

# Memorial Lutheran Pre School



**Growing in God – Learning in Love  
Connecting Families to Christ**

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## *Parent Handbook 2018-2019*

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# Memorial Lutheran Pre School



## Growing in God – Learning in Love Connecting Families to Christ

2018-2019

### Philosophy Statement

Growing in God – Learning in Love – Connecting Families to Christ

- † Every child is a gift from God.
- † Every child should know Jesus loves him or her.
- † Every child has the unique potential to learn.
- † Jesus is the foundation of everything we teach.
- † Every family has a place and a purpose in the Community of Christ.

**MISSION AND MINISTRY STATEMENT** To support, encourage, and connect families in Jesus, by providing a foundation of Christ-centered academic learning, equipping them to be His witnesses and make disciples wherever they go.

### **STATEMENT OF BELIEF**

Founded on the mission statement of Memorial Lutheran Church and desiring that children will:

- † go and make disciples of all nations (Matthew 28:20)
- † grow in the grace and knowledge of our Lord and Savior Jesus Christ (2 Peter 3:18)
- † by loving and serving one another (Galatians 5:13)

We Believe...

- † the Holy Scriptures are the inerrant Word of God, to be used for the teaching and equipping of saints of all ages.
- † the spiritual dimension is of paramount importance and that it is also essential to develop the emotional, social, intellectual and physical dimensions of the child.
- † the Law shows us our sin, but the Gospel brings forgiveness and the power to love and treat others as Christ loves and treats us.
- † Christ-like, loving and caring staff members are essential to the growth of the child.
- † our school is an integral part of our church's mission and ministry to young children and their families.
- † our school is a partnership that involves our church, community, staff, the family and the child.
- † play is important to a child; therefore we teach through play and developmentally appropriate activities.

## **NON-DISCRIMINATION CLAUSE**

Memorial Lutheran Preschool does not discriminate on the basis of race, creed, age, sex, color, national origin or on the basis of handicaps or disabilities in its procedures of employment, promotion, demotion, lateral reassignment, transfer, recruitment, layoff, termination, salary, rate of pay or other compensation, selection for training or any other benefits. Memorial Lutheran Preschool will employ personnel in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

## **TEACHERS**

The most important ingredient of our program is the teacher with whom your child will spend his/her preschool hours. Our staff is experienced in working with children, they are loving and understanding, and they all participate in an on-going training plan. A portion of this required training includes Recognizing Child Abuse and Neglect which includes:

- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect (warning signs that a child may be a victim of abuse or neglect);
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- Strategies for coordination between the center and appropriate community organizations; and
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

## **BOARD OF PRESCHOOL**

The Board that governs the school meets monthly on a regularly scheduled basis. Board meetings are open to staff and parents unless an executive session is called. The Board Policy Handbook is available for review in the school office.

## **CURRICULUM**

In accordance with our philosophy and purpose statements, Memorial Lutheran Preschool's curriculum is permeated by a longing for children to know and grow closer to their Lord and Savior, Jesus Christ.

For the Toddlers, we use One In Christ curriculum. Our two year olds and three year olds, use the Scripture Bite series by Standard Publishing. For the four and five year olds, we use Learning Without Tears. The curriculum components include 'Language & Literacy', 'Numbers & Math' and 'Readiness and Writing'. There is also a weekly chapel and weekly sessions in music and gross motor development for all ages.

## **STUDENT ASSESSMENT**

### **Memorial Lutheran Preschool Internal Assessment**

Each age level has a staff-created evaluation tool to assist in determining the child's achievement of desired learner outcomes in the following areas: spiritual, emotional, social, intellectual, and motor. Assessments and parent conferences are conducted throughout the year. Additional conferences may be set up any time as needed.

### **The Gesell Development Observation**

This observation tool has existed as a standard measure for child growth and development since 1925. It is widely used by pediatricians and schools to measure a child's physical/neurological growth, language skills, personal-social maturity, and overall adaptive behavior.

Gesell assessments evaluate behavioral responses of children according to age-related norms. Gesell Developmental Age helps educators and parents to know where a child is in relation to typical growth patterns. This assessment provides teachers with the observational skills useful in a developmentally appropriate classroom, and parents can set more appropriate expectations for their child. When a child's developmental or behavioral age is younger than chronological age and grade level peers, Gesell assessments can assist schools in ensuring the most appropriate placement for the child.

There is a fee for this testing. For more information on The Gesell Assessment, you may visit their official website at <http://www.gesellinstitute.org> or see the Director of MLP.

## **PROGRAMS**

The following programs are offered:

**Before Care 6:30 a.m.-9:00 a.m. (all ages)** Note: MLP does not provide breakfast or Before Care snacks. Children can bring a breakfast/snack or eat at home before drop off.

### **Preschool 9:00 a.m.-12:00 p.m. (Half Day)**

<input type="checkbox"/> Toddler (18-23 mo) (MWF)	<input type="checkbox"/> Toddler (18-23 mo) (TTH)	<input type="checkbox"/> Toddler (18-23 Mo) M-F
<input type="checkbox"/> 2 year olds M/W/F	<input type="checkbox"/> 2 year olds T/Th	<input type="checkbox"/> 2 year olds M - F
<input type="checkbox"/> 3 year olds M/W/F	<input type="checkbox"/> 3 year olds T/TH	<input type="checkbox"/> 3 year olds M – F
<input type="checkbox"/> 4 year olds T/W/TH	<input type="checkbox"/> 4 year olds M - TH	<input type="checkbox"/> 4 year olds M – F

### **Afternoon Adventures 12:00 p.m.- 2:30 p.m. (Full day until 2:30 p.m. including Afternoon Adventures)**

**Extended Care 2:30 p.m.-6:00 p.m. (all ages)** Note: MLP provides a snack for students staying for Afternoon Extended Care. The afternoon snack will be served at approximately 3:00 p.m.

## **Teacher to Student Ratios:**

### **Toddlers**

Age: 18 – 23 months  
Ratio: 1:4

### **2 Year old**

Age: 2 years on or before Sept. 1  
Ratio: 1:5

### **3 Year Old**

Age: 3 years on or before Sept. 1  
Ratio: 1:7

### **4 Year Old 3, 4 and 5 day Class**

Age: 4 years on or before Sept. 1  
Ratio: 1:7

### **Afternoon Adventures Toddlers – 4s**

Please send lunch items that are ready to eat and easy for your child to manage. Include a straw and napkins as well as a frozen “cold-pack” in your child’s lunchbox to ensure freshness. Please **no nut products**, as we strive to be a nut-free campus. We will send home any leftover food.

## **DAYS OF OPERATION**

Memorial Lutheran Preschool will follow the Katy Independent School District regarding holidays, inclement weather or other school closures. If KISD cancels school, MLP will cancel school. If KISD has a delayed start time, we will NOT have school. MLP will be closed the entire week of Thanksgiving and the last Thursday and Friday in January for early childhood training. There will be no reduction in tuition for child absences, and school closers. Please check the School Calendar for other important dates.

## **ENTRANCE REQUIREMENTS**

Memorial Lutheran Preschool admits students of any race, color, creed, nationality or ethnic origin. See Nondiscrimination Clause.

The child must be the age for the class in which they are enrolling by September 1<sup>st</sup> of that school year.

The child **must be current** on all vaccinations as required by the Department of Health, State of Texas. More detailed information regarding immunizations may be found at [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize). It is MLP's policy not to accept the State of Texas Exemption From Immunizations.

After careful consideration of the levels of support necessary for a student to be successful in the preschool environment, the Director and Preschool Board will make the final decision to admit or decline the enrollment of a student. The student must be able to cooperate/participate with the typical class routine without requiring more adult assistance than their peer group. As with all students, the Director and the Preschool Board reserve the right to terminate a student's enrollment if/when it is determined this is not the best setting for the student to learn or if the safety of the student, peers, and/or staff is compromised in any way.

Members of Memorial Lutheran Church and families already enrolled in our program are given opportunity to enroll prior to registration being open to the community. A waiting list is maintained and openings are filled in the order in which registration forms have been received.

Required school forms must be completed and returned to the office no later than June 29. See the enrollment form for additional fees to be assessed after the due date.

## **TUITION AND FEES**

**Registration Fee** - Due at the time of registration. Registration fee is non-refundable.

### **Tuition**

Is due the first school day of each month. Our annual tuition and fees are divided into ten month commitments for the convenience of the parents. Teachers are employed for the same ten months, and thus, our income must have continuity. *A \$25 late fee will be charged for fees not received by the 10th of the month.* If tuition is not paid in full by the 15<sup>th</sup> of the month, your student will not be permitted to return to school until the balance is paid in full.

There will be no reduction in tuition for child absences, Center holidays or weather closings.

### **Late Pick-Up Fee**

Late pick-up fees are due upon receipt of invoice. There will be a charge of \$5 for each 5 minutes after pick-up time. Late pick-up times begin at 12:10 p.m. for those who do not stay for Afternoon Adventures and 2:40 p.m. for those children who stay for Afternoon Adventures. Students enrolled in Extended Care must be picked up by 6:00 p.m, and late pick-up fees begin at 6:05 p.m.

### **Fee Refund Policy**

All of the fees, including registration, are non-refundable.

## **PRESCHOOL ATTENDANCE TUITION DISCOUNT POLICY**

Preschool parents who regularly attend and participate in the congregational life of Memorial Lutheran Church (MLC) will be entitled to a 30% reduction in preschool tuition. Qualification for the discount is determined twice each calendar year in **July** and **January** by looking back at the previous six-month record.

To qualify for this tuition reduction, a parent/family must demonstrate their active involvement in the Memorial Lutheran community by the following criteria:

- Family maintains an average worship attendance rate of twice per month for the previous six months. Statistics are determined from the church attendance records.
- Family supports the ministry of Memorial Lutheran Church through a pattern of regular financial giving.
- Senior Pastor acknowledges that the family is in good standing with the church.

Note: New families may qualify for the discount by maintaining active participation (as defined above) for at least a three-month period prior to the start of the Fall or Spring term.

To determine eligibility, the preschool office will direct parents to contact the church office for approval of the discount qualification. Parents who do not qualify will be assessed the monthly regular tuition rate until the next qualifying period. The tuition reduction committee will consist of the Head or Associate Pastor, Chairman of the Preschool Board and Preschool Director. This committee will address any questions that may arise concerning this policy.

***In order for the church to keep accurate records always fill out an attendance cards when you attend worship at MLC.*** All staff, persons involved in full-time ministry and those who serve our country in the active military are eligible to receive a 20% discount on tuition. This discount does not apply to Afternoon Adventures, registration fees or any other fees.

## **ARRIVAL**

Morning Extended Care Program (6:30 – 9:00 a.m.): bring your child to the preschool entrance on 4<sup>th</sup> Street and ring the bell.

Preschool Program (beginning at 9:00 a.m.): bring your child to the church entrance at 5810 Third St. The doors will be unlocked at 8:55 a.m. Walk to your child's classroom to sign them in. All doors will be locked at 9:10 a.m. If you arrive after 9:10 a.m., bring your child to the Preschool Entrance on 4<sup>th</sup> Street. If you need to speak with the teacher, send a note with your child or contact the school office so a meeting can be set-up during non-class time.

Chapel Days:

Chapel begins at 9:00 a.m. on Wednesdays and Thursdays. Parents will take their children to the sanctuary for Chapel on the following day:

Wednesday: Monday/ Wednesday/ Friday classes  
Monday through Friday classes

Thursday: Tuesday/ Thursday classes  
Tuesday/ Wednesday/ Thursday classes  
Monday through Thursday classes

## **DISMISSAL AND PICK-UP PROCEDURES**

Students leaving at 12:00 p.m.: Pickup will be in the Church Sanctuary / Welcome Center. Children not staying for Afternoon Adventures will go to the Sanctuary at 11:55 a.m. The doors will be unlocked once all the children are in the Sanctuary / Welcome Center.

Students staying for Afternoon Adventures until 2:30 p.m.: Pickup will be in the Church Sanctuary at 2:25 p.m. and the doors will be unlocked at that time.

Students staying for afternoon Extended Care (2:30 p.m. – 6:00 p.m.) pickup will be at the preschool entrance on 4<sup>th</sup> Street.

## **CELL PHONES**

For the safety of you, your child and the preschool staff, cell phone use is prohibited on church and preschool property during school hours – 8:55 a.m. through 2:45 p.m. Please do not come to pick up your child while on your cell phone. Your full attention is necessary as we are transferring supervision of your child. Also, there may be a time when the teacher needs to speak with you or your child wants to tell you about his/her day. School staff is not allowed to use their electronic device for any purpose while they are supervising children on preschool property. The following are two excerpts from the Staff Handbook:

- Employees may not make personal calls, text message, surf the internet, take photos, take videos or use their cell phones in any other way while on duty in their classroom or during any center outing or function where they are supervising children.
- Failure to adhere to this policy may result in **termination**.

## **PROCEDURE FOR NON-PARENT PICKUP**

When children are to be released to adults other than parents or guardians, please abide by the following guidelines:

Students may be picked up by an authorized person listed under the section titled “Names and Phone Numbers of People to Whom My Child May be Released” in the child’s permanent file.

Students may be released to adults other than parents if any of the following exist:

- A written note, email or text message from the child’s parent or guardian stating the name and phone number of the pick-up person for that particular date;
- A phone call from the child’s parent or guardian stating the child’s code word (for identification purposes) and the name and phone number of the pick-up person for that particular date.

At pick-up time, if the alternate pick-up person is not known to MLP staff, he/she must show his/her valid driver’s license to ascertain that he/she is indeed the specified ride for the child. The driver’s license number and car tag numbers may be recorded and kept in the child’s files.

Students who became ill at school and whose parents cannot be contacted will be allowed to leave the school grounds with anyone whose name and phone number appear under the section titled “Names and Phone Numbers of People to Whom My Child May be Released” in the child’s permanent file.



## **SCHOOL RECORDS**

**ALL FORMS MUST BE ON FILE BEFORE THE FIRST DAY OF SCHOOL.**

### **Food Allergy Action Plan**

If your child has received a diagnosis of any food allergies, this form must be signed by a physician stating an action plan and medications required in case of a reaction. If your child has no known food allergies, we ask that you write "NONE" on this form and sign.

### **Getting to Know You**

This form supplies general information about your family and specific information about your enrolled preschooler which will help us better understand your child's individuality.

### **Medical History**

This form tells us about your child's past and present health condition.

### **Hearing and Vision Screening**

We must have documentation of hearing and vision screening for all 4 year olds and 5 year olds. A registered physician or registered screener must do this screening during the current school year. Screening is offered in the fall at the school, or your personal physician may screen.

### **Physician's Statement**

The child's physician must complete this form. Licensing requirements state that all immunization records must be current. It is MLP's policy not to accept the State of Texas Exemption From Immunizations. Please keep us informed of any new immunizations or changes in emergency or doctor's phone numbers. More detailed information regarding immunizations may be found at [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize).

### **Emergency Treatment Authorization**

This form would be used in an emergency situation if your child needed to be taken to the hospital, and would allow treatment to begin before you personally arrived at the hospital. Please keep all phone numbers current.

### **Special Permission**

This form includes permission for field trips, transportation, splash days, day-care center pickup, and provision of morning snacks by classroom parents.

### **Code Words**

These words are needed for your identification if information is given by telephone. For your child's protection and for telephone verification purposes, you will be assigned a code word that must be presented if there is a change in the pick-up person.

### **Attendance Policy**

Please contact the office if your child is unable to attend class. There are no make-up days.

### **Health**

Our goal is to provide a safe and healthy environment for your child. Sick children are not allowed to come into the class, and isolation is provided for children who become ill while at school. If the latter is the case, you will be notified immediately to pick up your child. Please help us preventively by keeping your child home if he/she:

- has had fever in the last 24 hours

- has had diarrhea or vomiting in the last 24 hours
- has been on an antibiotic less than 24 hours
- has heavy nasal discharge
- has a constant cough
- has symptoms of a possible communicable disease
- exhibits symptoms or signs of possible severe illness such as lethargy, abnormal breathing, rash, mouth sores, behavior changes

Children with contagious diseases must remain at home until a doctor releases them to return to school. Children with fever should be kept at home until they are fever-free **without medication** for 24 hours. When your child has a fever, keep him home for 24 hours after the fever has broken. For example, if the fever breaks in the afternoon on Monday, do not send your child to school until Wednesday. The temperature should remain below 99.0 for 24 hours. Parents are asked to use common sense and consideration when deciding whether a child is well enough to attend school. Although it may be inconvenient to keep a sick child home, the well-being of the child, his classmates and his teachers must take first priority.

### **Medications**

If your child needs to take medicine, please give it to him/her at home before and after school. Memorial Lutheran Preschool will not be responsible for dispensing medications. Exceptions will be reviewed on an individual basis.

### **Medical Emergencies**

In case of a medical emergency where the child requires immediate attention by a health care professional the following steps will be taken:

1. Administer CPR, if the situation dictates;
2. Attempt to contact parents or guardian through numbers listed on the emergency information form;
3. Attempt to contact the child's physician;
4. If parents/guardian and/or physician cannot be contacted, any one or all of the following:
  - a. Call another physician or paramedics;
  - b. Call an ambulance;
  - c. Have the child taken to an emergency hospital in the company of a staff member;
  - d. Authorize medical treatment to stabilize the child, if necessary.
5. Any and all expenses incurred in seeking medical treatment and/or transportation of the child **shall be the sole responsibility of the child's guardians.**
6. The school **will not** be responsible for anything that may happen as a result of false or incomplete information given at the time of enrollment or for parents' failure to promptly update any and all information provided to the school as applicable.

If the guardian(s) listed above may not be reached, the persons listed on "Getting to Know You" form may be contacted.

### **Discipline and Guidance Policy (from Texas Department of Family & Protective Service)**

Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps or toilet training;
3. Pinching, shaking or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting or yelling at a child;
7. Subjecting a child to harsh, abusive or profane language;
8. Placing a child in a locked or dark room, bathroom or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

The classroom setting is informal and a great deal of freedom exists. Classroom guidelines are fair and consistent. Positive techniques such as redirection, positive reinforcement and use of natural consequences are employed. If a child repeatedly behaves in an unacceptable manner, a short "time out" in the classroom is used which is limited to no more than one minute per year of the child's age. If inappropriate behavior continues, the child is taken to the director for a visit. If the child's behavior is still not acceptably modified, the parent will be called to come get the child for the remainder of the day.

To ensure a safe learning environment for all staff and students, it may be necessary for the director to dismiss the child from school. Thus, if corrective measures have not been successful and if the safety of the child, other children or staff is jeopardized, the director reserves the right to dismiss the child upon notification to the parents.

In cases involving physical misbehaviors (such as biting, hitting, kicking, etc.) the following measures will be applied: the first offense will result in a note to the parent sent home with the child along with a phone call to the parent by the teacher. For the second offense, the child will be taken to the director for a visit and the director will also make a phone call to the parent to discuss the incident. After the third offense the director will arrange a meeting with the parents and the child may be dismissed from school for a specified period of time or for the remainder of the school year.

If at any time the child is dismissed from the school, for any period of time, a written notice indicating the specific period and reasons for the dismissal will be signed by the director, teacher, and school board and given to the parents. Parents will be asked to sign the notice indicating they have received and understand the arrangement.

Please feel free to contact your child's teacher and/or the director if you have any questions in this area.

## **Dress**

Please dress children in washable play clothes that allow for freedom of movement. We do use paint shirts and smocks, but sometimes accidents happen.

If your child chooses to wear a dress to school, please have the child wear a pair of shorts underneath the dress.

Shoes should be rubber soled and have closed toes, i.e. tennis shoes. No sandals or Crocs. Cowboy boots are not allowed except for announced rodeo days.

The children will play outdoors during all seasons, except in rainy weather, and should bring necessary outerwear. If you do not feel your child should be outside for whatever reason, please do not send him/her to school that day.

It is helpful for all clothing, back packs, lunch boxes, etc. **to be labeled** with the child's name.

## **Animals**

Your child's teacher will notify you in writing if her classroom will have a guinea pig or hamster or other small critter. Good hygiene will be practiced after coming in contact with the animal and items used by the animal, such as water and food bowls and cages. Reptiles such as snakes, turtles, iguanas and amphibians such as frogs and toads will be in closed containers.

Parents who would like to bring a pet to school for show and tell must pre-arrange the visit with the child's teacher so that she can let the other parents know about the visit. Do not bring pets into the school when you bring your child to the classroom.

## **Special Events and Field Trips**

On-site enrichment activities or walking field trips will be held throughout the school year. They are all within one or two blocks of the school. Parents are invited to attend. Siblings **may not** accompany the class on field trips. Child care is not provided.

## **Snack**

Due to the number of our students who have moderate to severe nut allergies, Memorial Lutheran Preschool strives to be a "NUT FREE ZONE".

A mid-morning snack is served each day and is provided by parents of children in each class on a rotating basis. The snack schedule will be sent home at the beginning of each month, and your child will bring home the snack basket the day before he/she is to bring the snack. To comply with "Minimum Standard Rules for Licensing Child Care Centers", snack menus must be posted so that parents of children with allergies can bring substitutions on appropriate days. Please bring the snack specified on the monthly snack calendar when it is your child's turn to bring the classroom snack, unless the class is cooking that day or the teacher is reinforcing academic concepts, and then you will be asked to send specific ingredients. **Due to potential food allergies, if a parent provides homemade snacks, the snack will not be served unless the teacher is given an ingredient list.** The school will supply cold water as the daily drink. Teachers must be informed of any food allergies.

*Students staying for Afternoon Extended Care:* MLP provides an afternoon snack at approximately 3:00 p.m.

## **Monthly Snack Menu**

Each classroom has their own snack calendar, based upon Texas Minimum Standards. If you should lose your calendar, following are suggestions for snack, based on the date of the month.

1 <sup>st</sup> , 11 <sup>th</sup> , 21 <sup>st</sup> , 31 <sup>st</sup>	Grahams and Jell-O Cups
2 <sup>nd</sup> , 12 <sup>th</sup> , 22 <sup>nd</sup>	Cheese and Crackers
3 <sup>rd</sup> , 13 <sup>th</sup> , 23 <sup>rd</sup>	Cereal Bars or Chewy Granola Bars (No Nuts)
4 <sup>th</sup> , 14 <sup>th</sup> , 24 <sup>th</sup>	Fruit Cups and Cheetos
5 <sup>th</sup> , 15 <sup>th</sup> , 25 <sup>th</sup>	Goldfish Crackers and Raisins
6 <sup>th</sup> , 16 <sup>th</sup> , 26 <sup>th</sup>	Pudding Cups and Plain Cookies
7 <sup>th</sup> , 17 <sup>th</sup> , 27 <sup>th</sup>	Muffins or Bagels with Spread
8 <sup>th</sup> , 18 <sup>th</sup> , 28 <sup>th</sup>	Cubed Cheese and Pretzels
9 <sup>th</sup> , 19 <sup>th</sup> , 29 <sup>th</sup>	Baby Carrots, Ranch Dip and Saltines
10 <sup>th</sup> , 20 <sup>th</sup> , 30 <sup>th</sup>	Bananas and Vanilla Wafers

Note: If the child is absent or forgets to bring the snack on his/her assigned day, the school will serve animal crackers or popcorn.

To allow classrooms of older children to utilize snack as a means of reinforcing academic concepts, the children may be asked to bring specific items listed on the snack menu for the month. This includes items for graphing such as M&M's or items that begin with the letter for the week, etc.

## **Birthdays**

Your child's teacher will strive to schedule your child's snack day as close to his/her birthday as possible. You may wish to send a special snack on this day, such as cookies, in addition to the specified snack listed on the menu schedule. If you provide a special home-made snack, you must send the list of ingredients also. **If you do not send the list of ingredients, the snack will not be served to the children.** This is for the safety of the children who have food allergies.

**Invitations to birthday parties may be distributed at school as long as the entire class is invited.**

## **Parental Notification**

A monthly newsletter will be sent home by your child's teacher to keep you informed of the unit themes, monthly activities and snack schedule. The director will email a monthly newsletter with calendar and school-wide event items.

Staff and parents also communicate in the following ways:

- as child is brought to the classroom in the mornings
- by daily or weekly reports from the teacher
- by email or phone call from director or teacher as deemed necessary
- by email or phone call to director or teacher as desired by parent
- by annual or semi-annual parent conferences

## **Parent Involvement**

You will be encouraged to become involved with your child at MLP. Opportunities include being room parents for parties, accompanying classrooms for walking field trips, sharing hobbies and talents for on-site learning experiences, helping teachers with project preparation (cutting, etc.) and volunteering to be a parent storyteller.

Parents are invited to review and discuss any questions or concerns about Memorial Lutheran Preschool's policies and procedures with our director or any member of the preschool board.

Parents are welcome to visit Memorial Lutheran Preschool at any time during our hours of operation to observe your child, our school's operation and program activities. You need not have prior approval to visit.

Parents may review a copy of the "Minimum Standard Rules for Licensed Child Care Centers" published by the Texas Department of Protective and Regulatory Services and our school's most recent TDFPS Licensing inspection report by requesting to do so in the school office. The web address for Minimum Standards is:  
[https://www.dfps.state.tx.us/Child\\_Care/documents/Standards\\_and\\_Regulations/746\\_Centers.pdf](https://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/746_Centers.pdf)

The following contacts are available for parents:

TDFPS Licensing Office:	713-940-5160
TDFPS Child Abuse Hotline:	1-800-252-5400
TDFPS Website:	<a href="http://www.tdprs.state.tx.us">www.tdprs.state.tx.us</a>
	Click on Parents; About Child Care Licensing

### **What to Bring to School**

1. A sturdy, full-size backpack (**labeled with their name**) for carrying home their belongings and artwork.
2. An extra set of clothing (labeled with their name) in a zip lock bag in their backpack in case of spill or accident.
3. A water bottle labeled with their name.

Toddlers and Two-year-olds, who are not yet potty trained, should wear and bring only disposable diapers (please no pull-ups) and a labeled container of wet wipes. You will be asked to replenish the wet wipes and diapers as needed.

### **What Not to bring to school**

Guns, swords, knives and other war toys are not allowed in our school. Money, jewelry and other valuable items are to be left at home to prevent loss.

Please leave all personal toys at home except on classroom Show 'n Tell days. Books that can be shared with the group are welcome.

### **Notification of Policy Changes**

Parents will be notified via email and/or text blast of any changes to the operational policies stated in this Parent Handbook as soon as a policy or procedure changes. You must sign, date and return this written notice.

## **EMERGENCY PROCEDURES**

### **Emergency Telephone Numbers**

Fire Department	911
Police	911
Medical	911
Poison Control Center	1-800-222-1222
DFPS Child Abuse Hotline	1-800-252-5400
Child Care Licensing Office	713-940-3009
P.O. Box 16017, Houston, Tx 77222-6017	
Licensing Permit # 500471	

Emergency procedures are designed to ensure the safety of the children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in our area, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies and human-caused events such as intruder, explosion or chemical spill.

**Medical Emergencies:** In case of a medical emergency where the child requires immediate attention by a health care professional the following steps will be taken:

- The child will be given first aid treatment or CPR if needed;  
The child's parent will be contacted;
- Emergency medical services will be contacted or the child will be taken to the nearest emergency room by a staff member;
- The teacher will continue supervision of other children in the classroom or with her group if on a field trip.

Memorial Lutheran Preschool has procedures in place for the following events. These procedures are available for review upon request from the Preschool Director.

- Fire
- Severe Weather
- Intruder Lock Down
- Utility Failure
- Hazardous Material Shelter In Place
- Bomb Threat

**Location of Fire Extinguishers:**

- In the hallways of the Preschool classroom area.
- In the hallway between the Preschool classroom area and the Loomis Center.
- In the hallway between the Preschool classroom area and the Welcome Center.

**Location of First Aid Equipment:**

- First aid kits are located in each classroom.
- Additional first aid supplies are located in the cabinets of the reception office.
- Defibrillators are located in the Welcome Center next to the 3<sup>rd</sup> Street entrance doors, and in the Loomis Center hallway by the Jesus Story Room..

**Gang Free Zones**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following are tips to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

***How do parents know where the gang-free zone ends?***

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

***What is the purpose of gang-free zones?***

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

***What does this mean for my day care center?***

A child care center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

**Vaccine – Preventable Diseases**

MLP does not require any staff member to receive any adult immunizations.

**Breastfeeding** – Parents have the right to breastfeed or provide breast milk for their child while in our care. Those needing to breastfeed or pump may use the lunch room by the kitchen.

**Reporting Child Abuse and Neglect**

In accordance with Texas State law, staff who directly supervise children are obligated under penalty of law to report if they have reasonable cause to believe that a child has suffered physical abuse or neglect. In this serious and legally binding area, the school will not contact parents when making a report to appropriate authorities. School staff shall also be responsible to use reasonable and appropriate disciplinary or child management actions that would not cause physical abuse or neglect on students under their direct supervision. In the state of Texas, it is a felony not to report a suspected case of child abuse to Children's Protective Services (CPS). The penalty for failure to report can be up to \$500 and 6 months imprisonment.

<https://www.txabusehotline.org>