precautions be taken to safeguard the health of all children enrolled. If your child becomes ill at school, an administrator will immediately contact you. Your child will be separated from the class and taken to the office where they will be given the appropriate attention and supervision until you arrive to take them home. Sick children need to be picked up within 30 minutes of being notified. Children must stay at home until he/she is free of all symptoms without medication, for 48 hours or have written permission from a licensed health care professional to return to school.

Symptoms and signs of possible severe illness which will exclude them from school are:

- Axillary (armpit) temperature of 100 degrees with behavior change and other signs or symptoms of illness
- A spike in temperature to 100 degrees during a 2-hour temperature check when all temperature checks have been normal.
- Dry cough
- Abnormal breathing
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Lethargy
- 2 or more bouts of diarrhea
- 2 or more vomiting episodes
- Rash with or without fever
- Mouth sores with drooling
- Unusual behavior symptoms

Children will be excluded from attending childcare if there is any illness or injury that prevents the child from participating comfortably in childcare center activities including outdoor play. Children may also not attend school if the illness/injury results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.

Parents should notify the school if your child is out sick due to communicable disease so that the school can take the necessary precautions. Seasons Preschool will immediately notify parents, in writing, if any of the staff or a child has contracted a communicable disease that the local health department requires us to report. Parent may notify the director by email (after hours) at seasons@thousandhillspeople.org or calling during office hours at 940-321-0488. For general absence parents may mark your child absent by 9:00am through the Tadpoles Parent App.

Lice

If a child is sent home with lice/nits, he/she will need to be treated at home and may return to school once treatment has been administered and there are no signs of lice/nits anymore. Once the child return to school, they will be checked upon arrival for 3 consecutive days to ensure that they are free of lice/nits. If any lice/nits are found, they will need to go home.

Minor Accidents

If your child suffers a minor injury in school, the teacher will treat the injury and send home a copy of the incident report explaining how the incident happened and the action taken. In the event of an injury involving the child's head or leaving a significant mark, the parent will be called immediately.

Emergency Medical Procedures

In the case of a more severe injury the appropriate first aid measures will be taken immediately to care for the child, the parents will be notified, and if necessary, parents will be asked to pick up the child for further medical treatment. Emergencies will result in a call to 911. It is very important that all telephone numbers and emergency information be kept current so that parents can be reached. If cell phone numbers have been provided to the school, please be sure cell phones are turned on while your child is attending school. The Incident/Illness Report (Form 7239) should be completed and signed by the parent and reported to Texas Childcare Licensing within 48 hours.

Allergy Action Plans

Seasons Preschool will make every reasonable effort to meet the needs of children with severe allergies. However, we cannot guarantee that your child will not come in contact with allergens. Please indicate on the enrollment form if your child has severe allergies that require specific protocols such as antihistamine and/or epi-pen. Per the State of Texas licensing division any child with a documented allergy must have an allergy plan signed by a physician on file. Any required medication is to be provided by the parent in its original container and the school's Medication Authorization form must be completed for Seasons to administer treatment and for the child to attend school. The director and all the child's caregivers will sign the Allergy Action Plan.

Washing Hands

The most important thing teachers and children can do to prevent the spread of illness is to wash hands thoroughly and often. Teachers are given guidelines regarding how and when to wash their hands. They teach the children to wash their hands:

- After any visit to the restroom or diaper change
- Before and after lunch or snacks
- After using the sand/water/discovery table
- After they encounter soiled items
- After coming back from the playground
- Any other occasion when hands may become dirty

Employee Vaccinations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

Seasons Preschool employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees. Seasons Preschool employees are required to follow all school and Texas Licensing requirements for use of protective medical equipment, including gloves and masks, when there is a risk of exposure of illness to children. Seasons Preschool prohibits discrimination or retaliatory action against an employee who chooses not to receive vaccines for VPDs.

SCHOOL SAFETY

School Security and Safety

Keeping children safe and secure is Seasons Preschools top priority. During school hours main entrances remain locked and monitored. Modular doors facing the front of the building also remain locked during school hours.

Procedure for Release of Children

Seasons Preschool uses a car line when dropping off and picking up their children. A car tag will be issued to each family. Extra car tags may be requested for additional authorized pick-up persons. Children will be checked in and out by their lead teacher using the Tadpoles App. The child's picture, parent/guardian pictures and all authorized persons pictures will be in Tadpoles to confirm identity. In the case that we do not recognize the person picking up, or the car tag is not present, the person will be asked for picture identification. If the person is not listed as an authorized

person, the child's parents/guardians will be called. To add additional authorized person to your account, please contact the Executive Director.

Our regular program hours are 8:30a- 3:00p (starting fall 2021). Early drop off begins at 8:00and extended day ends at 4:00p. Please be on time to pick up your child. Any children picked up after 3:15 will be moved to after care and will incur a late fee which will be applied to your account as follows: The first minute is \$5 and each minute thereafter is \$1 per minute. Habitual tardiness (5 times) will result in an additional \$25 charge and potential removal from extended daycare.

Car Line Procedure

1. Follow all routes for entrance and exit. Cones will be placed, and staff will assist in directing traffic.
2. Always display your car tag in the windshield. If our staff does not recognize you and you do not have your car tag, you will need to present identification.
3. The car line is a PHONE FREE ZONE, please be attentive to your surroundings.
4. The adult dropping off or picking up the child will need to assist the staff by removing the child from the car seat. Children need to be secured in their car seat at pick-up by the adult picking up. Seasons staff is not allowed to secure your child in their car seat. You will not be allowed to leave the car line until the child is secured in their car seat.
5. Do not let your child out of the vehicle until a staff member is available. Please cooperate with the staff as they are there to make sure safety procedures are followed.

Parents should notify the office any time there is a change in the normal routine of the daily pick up, even if the person picking up is one of those who are designated on the enrollment form. Parents can call the school at 940-321-0488 or through the Tadpoles Parent App. In case of an emergency, please email (seasons@thousandhillspeople.org) or call the school with the person's name and phone number. In any case, anyone picking up your child other than the regular pick-up person, will need to present a picture ID.

It is important that parents adhere to the hours of operation when dropping off and picking up children. Children who are picked up late will incur a late fee. As a courtesy

to the staff and to your child, we ask that you call the school and notify us if you are running late, so we can make any special arrangements necessary. Late charges are assessed with or without notification. Being consistently late in picking up your child may result in your child's dismissal from the program.

Photographs and Video

Pictures and video taken of children during the school year will be used for school purposes only with written authorization from the parent or guardian.

Fire/Emergency Evacuation Drills

The safety of children at school is of the utmost importance. An Emergency Preparedness Plan has been designed to ensure the safety of children during an emergency. Procedures are in place for emergencies such as fires, severe weather, medical emergencies, intruders, release of children playground safety, and national alerts. Drills are conducted regularly by employees and children and emergency "test" texts will be sent through the Tadpoles Parent App when conducted. A copy of the Emergency Preparedness plan is available for review on request.

If children must be evacuated from the school building for any reason, Corinth Elementary School, will be the place of relocation. Parents will be send an emergency text through the Tadpoles Parent App with instruction for pick-up and/or called. All staff will remain with the children until all are picked up. Corinth Elementary is located at:

**3501 Cliff Oaks Drive
Corinth, TX 76210**

Liability Insurance

Seasons Preschool meets all state requirements regarding insurance coverage for children enrolled in a licensed facility. Coverage is reviewed by controlling persons and Texas Childcare Licensing.

PARENT COMMUNICATION AND INVOLVEMENT

These are your children, and while we do have parental guidelines for attending school functions or other involvement, parents/guardians may visit the center at any time during hours of operation to observe their child, the center's program activities, the building, the premises, and the equipment without having to secure prior approval. Please visit the front office and an administrator will attend to your requests, while keeping the integrity and safety of all children a priority.

Meet the Teacher

Seasons Preschool will host meet the teacher before the school year and summer session. Meet the teacher will be for new families only before the summer session and all families for the August-May school year. Parents will be given a date and time to bring their child to the school and help them become acquainted with the teacher and the environment. Other opportunities throughout the year may be announced for opportunities for parents to interact with Seasons staff.

Parent Involvement

Recent community health concerns have limited the ability to have parent classroom volunteers. Seasons Preschool will provide school activities that will allow parents to be involved with their child's learning:

PARENT CONFERENCES- are held once a year in Pre-Kindergarten. The conference is held in February and is designed to let the parent know about the child's progress and Kindergarten Readiness. Conferences can be scheduled upon the request of the parent. Teachers will also call parents as needed throughout the year, and parents may schedule a phone conference if needed.

BOOK FAIR- is held in the fall. Parents are encouraged to come to the book fair as a family and take the opportunity to select books for home. This event allows the school the opportunity to receive books for the school library.

CHRISTMAS PROGRAM- is a fun night where every class (Infants-Pre-Kindergarten) participate in a musical Christmas program.

Other event that may take place for the family are the Fall Parade, Fall Pictures, Breakfast with Santa, Easter Egg Hunt, and Pre-K Graduation

Parent Notifications

From time to time, Seasons Preschool may choose to update the Operational Policies and Procedures (Parent Handbook) The most recent version will be available on our website www.thousandhillpeople.org/seasonspreschool to view or download, as well as available upon request.

Communication

Seasons Preschool believes that close communication with the parent is a key factor in the children's success. Parents will receive regular emails with information about child development, home related or community activities, school information and upcoming events.

Social Media

Seasons Preschool has a public Instagram and Facebook Page. A closed Facebook page has been set up for all currently enrolled families. We encourage parents to check the page for updates and important event information.

Our Seasons Preschool teachers are not allowed to "Friend" parents through any social media platform.

Family Expectations

Just as we set guidelines for appropriate behavior of children, we also must ensure that parents and other adults who come to our school know what our expectations are in terms of their interaction with our staff, other children, and other parents.

APPROPRIATE LANGUAGE- Parents/Guardians and their guests must use appropriate language while on school/church property. Foul language of any type is

not permitted on school/church grounds, which includes our parking lots and playgrounds.

SMOKING- Smoking is prohibited on all school property, including parking lots and playgrounds.

PHYSICAL AND VERBAL PUNISHMENT OF CHILDREN ON SCHOOL PROPERTY- We do not allow parents or their guests to use any type of corporal punishment on any child whether enrolled in our program or not, while on school property. This includes our parking lots, playgrounds, and bathrooms. Further, while verbal reprimands may be appropriate, it is not appropriate for a parent to verbally abuse their child while on our premises. Doing so can cause undue embarrassment and emotional distress to a child. Violations of this policy will result in immediate disenrollment from our program. Parents and their guests are also prohibited from addressing or disciplining a child that is not their own. If you have concerns about the behavior of another child, please bring your concern to a director who will address your concern and resolve the issue.

FIREARMS AND WEAPONS BAN ON SCHOOL PROPERTY- At no time is any person permitted to possess firearms, ammunition, or other weapons on school property, or at events sponsored by the school. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the period you are in the school. Any violation of this policy may result in immediate disenrollment from our program, as well as criminal prosecution.

CUSTODY AND VISITATION ISSUES- It is our policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit, or request documents about their child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parent and/or guardians. We will follow that last dated court documents, without prejudices, to either parent/guardian. We ask that parents/guardians keep the school, our staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

STAFF HIRED BY PARENTS- If you enter into an agreement with a Seasons Preschool employee to babysit for your family outside of the employee's normal work hours and/or outside school hours, it must be done away from school and with full knowledge and understanding that the sitter enters into such an agreement as a private citizen and not as a Season Preschool employee. We cannot be responsible for our employees away from the school, outside their working hours, and will not be liable for their acts or omissions when not on our property. In addition, staff is absolutely prohibited from transporting any children to or from school in their personal vehicles without a signed Release of liability form from the parent/guardian.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS OR ALCOHOL- If a parent or other adult enters the school to pick up a child and appears to be intoxicated either by the smell of alcohol or his or her actions appear to be impaired, we may refuse to release the child to them and call another contact on the emergency contact list to pick up the child. If the intoxicated individual becomes aggressive or unruly, the Director may notify the local authorities.

Discussing Policies and Procedures

Parents are welcome to contact the Seasons Preschool Executive Director with any questions that they have regarding their children's care at our center or about center's policies, procedures or in general about how the center operates. The Seasons Preschool Executive Director is normally available during daytime business hours and can also always be reached through email at seasons@thousandhillspeople.org

If resolution cannot be achieved to the parent's satisfaction, the State of Texas Child Care Division's Licensing Specialist may be contacted for review.

LICENSING AND LEGAL REGULATIONS

State Licensing

Seasons Preschool is licensed by the Department of Family and Protective Services of the State of Texas. All the guidelines for operating procedures, administration of the school, and laws are outlined in the Minimum Standards (revised 2021).

Each licensed center is responsible to a licensing representative who visits the facility on a regular basis. A copy of the Minimum Standards and the most recent inspection report are available for the parents' review upon request.

If you have questions about the services provided by this center, or Childcare Licensing you may call the Childcare Information Line at 1-800-862-5252 or visit their website at www.tdprs.state.tx.us or the Child Abuse Hotline at 1-800-252-5400.

Licensing Office

1400 Summit Drive, Suite 100
Austin, Texas 78728
(512)834-3195

Abuse Hotline and Website

- Call the Texas Abuse Hotline toll-free at 1-800-252-5400 24 hours a day, 7 days a week, nationwide.
- Make your report through their secure website and you will receive a response within 24 hours: www.txabusehotline.org

Preventing and Responding to Abuse and Neglect of Children

Seasons Preschool will ensure annual training is completed by all employees to prevent and respond to abuse and neglect of children.

Recognizing the Signs of Child Abuse

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating shaking kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Student Information Confidentiality

The Student Information and Assessment Form is designed for the use of your child's teachers. It helps us understand your child so that we might meet individual needs. Please fill it out as completely as possible. The Student Information and Assessment form will be reviewed by the Executive Director and/or Director and shared with your child's teacher and/or any other individual with an educational interest in your child.

such as Texas Department of Family and Regulatory Services, or any other governmental agency as applicable. Before sharing information with an outside agency Seasons Preschool must receive written consent from the family.

Changes to School Policies

Seasons Preschool reserves the right to change or amend at its sole discretion this Parent Handbook at any time and without notice to comply with governmental requirements or for any other reason necessary. In the event of a policy change, parents will be notified in writing.

Gang Free Zone Information

Under Texas Penal Code, any area within 1000ft of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Family members and guest are prohibited from possessing firearms or other weapons on our property and at events sponsored by Thousand Hills Church.

EMERGENCY PROCEDURES

Evacuation Routes by Building

Modular Building/Classrooms

All classrooms shall evacuate in an orderly fashion through the front entrance on the south side of the building. Teachers shall lead students in a single file down the concrete walkway and then proceed south past the parsonage to rally on the adjacent Corinth Elementary School property. Teachers shall then assemble students and account for them at the gymnasium of Corinth Elementary School.

Main Building/Classrooms

All classrooms and personnel in the main building shall evacuate through the rear (south) door of the sanctuary and proceed south towards Corinth Elementary School.

Attendance records shall be accessible via laptop and teacher iPads, so that all students can be identified and accounted for at the rally point. An emergency notification will be issued through the “Tadpoles Parent” application.

Tornado or Other Severe Weather Event:

In the event a tornado or severe weather is imminent, all children shall be brought into the main building. The main men’s restroom will be where we will seek shelter; the Family Room (main building) will serve as overflow.

Once students are in safe rooms, a roll call shall verify that all children are accounted for. The director will monitor weather reports and signal an all clear when the danger has passed. It is imperative that teachers, volunteers, and staff always remain calm to avoid children becoming anxious or excited. Parents who arrive at the center may join their child in the safe room. No one will be allowed to leave the building once we are in the safe room, and until the weather has passed.

Active Shooter or Physical Threat

In the event any staff member, volunteer, teacher, or other personnel becomes aware of any type of physical threat, real or perceived, they shall call for a lockdown immediately via radio or any other means. The director shall then call 911 and report in detail what the threat is.

Teachers shall lock their classroom doors and move children away from the door and windows. Children should be seated and kept as quiet and calm as possible. It is imperative that teachers, volunteers, staff, and aides remain calm to avoid panic.

Teachers shall not unlock the classroom for anyone until the director or emergency personnel via radio, cell phone or landline give all clear.

****During regular school hours, Corinth Elementary School may become an alternate shelter if the facilities of Thousand Hills Church become damaged or unfit for shelter***



Seasons Preschool Parent Handbook

I have read and understand the Seasons Preschool Parent Handbook and policies. I understand that this handbook includes all policies which may govern Seasons Preschool and in the event of a conflict the handbook will be referred to for policy and procedure verification as well as actions to be taken.

Printed Name _____

Signature _____ Date _____