

Little People's School

Parent Handbook

2022-2023



**The Preschool Ministry
Of
Katy First United Methodist
Church**

Little People's School

Parent Handbook

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Little People's School
Pre-School Ministry of Katy First United Methodist Church
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Rev. Jason Smith, Senior Pastor
Rev. Mark Kimbrough, Associate Pastor
Dorinda McCollum, Pre-School Director

Philosophy

We believe that children are a gift from God. We understand that learning begins at birth. It is the mission and responsibility of the church to provide a safe, nurturing, and interesting learning environment for young children, where they will experience God's love, learn about God's world and be able to develop spiritually, cognitively, physically, emotionally, and socially.

Katy First United Methodist Church Mission Statement

*To make disciples of Jesus Christ for the transformation of our community
and our world.*

Little People's School Motto

Little People's School...Where God's Children Learn Big Life Skills

Purpose

Little People's School is an outreach ministry of Katy First United Methodist Church. The purpose of the school is to provide a Christian, weekday, early-childhood program for children fifteen months to five years of age. Our school offers many opportunities for spiritual development including weekly chapel, Bible stories and songs, celebrations of Christian holidays, as well as prayer before snacks and meals. Our staff are role models for the children and let God's love shine through them throughout the day.

Little People's School is licensed by the Texas Department of Family and Protective Services. The DFPS performs annual inspections to ensure that proper health, safety, and well-being of all children is maintained. Parents/guardians may view a copy of inspection reports and/or the minimum standards that we must follow on the school bulletin board outside the director's office or online at hhs.texas.gov under Childcare Licensing. Parents may also contact local licensing office at 713-940-3009.

Operations of the school are delegated by the Little People's School Board of Directors, which has a long history of providing quality experiences in a weekday setting for young children. The Board is responsible for creating and supervising the school's philosophy, curriculum, policies, procedures, and budget.

In our classes at Little People's School emphasis is placed on developing each child's self-esteem and creative potential. Well-equipped classrooms with learning centers are designed to help young children learn through discovery and play. As an outdoor center, the spacious playground gives the children freedom to develop their gross motor skills. All activities are carefully planned with many opportunities for social development, self-expression, freedom of choice, self-reliance, and spontaneity.

The staff at Little People's School is a huge asset to our program. All staff members are experienced in working with young children and receive twenty-four hours a year of continuing education in early childhood. Each staff member also goes through an FBI fingerprint check, is certified in CPR and First Aid, and attends annual training about recognizing and reporting child abuse and neglect. Staff vaccinations are not mandatory.

Message from Senior Pastor and School Director

We are so excited to welcome you and your family here at Little People's School of Katy First United Methodist Church. We know your children are one of the greatest gifts you have, and we are honored to have them here with us. I may be biased, but I truly believe we have the best director, staff, and program to offer an excellent place of growth, learning, and fun for your children. We hope you will feel welcomed, encouraged, and celebrated as parents too. Katy FUMC is a wonderful place, and if you don't have a church home, we would love to have you join us Sundays as well!! Thank you for letting us be a part of helping to grow and nourish your child!

*Rev. Mark Kimbrough
Associate Pastor*

I would like to welcome each child and family to our Little People's School. We are so excited you have chosen our program to be one of the first school experiences for your child. Our days are full of fun and interesting learning experiences that will help your child grow into the wonderful person God has planned. The LPS staff and I look forward to getting to know your family as part of our own. Please feel free to contact me if I can help you or your child in any way.

*Dorinda McCollum
Pre-School Director*

Goals

Little People's School believes that parents/guardians are the most important and influential people in a child's life. We respect the role you have as a parent/guardian and will strive to help your child reach the goals you have for him/her. The school administration and staff will also strive to help each child reach the following goals to the best of their ability.

- Help each child develop a positive self-image
- Help each child become self-reliant
- Help each child develop creativity
- Help each child develop appropriate social behaviors
- Help each child develop small and large motor skills
- Help each child develop appropriate language
- Help each child learn through discovery and play
- Help each child grow and learn in a safe, nurturing environment
- Help each child develop positive attitudes about school and learning
- Help each child by providing a loving, nurturing, and experienced staff

Little People's School - Enrollment

Registration

Little People's School admits children of any race, color, religion, sex, gender expression, national and ethnic origin who are 15 months-5 years of age to participate in all administration policies, privileges, programs, activities, and educational policies, provided our program can meet the needs of the child. Little People's School will enroll children in compliance with the Americans with Disabilities Act, its regulations and any other local, state, or federal laws pertaining to the provision of services for those with disabilities. We strive to be an all-inclusive program. However, we are limited to funding for additional staff and/or special training for certain situations. Little People's School might not be equipped or be the right setting for all children and alternate school environments might be suggested. Registration is opened to currently enrolled students and their siblings first, then Katy FUMC members and then opened to the public. Spots are filled on a first come basis and children are then added to a waiting list.

Registration Fee

A registration fee is due along with a form at the time of registration for all classes. This fee is set by the Little People's School Board and is **non-refundable** for any reason.

Days and Hours of Operation

Little People's School is in session from September through May of each year. Hours are Tuesday-Thursday from 9:00am-2:00pm and Friday from 9:00am-12:00pm. Days and times for each child depends on the class they are enrolled in.

Enrollment Packet

An enrollment packet will be given out after the registration fee is paid and a spot is secured for your child. (Current students will receive packet during the month of May) The packet includes the following forms:

- General Authorization and Release (yellow)
- Emergency/Medical Form (purple): signed by a physician
- Child Release Form (blue)
- Tuition/Fee Contract (bright pink)
- Handbook Acknowledgement Page (white)
- Introduce Us To Your Child (light pink)

All forms must be filled out **COMPLETELY** (no blanks) after July 1st to ensure the most updated information is given. Dates those forms are due to the office will be designated each year on the Forms Checklist sheet. A late fee of \$25.00 will be charged for missing or incomplete forms received after the first week of August. This timeframe ensures we will be able to complete our files and prepare class rosters for the teachers.

General Authorization and Release

This form is for parents/legal guardians to provide authorization and consent for participation in our program by initialing each section. This includes acknowledgment of health and safety risk, release of children, release of contact information, and authorization for child to be included in evaluations and assessments. This form also asks for permission to use child's photos for in house and community outreach, as well as acknowledgement of other families being allowed to take photos and videos at school. Parents/legal guardians also initial a release of liability for any illness and/or injury their child might sustain while on school or church premises.

Emergency/Medical Form

This form includes doctor and hospital information as well as medical insurance information. Parents/legal guardians must list persons and their phone numbers whom you authorize to pick up your child and/or arrange medical treatment in case of illness, accident, or school closings if one of the parents/guardians cannot be reached. This form also contains a Consent for Treatment statement giving a Little People's School staff member authorization to seek medical treatment, if needed, for your child in the event a parent/legal guardian or emergency contact cannot be reached. If medical attention is needed and parents/guardians or emergency contacts cannot be reached, 911 will be dispatched at the parent's/guardian's expense. The back side of this form includes information about allergies, illnesses, medications, or special needs. Please keep us updated if any of this information changes or becomes more severe during the year. Parents/legal guardian will provide an Emergency Action Plan from a physician for any known allergies requiring an Epi-Pen. An Allergy Alert form must also be filled out for these children. Parents/Legal Guardians must fill out an Avoidance Form for any other dietary restrictions. In addition, parents/legal guardians must fill out a Medical Alert form for any cases of asthma or insect bite sensitivity. We require permission to administer Benadryl for severe allergic reactions or After Bite for insect bites. Your child's doctor must sign the back side stating that your child has been examined within the past year and is able to participate in our program. The following two documents must be included with the Emergency/Medical Form:

Immunization Record

A copy of your child's current immunization record must be included with the enrollment packet. You may view a copy of the recommended immunizations schedule in the school office. It is important that Little People's School receives a doctor's written and signed verification of any new immunizations received throughout the school year in order that we maintain updated and current medical records. No child may attend school without an up-to-date immunization record and a signed and correctly dated doctor's form. Little People's School does allow children with immunization exemptions to attend school with the required, notarized documentation. The school does not require staff to receive any adult immunizations.

Vision and Hearing Testing

The state requires all four and five-year old children to have a vision and hearing test administered on or after their fourth and fifth birthdays. The school is required to send these results to the state each year. All four and five-year old children must provide a current copy of vision and hearing test results performed by a physician or a Speech and Language Therapist. These results need to be from screening performed on or after their fourth and fifth birthdays.

Child Release Form

This form lists parents/guardians and any other persons who may pick up your child from school without further notice. Persons on this list must provide driver's license for staff to verify that they are the persons on your child's pick-up list. If special pick-up arrangements are being made, the office must be provided a handwritten notice, or a phone call followed by an email giving permission for us to release your child to another person not listed on this form. This form also contains a space for you to notify us of all persons approved to receive information pertaining to health and schooling of your child.

Court Ordered Custody

In the case of dual family relationships, Little People's School requires a copy of the current court ordered custody agreements. This information is kept strictly confidential, but it is important the school has copies of any pertinent legal documentation to protect your child. The most current documentation on file will be followed. In the case of no court orders on file, both parents/legal guardians will have full access to their child and any school information pertaining to their child.

Tuition/Fee Contract

This form outlines all tuition and fees for your child's school year including late penalties and return check fees. All tuition and fees are set by the Little People's School Board of Directors. This form must be signed and returned. All penalties and fees will be strictly enforced.

Tuition

Little People's School is a nine-month commitment with tuition being divided equally between the nine months. School closings for holidays, training, Katy ISD closures, etc. have been factored in to determine the yearly tuition amount. The first tuition payment, in the amount of ½ monthly tuition, will be due on August 1st. This payment will be credited to the May tuition. All other full payment amounts will be due on the first of each month from September-April. The last tuition payment, in the amount of ½ monthly tuition, will be due on May 1st. Credit is not given for a child's absences including illness, vacations, holidays, Katy ISD emergency closings, Katy ISD student holidays, closures due to unsafe conditions, or other closures beyond our control. Payments must be made through our parent app, mailing a check or hand-delivering cash or check to the school office. Make checks payable to Little People's School and indicate the student's name on check. **Please do not send payment in your child's bag or give it to the teachers.**

Supply Fee

A **non-refundable** supply fee, for each child, will be due for each semester. The first semester supply fee will be due on August 1st along with ½ of May tuition. The second semester fee will be due on January 1st along with monthly tuition. This supply fee helps the school replenish items such as paper products, wipes, tissues, baggies, cups, paint, construction paper, glue, and other classroom consumable materials. This fee also covers each child receiving a tote bag, t-shirt, and (2) class parties each year. In addition, this fee helps cover the cost of our technology outreach program that gives parents/guardians the opportunity to have a glimpse into their child's day.

Late Penalties and Other Fees

Tuition and supply fee payments received after the 10th of the month will be charged a \$25.00 late payment fee. If tuition and late fee is not paid by the 20th of the month, your child might be at risk of losing their spot in class. Late fees will be strictly enforced. Please speak to the director about emergency or extenuating circumstances regarding

fees that are due. Requests for alternate payment schedules must be made in writing. If your check is not accepted for payment by your bank, we will assess a fee of \$30.00 and payments must be paid in cash for remainder of the year.

In the event your child is not picked up by 2:05pm on Tuesday, Wednesday, and Thursday or by 12:05pm on Friday, we will assess a fee of \$5.00 per child for every 10 minutes until your child/children are picked up.

Handbook Acknowledgement Page

This form verifies that parents/legal guardians have read, understand, and agree to abide by all Little People's School policies and procedures outlined in this handbook. This form must be signed and returned to the school office to be kept in your child's file.

Introduce Us To Your Child

This confidential information form helps your child's teacher know and understand your child's needs and what will help them be most comfortable. Please fill this form out with as much information as possible. In addition, please let your teacher know if any of this type of information changes throughout the year.

Information and Record Changes

It is important that any changes in information on enrollment forms be given to the school office as soon as possible to ensure your child's safety and needs continue to be a priority. Please stop by the school office and update information as it changes.

Other Policies

Withdrawals

If it becomes necessary to withdraw your child for any reason, please give the school a two-week, written notice of withdrawal. This permits your child's teacher to prepare your child and the class for the change.

Refund Policy

Registration and supply fees are non-refundable. If a child must be withdrawn from our program, prepaid tuition will be refundable until March 1st. Tuition and all fees must be current, and a two-week written notice must be given to the school to receive a refund on tuition.

Calendar

Generally, Little People's School follows the KISD calendar regarding holidays. Please consult the Little People's School calendar for beginning and ending dates, and any varying closing dates. Our school will be closed for two additional days during the year for our staff to receive training in Early Childhood Education.

Inclement Weather

Little People's School generally follows KISD in deciding to close or delay start due to weather. Should KISD schools close or delay because of inclement weather, we will do the same unless notified otherwise by administration. Parents/guardians should consult TV or radio programs for official school closing updates. Little People's School will also close in the following cases: being without electricity for more than 2 hours; without water for more than 1 hour or if the Health Department has concerns regarding spread of illness. Tuition credit is not given in these situations.

Outside Play

If a parent/guardian does not want their child to play outside for whatever reasons, the child must be kept home that day.

We follow KISD policy regarding children's playtimes outside during colder weather. For temperature below 45 degrees or wind chill below 40 degrees:

1. Teachers should ensure children are dressed for cold weather
2. Teachers should be attentive to children showing signs of hypothermia

For temperature below 32 degrees or wind chill below 30 degrees:

1. Teachers should watch for ice formation on walks
2. Outdoor activities should be limited to 25 minutes or less
3. Children with health conditions that could be aggravated by cold should be exempted from outdoor activities (in this case, child must be kept home)

For temperature or wind chill below 20 degrees:

1. Outdoor activities should be discontinued until temperature warms

Toilet Learning

Little People's School recognizes that children develop at a different pace. However, our school is not equipped with the staff or facilities to accommodate older children who have not yet mastered using the toilet. Our three-year-old and older children must be consistently using the toilet for urine and bowel movements. **Diapers or pull-ups are not allowed in these age groups except for a doctor diagnosed developmental delay and if the school is able to meet the child's needs.** Children who have multiple

accidents at school might be required to stay home until they have completely mastered toilet usage. Parents will be responsible for paying tuition to hold the spot in the class until their child is able to return.

Dress Code

Children should wear washable play clothes that allow them freedom of movement and easy removal for using the restroom. We use washable paint and try to protect clothing as much as possible, but some colors can be difficult to remove from clothing. Little People's School will not be responsible for damaged clothing. In addition, children need to wear layered clothing for outside play during the winter months. Jackets are a must during this time of year. **Shoes must be rubber-sole, closed-toed shoes. Sandals, boots, crocs, flip flops, etc. cause too much of a risk on the playground and are not allowed.** Girls need to wear shorts under dresses. All children must have a complete change of weather appropriate clothes at school.

Parent/Guardian Supervision Responsibility

Prior to a child being signed in, and after a child has been signed out the child becomes the responsibility of the parent/guardian. Little People's School classrooms and playground are for use during school hours or school/church sanctioned events only. Parents/guardians are solely responsible for any damages caused by their child(ren) after hours whether supervised by an adult or not. Parents/guardians hold harmless Little People's School, Katy First United Methodist Church, and employees from any claims that might result from accidents involving your child.

Grievance Procedures

Any grievances a parent/guardian might have should be discussed with the child's teacher if it pertains to the classroom. If the grievance pertains to the school in general or if the situation needs further discussion, please contact the school director. Every effort will be made to resolve problems and issues related to the children. In the event of a lack of agreement between parent/guardian and director, the school board will be called in to arbitrate and the board decision will stand.

Policy Changes

In the event of any changes to policies and procedures, parents/legal guardians will be notified in writing and asked to sign, and date changes made.

Record Confidentiality

All children's records and information regarding the child, his/her development, his/her behavior, and any parent/guardian provided, or teacher observed information will be kept strictly confidential. This information is shared only between the child's teacher, parents/legal guardians, authorized individuals, school director and school board.

Summer Mail-out Information

Parents/legal guardians will receive a mail-out during the month of July which will contain a letter with reminders about upcoming due dates for forms and payments. Included in this mail-out will be a yearly calendar, date and time for Find Your Room Day and a Parent Committee Form in which parents/guardians can sign up to volunteer in many areas. Teachers will contact parents/legal guardians during the summer to introduce themselves and give parents needed information.

Parents/legal guardians are welcome to call the school office to discuss any questions about policies and procedures. Parents/guardians are also welcomed to visit the school during hours of operation without securing prior approval.

Little People's School Day to Day – Routines

Arrivals and Dismissals

Parking Lot and Driving

Your child's safety is our primary concern. The following guidelines must be followed for each age group during arrival and dismissal:

- Please hold your child's hand when crossing the parking lot and street
- Our parking lot and streets are very busy during arrival and dismissal, so please drive carefully and slowly around the school and watch for children and adults
- No child may be left in a vehicle unattended, even for a brief period of time
- Parents/guardians must refrain from using cell phones or other electronic devices while in parking lot, carpool line or driving
- Parents/guardians assume responsibility of their child at the time of leaving the classroom or upon the child entering the vehicle

Doors and Security

Little People's School has two entrances. Parents/guardians may enter the school through the single door on Avenue A or the double doors on Fifth Street. Both set of doors will be open at 9:00am until 9:10am and reopened 10 minutes before dismissal time. The school is securely locked during school hours. Anyone needing to enter the school during school hours must ring the doorbell on the Avenue A side of the building. This door is monitored by a camera and intercom system and parents/guardians can enter the building after identification is verified.

Toddlers – Two-Year-Old Children

Parents/guardians will bring your child to the classroom door between 9:00am-9:10am and will return to the classroom for dismissal at 2:00pm (Tuesday-Thursday) and 12:00pm (Friday). To help your child adjust more quickly, develop a routine of giving them a hug and kiss, tell them to have a wonderful day, and then letting them walk into the classroom. Most children this age will cry for a brief time, but the quick exit routine is truly the best for your child. We will only release children to an adult. Out of concern for your child and consideration for teachers, everyone must adhere closely to the arrival and dismissal times. Late fees will be charged for any child/children not picked up by 2:05pm (Tuesdays-Thursdays) or 12:05pm (Fridays) at a rate of \$5.00 (per child) for every ten minutes.

Three – Five-Year-Old Children

Parents/guardians are welcome to bring their child to the classroom door and pick their child up from the classroom door throughout the school year if you choose. However, we do find the children show a great deal of independence growth when they use our carpool. If you choose to bring your child to the classroom door, arrival time is between 9:00am-9:10am. Please arrive 10 minutes early if you are picking your child up from the classroom. The class will be heading out to the playground for carpool. In the event the class is already out on the playground for carpool, please wait by the basketball goal and the teacher will send your child to you. Late fees will be charged for any child/children not picked up by 2:05pm (Tuesdays-Thursdays) or 12:05pm (Fridays) at a rate of \$5.00 (per child) for every ten minutes.

Carpool Procedures

Carpool for three-five-year-old children will begin the second week of school. Teachers will open the gate on Fourth Street and will begin to receive children at 8:55am. Vehicles will line up and proceed as directed on the carpool map. Teachers will unload several vehicles at a time. After those children are securely unloaded, those vehicles will

pull away and the next group will move pull all the way forward. Teachers will remain outside for drop-off until 9:10am. No child can be dropped off if a teacher is not there to receive them. Parents/guardians must park and bring their child to the classroom if teachers have already returned inside. At dismissal time, teachers will bring the children out to the loading area. The same procedures for unloading will be followed for loading. Parents/guardians must be considerate of each other and follow the line procedures. Do not cut in line or pull around other vehicles. Since all safety seats are made and used differently, Little People's School staff will not be responsible for securing children in car seats. The driver or other adult passenger must make sure the child is safely secured. The teachers will remain outside until 2:10pm (Tuesday-Thursday.) 12:10pm (Friday) or until the last vehicle in line is loaded. Your child will be brought to the school office to wait for your arrival if they have not been picked up by this time. Late fees will be charged for any child brought to the office after carpool at a rate of \$5.00 (per child) for every ten minutes. Each child will be given a car tag with their name that is to be displayed in the vehicle window for the teachers to see. Maps, car nametags and directions will be given out during the first week of school.

In the event of rain, carpool procedures will remain the same with vehicles continuing to travel around Fourth Street and turn onto Avenue B. Vehicles will pull under the covered driveway. Please remember this will move slower because less vehicles can be loaded/unloaded at one time. Please remember to drive slowly, hold your child's hand in the parking lot and street, refrain from any phone or electronic usage, refrain from any other distractions and adhere to arrival and dismissal times.

What To Bring To School?

Lunch

All students must bring a lunch, with an age-appropriate drink, (no bottles) on Tuesdays, Wednesdays, and Thursdays. Lunch needs to be packed in plastic containers which will keep food hot or cold as needed. Food must be ready to eat as the school is unable to heat meals. Please include needed utensils. Do not send foods your child has not tried before, or which could be a choking hazard for your child. Choose healthy foods when packing your child's lunch. Texas state licensing requires Little People's School to inform parents/legal guardians that we are not responsible for nutritional value of lunches or for meeting a child's daily nutritional needs. PLEASE HELP KEEP ALL CHILDREN SAFE AND ABIDE BY TEACHER REQUEST REGARDING ALLERGIES.

Snacks

A morning snack is served in each classroom. In most classes these snacks are provided by parents/guardians on a rotating basis. Teachers will provide parents/guardians with a snack schedule. Some younger classes have parents/guardians provide snack for their own child. Your teacher will let you know how the class manages this. The Texas Department of Family and Protective Services set standards regarding foods provided by parents/guardians to protect the health and safety of all children. Children must be protected from possible allergic reactions to ingredients or bacterial contaminations that could lead to illness. For these reasons, licensing has issued these snack guidelines. Foods must be in unopened containers or packages that list content ingredients. It must have been prepared by cooks trained in health and safety and in kitchens that are regularly inspected by health inspectors. Please provide snacks that have a good nutritional value for the children. Some suggestions are as follows: fresh fruit (teachers will wash and cut), pudding, Jell-O, yogurt, Goldfish, crackers, applesauce, cheese cubes, ham/turkey, muffins, etc. Teachers will inform parents/guardians of any allergies so appropriate snacks can be provided. Little People's School will provide water for snack time. Older children will use disposal cups and younger child will use age-appropriate sippy cups. (no bottles)

Toddler – Two-Year-Old Children

- Tote bag provided by Little People's School for carrying his/her belongings
- Enough disposable diapers or training pants
- Complete change of clothes, including socks, appropriate for the season (change out as seasons change) extra changes of clothing if child is toilet training
- Nutritional, ready to eat, lunch and drink
- King size, (2) standard size or body pillowcase or some other type of cover for rest mat (mat will be provided by school)
- Pacifier, lovey, security blanket, or another item for naptime
- Please label these items

Three – Five-Year-Old Children

- Tote bag provided by Little People's School for carrying his/her belongings
- Complete change of clothes, including socks, appropriate for the season (change out as seasons change)
- Nutritional, ready to eat, lunch and drink
- Pillowcase for short rest time
- Please label these items

What Not To Bring To School

Except for “security items” for younger children, all toys need to be left at home. Things brought for show and tell, or items brought that might relate to the class theme are welcome. Please do not allow your child to bring money, jewelry, gum, or candy to school. State licensing requires hand sanitizer to be kept out of reach of children. Therefore, children are not allowed to have individual sanitizer in their bags. Absolutely NO form of weapon including guns, knives, and war toys are allowed at school.

Curriculum

Little People’s School teachers design an individualized curriculum and themes for all the children that is full of a well-balanced, structured, and unstructured, physical, and restful activities to fit the interest of the children and stimulate learning in all areas of development. Our curriculum addresses the needs of the whole child – spiritual, cognitive, physical, social/emotional and language. Christian values and truths permeate our rooms. We have language rich classrooms and a strong math program that are developmentally appropriate for each age group. In addition, appropriate self-help, social skills, and interactions play a significant role in our early childhood classrooms and help encourage a positive self-esteem. A theme is chosen based on the interest of the class. Within this framework and theme, language and math concepts and social and motor skills are incorporated, introduced, and practiced. Little People’s School works closely with KISD to make sure our children are ready to start their kindergarten year. Our parents/guardians are encouraged to schedule a time with your teacher to share your interest and talents with the classroom. Each classroom has a different daily schedule and basic routines. Throughout the day, each child will have circle, center, playground, snack, lunch, and rest times. Individual classroom schedules are posted in the classrooms. Teachers will also provide a monthly newsletter to inform parents/guardians of upcoming themes, plans and special activities. In addition, we have weekly Chapel, Movement & Music classes which enhance the classroom curriculum.

Circle Time

Each classroom and teacher conduct their circle time differently. Circle time could include any/all of the following: story time; (including Bible stories) songs; rhymes; physical activities; classroom helpers; calendars; discussion and teaching about weekly themes; sharing of thoughts and feelings; classroom meetings; age-appropriate concepts such as colors, shapes, numbers, letters; introduction of new classroom materials; science experiments; classroom visitors; and special presentations.

Learning Center Time

Each classroom environment is set-up with age-appropriate learning centers. We believe children learn best through play and hands on experimenting. Carefully planned curriculum encourages children to use free play to build self-confidence, expand understanding, teach responsibility, increase motor skills, and develop the whole child at his/her own pace, while discovering God's world and becoming the child God plans them to be. Our centers consist of worship, blocks, dramatic play, puzzles and manipulatives, creative art, (the process vs. the product is the type of art that encourages children to use their creativity and imagination) math and science, (which might include plants or a class pet) sensory and writing for older children. Occasionally classes might do cooking, puppets, listening center, sewing, or have a special pet visit. Animals that make a visit must be current on shots and safe for children to be around. Children and staff practice safe and healthy procedures when handling animals.

Outside Time

Outside play time is an important part of our day. Outdoor physical activity helps children become smarter, healthier, and stronger. Every area of development while playing outside. Wonderful social interactions, imagination, motor skills, science, and cognitive learning take place on the playground. Each day classrooms have at least 60 minutes of unstructured, outdoor physical activity time including use of playground equipment, scooters, tricycles, sports equipment, etc. Proper, weather appropriate, clothing should be worn that allows the child freedom to run, jump, climb and move freely. Closed-toed, rubber sole shoes must be worn. We play outside in a variety of weather conditions throughout the year. If you feel your child should not be outside for whatever reason, please do not send them to school that day. Classrooms will use the Fellowship Hall for outdoor time on days that weather does not permit outdoor activities.

Snack/Lunch Time

Each class has their own snack and lunch time scheduled during the day. Some classes might provide snack during center time where children are free to go as they choose for snack while other classes have a group snack time. All classes have lunch together as a group. Every child prays before snack and lunch.

Rest Time

Our toddler and two-year old children will have a naptime after lunch on Tuesday, Wednesday, and Thursday. Your child will lie down on his/her mat and have the

opportunity to remain asleep until they are picked up at 2:00pm. If your child is still awake or wakes up after one hour of naptime, they could be given a quiet activity at the table if they so choose. Our school is not staffed, nor do we have the facilities to accommodate children in this age group who do not nap and are disruptive to the rest of the group. Staff will collaborate with parents/guardians on workable solutions to help each

child with this process. However, if a child is unable to sleep or participate in a quiet, non-disruptive activity, the parent/guardian could be asked to pick their child up before naptime. Our three, four and five-year old children do not have a naptime during their daily schedule. These children do have a 15-20-minute rest time in which they can look at a book, do a puzzle, write in their journal or other quiet activity.

Chapel/Music/Movement

Bible, music, and movement are incorporated into our daily classroom curriculum. In addition, Little People's School offers additional weekly experiences in these areas. Three, four and five-year-old classes attend chapel on each Wednesday mornings at 9:15am. The children get an additional visit from the chapel leader during the week to reinforce the Bible lesson. All our Little People's School children enjoy a 20-30-minute music and movement class once or twice a week. This structured, interactive music and movement class gives children an opportunity to gain experience about rhythm, beat, notes, instruments and build their joy of singing.

Little People's School Health and Safety

The health and safety of our children and staff at Little People's School is a matter of major importance to us. It is the responsibility of parents/guardians and staff to take precautions to ensure that all children and staff are protected to the best of our ability. All staff follow Standard Precautions including using gloves when encountering blood or when having direct contact with a wound or any other potentially infectious body fluids. Rooms and equipment are sanitized each day to help control the spread of illnesses. Please abide by all the following policies to help us all stay healthy and safe. Little People's School will implement additional precautions and policies to protect the health and safety of everyone during times of epidemic/pandemic. Parents will be required to sign these policies when needed.

Illness Policies

Exclusion Policy

Please keep your child at home if he/she:

- Has a fever during the previous 24 hours (without medication)
- Has diarrhea or vomiting during the previous 24 hours
- Is taking first day of antibiotics
- Has a heavy nasal discharge
- Has a constant cough
- Is fussy, cranky, and generally not himself/herself
- Is unable to comfortably participate in daily activities
- Has symptoms typical of any communicable disease

Exclude and Return Policy

In the event a child becomes sick while at school, they will be isolated and cared for in the school or director's office and the parent/guardian will be called to pick up the child. If neither parent/guardian can be reached, persons listed on the emergency form will be called. An ill child must be picked up within 30 minutes. The child may return to school after the exclusion guidelines have been met or with a doctor note verifying the child may participate in school. The school must be notified of any contagious disease so we can notify parents/guardians of anything their child was exposed to. This includes chicken pox, scarlet fever, hepatitis, impetigo, pink eye, head lice, measles, mumps, flu, strep throat, any current pandemic, or anything else your physician states is contagious. We must also report some diseases to the State Health Department. We ask that you contact the school office by 9:30am if your child is going to be absent and let us know the reason for the absence.

Medication Policy

No medication will be given at Little People's School except for medication needed in life threatening conditions such as allergic reactions requiring Benadryl, Epi-pens, asthma inhalers, etc. Parents/legal guardians must complete an Authorization for Dispensing Medication form. Instructions must be consistent with labeling on the container. Prescription medication must be in the original container and bear the name of the child to whom it is given. All medication needs to be kept current and new forms completed every year. Medicated cream for insect bites/stings will only be applied with parent permission. Diaper rash ointment will only be applied if provided by the parent/legal guardian. Parents/guardians must apply sunscreen or bug spray on their child. Teachers are not allowed to apply these sprays.

Allergies

In the event your child has a medically diagnosed allergy, the parent/legal guardian must fill out an Allergy Alert Form. In addition, we must have an Emergency Action Plan that is signed by a physician. In the event of a food or substance that needs to be avoided, parents/legal guardians must fill out an Avoidance Alert. These forms will include a photo of your child and will be posted in your child's classroom. Please keep the office notified of any changes in this area. An Authorization for Medication form must be filled out if your child has any life-saving medication for allergies. Oral Benadryl will be given in cases of severe allergic reaction with parent/legal guardian permission. Due to variety of unknown allergies, **do not serve food to any child other than your own without teacher approval.** Please check with the teacher before planning food to be served to the class.

Emotional Well-Being

Please notify the school if your child has experienced or is experiencing any type of traumatic, emotional, or stressful situations. This will help the teacher ensure your child receives all the support and understanding they need to help them deal with the situation. The staff will always be supportive.

Vision and Hearing Screening

Texas Dept. of Health requires all children to have a hearing and vision screening on or after their fourth and fifth birthdays. We must keep these test results on file and send them to the Texas Department of Health. Parents/legal guardians must have this screening done by their child's physician or by a Speech and Language Therapist. The school needs to be provided a copy of the results of the screening.

Safety Policies

Incident/Accident Report

This form is used to inform parents/legal guardians of any incident or accident involving your child at school. An explanation of what happened and the action that was taken afterward will be filled out by the person who witnessed the event. This form will only inform the parent/legal guardian of what happened with their child. This form must be signed and returned in the event your child caused harm to another child.

Accidents

Should your child experience a minor injury at school, the teacher will wash and cover the injury and send home an Incident/Accident Report. In the case of a more severe injury, appropriate first aid measures will be taken immediately to care for the child and the parent/legal guardian will be called. If the parent/legal guardian cannot be reached, other emergency contacts listed on child's form will be called. If no contacts can be reached, and the child needs medical attention as soon as possible, then Little People's School administration will make the decision about calling 911. Parents/legal guardians will be responsible for all fees if 911 must be called.

In the case of a bump to the head, a parent/legal guardian or emergency contact will be called and might be asked to come in and do a visible check before the child can return to class.

Medical Emergencies

In the case of a major medical emergency, the acting person in charge will secure whatever medical care necessary. These steps may include the following, but not necessarily in this order:

- Call 911 to report accident
- Administer immediate first aid to best of ability
- Contact parent/legal guardian
- Attempt to contact child's physician
- Transport child to medical facility

Any expenses incurred under these circumstances will be the responsibility of the child's family.

Reporting Child Abuse

Little People's School staff are required by law to report any suspicion of child abuse or neglect to the Texas Department of Family and Protective Services, Child Abuse Hotline, or law enforcement. Parents/guardians may view the "Keeping Children Safe" flyer posted on the information bulletin board, outside the director office, or visit (<http://www.dfps.state.tx.us/Training/Reporting/default.asp>) for additional information. Any parent/guardian of a child who is the victim of abuse or neglect may find support and information online at www.preventchildabuse.org. To make a report, parents/guardians should call the Texas Abuse Hotline at 1-800-252-5400 or online at www.txabusehotline.org.

Unsafe Product Safety

Little People's School stays informed of any recalled child products from the Consumer Product Safety Commission. Any item we might have that has been recalled is removed from the school. Parents/guardians may review recalls on the website at www.cpsc.gov.

Emergency Preparedness Plan

Little People's School has an emergency plan in place for all hazards that might cause a life-threatening situation such as fire, tornado, flood, intruder, communicable disease outbreak, medical emergencies and any emergency that calls for evacuating the building. The children practice fire drills once each month, tornado drills and intruder drills once every three months. In the event the school building needs to be evacuated, children and staff will be relocated to the Family Life Center located at 5618 5th St., Katy, Texas 77493. Parents/guardians will be called to pick up their child. Our full plan is posted in classrooms for parents/guardians to review.

Cell Phone Policy

As in the public-school zones and for the safety of our children and others, drivers of vehicles must refrain from using cell phones or other electronic devices while driving around school premises. In addition, please end all calls before entering the building to pick up your child. They are excited about their day and want your full attention.

Gang Free Zone

Little People's School must inform parents/guardians about the gang-free zone designation. This means that engaging in certain gang-related or organized criminal activities within 1000 feet of this center is a violation of this law and is therefore subject to increased penalty under state law.

Open Carry Policy

As per the Texas Department of Family and Protective Services, childcare centers do not follow the Open Carry Law in the state of Texas. All firearms and any other form of weapons are prohibited on the premises of a childcare center unless you are a trained law enforcement official. This policy includes before, during and after school hours and school events.

Building Treatments

The premises of Little People's School and Katy First United Methodist Church are periodically treated with pesticides by a licensed pest exterminator. Dates of these treatments are posted on the school bulletin board outside the director's office.

Breastfeeding

Little People's School will provide mothers with a safe, private place where they may breastfeed their child if they choose. Parents/guardians have the right to breastfeed or provide breastmilk for their child.

Personal Belongings

For the safety of the children, and as a state licensing requirement, all staff members are required to have their personal belongings (purse/bags) out of the reach of children. Parents/guardians must follow these same requirements when in a classroom. Please keep your belongings secured in your arms, in a closet in the classroom or leave them at home if you are attending a party or classroom event.

Little People's School Parent Involvement

Little People's School believes that parents/guardians are the most important people in a child's life, and we encourage all our parents/guardians to be active in your child's schooling. We invite you to come into the class and read, cook, or do other special projects with the children.

Parent/Guardian Responsibilities

Little People's School parents/guardians are responsible for all the following:

- Follow all policies and procedures of Little People's School
Including: illness policy, safety procedures, grievance procedures
- Provide complete enrollment forms and keep them up to date
- Communicate with teacher about child's needs and participate in conferences
- Provide lunch, snack, and other supplies for your child
- Pay all tuition and fees on due dates
- Follow arrival and dismissal times
- Participate in school events
- Help Little People's School provide a wonderful pre-school experience for your child

Communication

Effective communication between teachers, parents/guardians and administration is of upmost importance to ensure your child has everything they need to be successful. Parents/legal guardians are informed of things concerning their child and what events are taking place. Parents/guardians will receive a yearly calendar of events in the summer mail-out.

Emails

The most frequent and easiest form of communication is through email. The school administration will send out weekly email reminders, classroom illness alerts and any other important school wide information. Teachers will also send out emails with information pertaining to your child's class.

Brightwheel

Little People's School uses the brightwheel application. This app gives the school, teachers, and parents/guardians another form of communication as well as providing the teachers with a way to send pictures and videos of your child during their day. Teachers will be able to capture and share those special moments with your children that you are not able to see. We require at least one parent/guardian so sign up for this app as the school will use brightwheel for reminders, announcements, and messages.

Class Newsletters - Notes

Teachers will send out monthly newsletters to let parents/guardians know what themes and concepts will be discussed, events happening that month as well as snack leaders. Please keep this information posted in your home to refer to. Teachers will also send home occasional notes about things your child might have done or has accomplished.

School Bulletin Board

Little People's School has a school bulletin board posted outside the director's office. This board contains all the required state postings including inspections, notifications, and other useful information for parents/guardians about things in our community.

Teacher – Parent/Legal Guardian Conferences

Each fall the teachers will conduct a phone conference with the child's parent/legal guardian. This conference is a brief discussion about how your child has adjusted to school and address any concerns the parent/legal guardian might have about expectations for the year. In the spring, a face-to-face conference will be scheduled so

the teachers and parents/legal guardians can discuss how the child has progressed throughout the year and if there is any area that could use a little extra attention. Parents/legal guardians should contact the teacher at any point throughout the year if there are any major concerns about your child and their progress. The teachers will stay in touch with parents/legal guardians about any concerns. Please let the teacher know you would like to speak to them, and they will give you a call at their earliest convenience.

Spring Program Evaluation

Little People's School strives to make our program the best place for all children to learn about God's world, make friendships and learn age-appropriate skills and concepts. The school sends out a written evaluation of the program in the spring of each year to all parents/guardians. This evaluation is used to help us make improvements and changes where needed to make our school even better.

Volunteer Committees

Parents/guardians are a vital part of the success of our program and the many events that take place throughout the year. We hope that every family has one or more members sign up for a school committee. Your interest and abilities will enhance your child's school experience.

Room Parent/Guardian

This person will oversee working with the teacher to plan and carry out the Christmas and End of the Year Parties. Other duties might include helping the teacher with projects throughout the year, helping with other small class events and working with the carnival basket parent/guardian to prepare the class basket for auction. You will have the opportunity to sign up at Find Your Room Day.

Teacher Appreciation

This committee will meet at the beginning of the year and decide what kind of things they would like to do throughout the year to show the Little People's School teachers and staff how much they are appreciated. Examples of things done in the past include small monthly tokens of appreciation for staff; Christmas Cookie Exchange; luncheon at the end of the year; birthday card or flowers for staff; etc. It is strictly up to the group that is on the committee from year to year as to what is done.

Book Fair and Scholastic Orders

This committee helps set-up, run, and pack up our two book fairs during the year. We have one book fair each semester. Our book fairs help us build our school library. This committee also sends home Scholastic book order magazines, places the orders, and distributes books when received.

Workroom and Library

This committee helps teachers and staff with duties such as cutting, laminating, binding or other classroom needs as well as helping the office staff prepare papers to go home. Some of the projects can be taken home. This committee also helps restock and log in new books in our school library.

Fundraising

This committee works together to find ways and plan events that will help raise extra funds for the school to purchase new materials and equipment for the classrooms and playground. These events include things such as restaurant or other merchant Spirit Nights, dinner and performance nights at the school and events such as carnival and auctions held at the school. Many volunteers are needed to help with these events.

Little People's School Events

Each year parents/guardians will be provided a calendar of the yearly, school wide events. Additional dates of classroom events will be given out on class newsletters. Sometimes dates and times might have to be changed due to unforeseen circumstances. Standard yearly events are as follows:

Parent/Guardian Orientation

Each year a parent/guardian orientation will be sent out via email before school starts so parents/guardians can receive key information about your child's year ahead. Parents/guardians can respond to the email or give us a call with any questions or concerns. We want to make sure you feel comfortable with the beginning of the year.

Meet Your Teacher Day

On the Friday prior to the first day of school, all classrooms will be open for a visit by the children and parents/guardians. This will be a time for the children to get acquainted with the classroom. Teachers will be present in the classroom and available to answer

any questions. Parents/guardians will be given the first newsletter/calendar and any other classroom information. Parents/guardians can sign up for committees and fill out any missing paperwork. **(Please remember that all paperwork must be completed before your child can attend school)**

Open House/Book Fair/Fundraiser

This event is a full night of activities that is held in October. The classrooms are open for parents/guardians to visit and see what their child has been doing in school. We have our first book fair and fundraiser on this night. Many times, our older children will have a performance on this night.

Costume Parade

All the classes participate in a parade through the school and church building during the last week of October. Date and time are set by each individual class. Children are welcome to wear any costume that is age-appropriate and non-threatening.

Christmas Program

This is a wonderful program planned and directed by our music and classroom teachers that features our three, four and five-year-old children. We encourage the whole family to attend this incredibly special, musical presentation.

Class Christmas Parties

Each classroom will have a party that is planned by the teacher and room parent/guardian to celebrate the birth of our Savior. The school will provide lunch for the class. Parents/guardians will purchase a book for your child to participate in a classmate book exchange. **Do not serve any child other than your own food without teacher approval.**

Donuts With Dad

During the month of February, our Little People's School fathers (and grandfathers) of three, four and five-year old children are invited to a breakfast of donuts while getting to play at school with their child. This is a fun time for dads to see how much fun their child has every day.

Muffins With Mom

Mothers (and grandmothers) of our three, four and five-year-old children are invited to attend a class party in May featuring refreshments and entertainment prepared by the children and their teachers for our wonderful mothers.

End Of The Year Parties

This party is planned by the room parent/guardian and teacher to celebrate another wonderful, fun year at Little People's School. The school will provide lunch and supplies.

Graduation

Our four and five-year-old classes will have a graduation ceremony to celebrate the start of a new journey called kindergarten. This is always a bittersweet moment for our staff at Little People's School. We love your child as our own and it is hard to let them move on. Please plan to come back to see us from time to time.

Other Class Parties

Each class will also celebrate Valentine's Day and Easter. These parties are planned and carried out by the teachers. Parents/guardians will bring a Valentine's Day card for each child in the class at Valentines and one dozen stuffed plastic eggs at Easter.

Birthday Celebrations

Parents/guardians are welcomed to provide a special snack for the class to celebrate your child's birthday. Please remember food must be store bought with ingredients listed. To prevent hurt feelings, please mail birthday invitations directly to homes rather than distributing in classroom unless the entire class is invited. Names and addresses are available upon request.

Restaurant Night

On occasion, Little People's School might set up a fundraiser night at a local restaurant. These will be times that families can get out of the kitchen, enjoy some great food and fun and help raise funds for the school. Dates, times, and locations are determined throughout the year.

Field Trips

Children learn best through firsthand experiences and many of our curriculum themes may include meaningful field trips. Each class plans their own trips, so dates and times will be given by the teachers. Each field trip will require a permission slip to be signed

by a parent/legal guardian and returned to the teacher. The class will be notified as to what type of identification children must have while on the field trip. Children who do not wish to attend the field trip must remain at home that day. In the event you can accompany the class on the field trip, please make other arrangements for siblings.

Sibling Involvement

Siblings are invited to attend and participate in scheduled family school events such as Open House, Christmas Program, Graduation, Fundraiser events, and other family events. Please make parties, field trips and Father's/Mother's events for your Little People's School child only. They will benefit from one-on-one time with you.

Little People's School Discipline and Guidance

Little People's School teachers and staff are empathetic and understanding in dealing with each child as he/she learns to play and work with others. Some students may experience occasional difficulties or frustration in their efforts to master and control their feelings and to understand and live within our complex social system. Teachers and staff use positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction which includes redirection, positive reinforcement, use of logical and natural consequences, individual and group discussions, and implementation of consistent classroom guidelines. Staff will be calm, patient, firm, respectful and loving when dealing with behavior management. At no time will corporal punishment such as spanking, slapping, pinching, hitting, biting, or thumping be used by staff. Neither shall children be humiliated, yelled at, criticized, subjected to harsh abusive language, deprived of food, withheld from outside time, or subjected to extended periods of removal from group. In addition, parents/guardians must abide by these same guidelines while on school premises. In some situations, a short "thinking and learning time" followed by more structure for the remainder of the class may prove to be helpful for some children. In the case of more persistent and difficult behavior, the staff and parents/legal guardians will work together to develop an individual plan to help the child be successful. For children who have needs we feel we may not be meeting adequately, recommendations will be made for professional evaluations which could result in suggestions for personalized, supplemental, educational counseling or possibly alternate schooling. In the event a child repetitively injures another child or adult, immediate dismissal is a possibility.

Grounds For Removal From The Program

Biting

Unfortunately, biting is a common but very serious issue in early childhood settings. Teacher will handle biting incidents in the following manner:

- A confidential log will be kept of time, date, place, and names of the children involved in the biting; parents/legal guardians of the children involved will be notified
- Age-appropriate discussion will take place between teacher and children (however, in most cases of biting, the child does not understand why they bit)
- If the same child bites again, parents/legal guardians will be notified, and staff will shadow the child to the best of our ability
- In the event of a third bite by the same child, the teacher and director will make decisions needed to keep all children safe which might include either temporary or permanent removal from school

Disruptive, Aggressive or Violent Behavior

Safety for all our children and staff is a priority at Little People's School. For any child who exhibits persistent disruptive, aggressive, or violent behavior toward another child or staff member, the following steps will be taken:

On any one day – incident

- At the first sign of this type of behavior, the child will be removed from the situation and the parents/legal guardians will be informed. At the teacher's discretion, the child may have a short "thinking and learning time" which will consist of the child sitting with a teacher and talking about the good choices the child should make in that situation versus choices that were made
- If the child continues to exhibit this type of behavior, the child's parents/legal guardians will be called, and the child must be taken home for the remainder of the school day

If behavior becomes consistent

- The child will be observed by the director and/or other leading staff members to offer guidance and suggestions to teaching team
- The teacher, director and parents/legal guardians will meet to develop an individualized plan recognizing good behavior and what steps will be taken for

- logical and natural consequences. It is of the utmost importance that we all work together to best meet the needs of the child
- If the behavior does not improve, Little People's School teacher and administration will make decisions needed to keep all children safe which might include either temporary or permanent removal from school

Developmental Delay – Medical Issues

Our teachers are competent and experienced in working with young children. However, our setting is not designed, nor our staff trained to manage all children with extreme developmental delays, severe physical handicaps, or difficult behavior. Our school feels a strong Christian commitment to work with and help the children and families in our school within our capabilities. For children who have needs we feel we are not adequately meeting, recommendations will be made for professional evaluations to better serve the child. We will strive to work closely with professional recommendations and continue to provide the child the best pre-school experience possible. If at any time the teacher and director feel the child is not benefitting from what we have to offer, alternate schooling will be suggested.

Other Grounds For Removal

Little People's School staff strive to collaborate with parents/legal guardians in all areas to make school a positive experience for everyone. However, there are some incidents or situations which cannot be tolerated or accepted and could result in a child being removed from our program. This includes, but is not limited to:

- If a child is excessively abusive to teacher or another child
- Use of profanity or rude/disrespectful behavior by parent/guardian
- Non-payment of tuition or fees
- Excessive late pick-ups
- If it is determined a child has a developmental delay or medical issue, we cannot accommodate

If a child is removed from Little People's School for any reason besides developmental delay or medical issue, prepaid tuition is forfeited.

Referrals and Resources

The staff of Little People's School takes immense pride in helping children develop to the best of their abilities. If at any time our staff feels your child could benefit from any

outside source, we will provide information to help parents/legal guardians receive all help available. The following are a few local services available to all parents/guardians:

- ECI Project Tyke is an Early Childhood Intervention program which serves children under the age of three that have developmental delays
- ECSE- Early Childhood Special Education is a program offered through the school district and serves children ages three – five

Child Abuse/Neglect Policy

Suspected Child Abuse/Neglect

State law requires all staff members to report suspected child physical, emotional, and sexual abuse, and neglect. Any staff member who suspects child abuse or neglect must immediately report it to the school Director and to Childcare Licensing/Child Abuse Hotline. Once the case has been reported, TX. Dept. of Family and Protective Services will investigate and notify the school. The DFPS Statewide hotline is 1-800-252-5400.

Procedures For Reporting Suspected Abuse

1. All employees must report suspected child abuse cases to the school Director. A person may not make the independent determination of whether a report is necessary or not. Upon determination, a report will immediately be made to the Child Abuse Hotline/Childcare Licensing.
2. The Director must send a written report of suspected child abuse to the Dept. of Family and Protective Services of the alleged abuse within 48 hours.
3. When reporting suspected cases of abuse, you must include the following information: Name and age of child, child's present location, type and extent of abuse, and the name and title of the person making the report.
4. Due to the confidential nature of such reports, no information concerning the incident can be shared with other staff members or parents/guardians.

Preventing And Responding To Abuse And Neglect

Staff Training

Little People's School will provide at least one-hour training for all staff on the identification and reporting of suspected child abuse and neglect each year. The director will provide this training for new staff at an orientation before working in the classroom.

Parent Education

Information about child abuse and neglect can be found on one of the following websites: DFPS at www.dfps.state.tx.us/Training/Reporting/default.asp; Community - Based Child Abuse Prevention Program website; www.preventchildabuse.org; or the Texas Abuse Hotline at www.txabusehotline.org.

The CBCAP program makes parents/guardians aware of prevention services in their communities and encourages them to use these services. It also strengthens community and parental involvement in child abuse prevention efforts. CBCAP funds a variety of contracts with community-based organizations to provide child abuse and neglect prevention services. These include Respite and Parent Education, Fatherhood and Leadership for Effective Parenting, Multidisciplinary Approach to Prevention Services, Family Support Program, as well as various special initiatives.

Parents/guardians or others can report any suspicion of child abuse to the Child Abuse Hotline at 1-800-252-5400 or www.txabusehotline.org

How Do I Know If It is Abuse Or Neglect?

DFPS defines abuse and neglect as the following acts or omissions by a person:

Physical abuse – physical injury that results in substantial harm to a child, such as bruises, fractures, or death. It also can include a genuine threat of harm even if there is no visible injury.

Sexual abuse – sexual conduct harmful to a child's mental, emotional, or physical welfare. This includes fondling a child's genitals, penetration, indecent exposure, and exploitation through producing pornography.

Emotional abuse – an action that results in a marked impact on a child's growth, development, or psychological functioning. Emotional abuse includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, or belittling to the point that it results in noticeable effects on the child's daily functioning.

Neglect – placing a child in a situation that requires judgment or actions beyond what the child is physically or mentally capable of doing and that results in bodily injury or a substantial risk of immediate harm to the child – failing to get or follow up with medical care for a child when the lack of care results in physical injury or in a marked impact on a child's growth, development, or functioning – failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child.