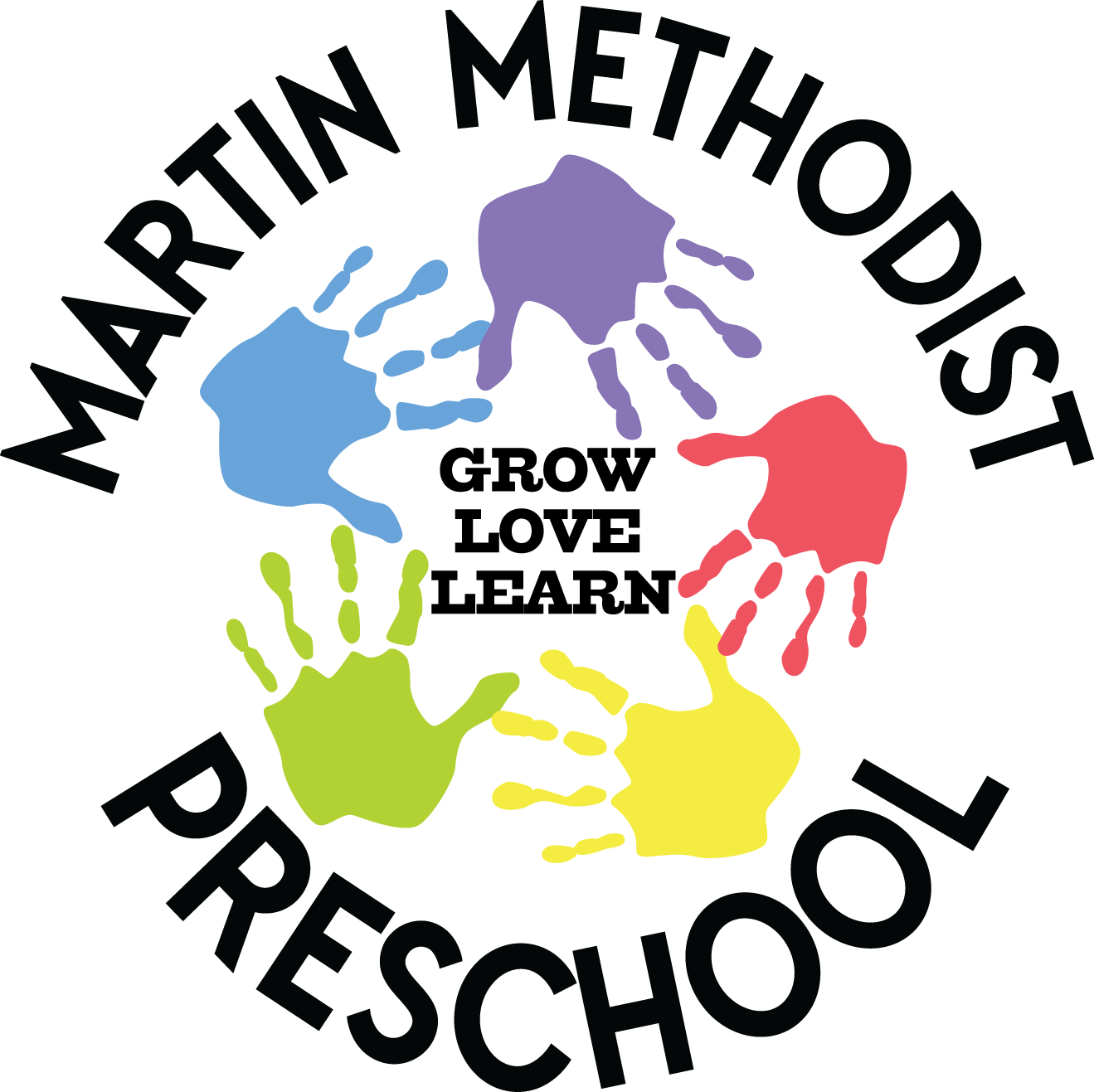
**Martin United Methodist Preschool with Extended Hours**



2621 Bedford Rd. Bedford, TX 76021

www.martinmethodist.org

**Phone Numbers:**

(817) 354-9041

Church Main Line: (817) 354-9038

Fax: (817)354-9079

**Email:**

Director**:** Laura Keal

laurak@martinmethodist.org

**Health and Safety**

Illness/ injury policy

Head Lice

Biting

Medication at school

Peanut/ Tree Nut Policy

Meals and Snacks

Rest Time

Emergency Preparation

Parking lot Pointers

Animals at School

Drug Free/ Gang Free Zone

1. *Martin Methodist Preschool reserves the rights to develop, change or update and implement new policies of the Parent Handbook at any time. \*All changes made will be notified to all enrolled parents.*

C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0285750.wmf

**2. Administrative Policies**

**2.1** Registration Policies …………………………………………

**2.2** Getting Acquainted……………………………………………

**2.3** Class Placement………………………………………………

**2.4** Registration Fee………………………………………………

2.5 Tuition………………………………………………………….

2.6. How to Pay…………………………………………………….

**2.7** Due Dates for Tuition ………………………………………

**2.8** Late Fees/ Other Fees ………………………………………

**2.9** Special Day Request ……………………………………….

**2.10** Vacation Credit…………………………………………….

**2.11** Parent Referrals……………………………………………

**2.12** Students Records………………………………………….

**2.13** Arrival and Drop off Procedures…………………………

**2.14** Dismissal to Another Person ……………………………

**2.15** School Visitors……………………………………………

2.16 Withdrawals/Removal…………………………………….



**1. All About Us**

**1.1** State Licensing and Inspections …………………………………

**1.2** Mission Statement and Philosophy……………………………….

**1.3** Our Staff…………………………………………………………….

**1.4** Faith Based Goals…………………………………………………

**1.5** Preschool Curriculum, Lesson Plan and Academic Goals……

**1.6** Kindergarten Prep Curriculum …………………………………..

**1.7** Discipline and Guidance …………………………………………

**1.8** Early Intervention …………………………………………………

**1.9** School Calendar…………………………………………………...

**1.10** School Closings………………………………………………..…

****

**4. Communication**

**4.1** Communication with Parents …………………………………

**4.2** Martin Preschool Advisory Committee ……………………...

**4.3** Booster Club …………………………………………………..

4**.4** School Photographs ………………………………………….

4.5. Birthday Celebrations……………………………….………...

**4.6** Personal Belongings …………………………………………

4.7 Children’s Clothing/Attire……………………………………..

4.8 Outside Employment…………………………………………

4.9 Vaccine Preventable Diseases for Employees……………..

4.10 Social Networking…………………………………………..

4.11 Parent Code of Conduct……………………………………..

4.12 Reviewing/Discussing Questions and Concerns…………

4.13 Policy Change Notification………………………………….

4.14 Security System ……………………………………………

****

**3. Health & Safety**

**3.1** Illness Policy ………………………………………………

**3.2** Accidents, Injuries and Sickness Policies ………………

**3.3** Medication at School …………………………………….

3**.4** Peanut/Tree Nut Policy ………………………………….

**3.5** Meals & Snacks ……………….…………………………

**3.6** Breastfeeding Accommodations ………………………

**3.7** Rest Time ………………………………………………..

**3.8** Potty Training ……………………………………………

**3.9** Outdoor Play ……………………………………………

**3.10** Emergency Preparation………………………………..

3.11 Emergency Preparedness Plan………………………

3.12 Parking Lot Pointers……………………………………

3.13 Field Trips & Transportation…………………………....

3.14 Water Activities………………………………………….

3.15 Animals at School………………………………………

**3.16** Drug Free/ Gang Free Zone ……………………….

**3.17 Smoke Free Zone…………………………………….**

3.18 Child Abuse Reporting & Prevention ………………

**1. All About Us**

**1.1 State Licensing, Inspections and Hours of Operation**

Martin Methodist Preschool is licensed by the Texas Department of Family and Protective Services. State licensing insures legal compliance regarding staff qualifications and training, facility safety and maintenance, communicable disease control, appropriate equipment, and stimulating student activities in the classroom. Martin Methodist Preschool is licensed for infants to school age. During the school year our program is for 6 weeks to Pre-k. We accept school age students during spring break and summer program only. Our hours of operation are 7:30-6:00, Monday – Friday year round.

A copy of the Texas Department of Family and Protective Services Minimum Standards for Licensed Childcare Operators and Martin’s most recent licensing and Fire & Health inspection reports are available for your review in the school office at any time. They are also posted on the main bulletin board in the foyer.

*Texas Department of Family and Protective Services: 1501 Circle Dr. STE 310 Fort Worth, TX 76119 Office: (800) 582-6032 Hotline: (800) 252-5400*

*Website: www.dfps.tx.us*

**1.2 Mission Statement and Philosophy**

The purpose of Martin Methodist Preschool is to provide learning opportunities for children that are developmentally appropriate, intellectually stimulating, and spiritually nurturing in a secure, loving environment. The church offers this program out of its basic belief that children should have the opportunity to experience God’s love through relationships within a spiritual environment. We strive to create school readiness, building a foundation for later academic competence.

**1.3 Our Staff**

These opportunities are planned and directed by dedicated adults who are chosen for their skill and commitment to Christian Education. As a State of Texas licensed facility, our staff also receives 24 hours of annual child development training, Pediatric First Aid and CPR training. All staff must meet the minimum requirement from the state. Our Director receives 30 hours of CEUs each year. In addition to that training, the staff is also required by the church to take the Ministry Safe Program.

**1.4 Faith Based Goals**

Our goal is to provide a Christian atmosphere where God’s love and compassion is shown to every child. Bible stories, songs, activities, and prayer are used to enhance the regular curriculum. We also pray before every snack and meal.

**1.5 Preschool Curriculum, Lesson Plans, and Academic Goals**

Martin Methodist Preschool uses a modified curriculum as well as creating our own curriculum themes to give the children the opportunity to have hands-on experience, real life adventures, and discovery in exploring concepts. Teachers create lesson plans that provide the week’s activities, developmental milestones, and objectives that will be enhanced through selected activities. A newsletter is posted and sent home every month detailing the theme, daily activities, and any updates or upcoming events for the classroom and preschool. A binder of curriculum is available in your child’s classroom for viewing. Each student is encouraged to meet age appropriate goals covering a variety of developmental milestones from the following categories:

* Language and Literacy
* Social, Emotional, and Personal Development
* Reading and Writing
* Personal Health and Safety
* Physical Development
* Music and the Arts
* Early Mathematics and Science (3’s and Pre-K)
* Computer Lab and Tablets (3’s and Pre-K)
* Spanish
* Chapel Time/Activities

**1.6 Kindergarten Prep Curriculum**

Kindergarten Prep is a program for four year old children (by September the 1stof the current school year). This class meets every day from 9:00am until 2:30pm. The curriculum is designed to reinforce and expand educational and social skills before entering kindergarten. Core Knowledge opportunities include technology, as well as the curriculum listed above.

**1.7 Discipline and Guidance Practices**

Discipline must be individualized and consistent for each child. It must also be appropriate for the child’s level of understanding while teaching them acceptable behaviors and self-control.

**A caregiver may only use positive methods by redirecting the child in the following ways:**

* Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
* Reminding a child of behavior expectations daily by using clear and positive statements.
* Redirect behavior using positive statements.
* Using brief supervised separation or time alone from the group, appropriate to the child’s age, when uncontrollable behavior is presented.

**1.8 Early Intervention**

Martin Methodist Preschool believes that early intervention, when needed, is in the best interest of the child. The specialists trained in the field of learning differences provide the child the greatest benefit for long term success. Martin Methodist Preschool reserves the right to request that parents arrange for their child to be tested for speech, hearing, and/or learning differences. Termination of enrollment may result if it is determined that our staff or facility is not able to meet the needs of, or is not equipped to care for, or provide a quality experience for your child and for other children in the classroom.

**1.9 School Calendar**

Our program is open year round, Monday through Friday, from 7:30am to 6:00pm. **Martin Methodist Preschool reserves the right to create our own calendar for the school year.** We try as much as possible to reflect the HEB ISD school calendar to avoid disrupting families as little as possible. We will ***only*** follow **HEB ISD** for inclement weather.

**1.10 School Closing**

The safety of the children and their families is of utmost importance when decisions are made concerning the opening of school on bad weather days.

* When **HEB ISD** schools close or open late due to inclement weather or other emergencies, Martin Methodist Preschool will be closed as well or open at the same time. If bad weather occurs while students are present at school, we will close early. Parents will be notified via e-mail or by phone. If a day is cancelled due to weather, we are not required to make up that day.
* **HEB ISD** closing information can be found at www.HEBISD.edu.
* Our program is only closed during the following holidays: Labor Day, Columbus Day, Thanksgiving (day of and day after), Christmas (day of and day after), New Years (day before and day of), Good Friday, Memorial Day, and July 4. We are open during spring break for enrolled children and siblings. Martin Methodist Preschool is licensed by the State of Texas Department of Family and Protective Services to care for children year round only during the hours indicated above.
* Our staff is scheduled for several training/staff development days during the school year. We will have early release at 1:00 on those days. This training is required annually by the DFPS.

**2. Administrative Policies e**

**2.1 Registration Policies**

*2.1.1* ***Non Discrimination Policy:*** *Martin Methodist Preschool does* not discriminate in enrollment on the basis of race, color or national origin.

Families with children currently enrolled in the program will have the first opportunity to enroll for the next school year. This is open to children currently enrolled as well as their siblings. Any remaining openings will then be offered to the community.

A waiting list is maintained throughout the current school year. Families on this waiting list are notified first when there is an opening available. The waiting list does not carry over from one school year to the next.

Before children with special needs register with Martin Methodist Preschool, the Director will meet with the parent and child to make an evaluation. This will enable the school to identify the needs of the child and to see if Martin Methodist Preschool can accommodate their needs. Martin Methodist Preschool has the right to refuse care for students whose needs we cannot accommodate due to the building, staff, or knowledge of care.

**2.2 Getting Acquainted**

Here at Martin we offer an open house at the beginning of the fall semester. We ask all parents to come and meet our wonderful staff. While attending our open house we will provide welcome packages. This will include our classroom schedules, information about your child’s classroom and teacher, and what to bring, etc.

**2.3 Class Placement**

All student and teacher assignments are made in August just prior to the start of the school year. Many factors are considered in the placement of students and teachers:

* Day choice is determined by parents.
* Age of each child as of September 1st of the current school year.
* Teacher input regarding learning styles and personality types.
* Potty training-Your child will not be permitted to attend the three year old class until they are fully potty trained.

**2.4 Registration Fee**

A ***Non-Refundable*** registration fee is due at the time of enrollment for each session (Fall or Summer Programs). The fees are listed below. If later in the school year you would like to increase days, you will have to pay the difference in registration of the day(s) you add. (Ex: If you paid registration for 2 days ($185) then later increase to 5 days ($250) the difference you would pay is ($65). If you decide to decrease days of enrollment, you ***WILL NOT*** be refunded the difference.

|  |
| --- |
| **Basic Program Enrichment** |
|  |
| ***2 days*** | ***3 days*** | ***4 days*** | ***5 days*** | ***Summer*** |
| $185.00 | $195.00 | $235.00 | $250.00 | $50.00 |

**2.6 How to Pay**

* **Online:** Visit us at [www.martinumc.org](http://www.martinumc.org) click Ministries, scroll down to Preschool, then create an account to pay. You may not be able to view your balance or account. This is just to collect payment.
* **At the Office**: Checks, Money Order, Cash, or Cashier’s check- must be payable to Martin Methodist Preschool.

Please ***DO NOT*** hand your payment to your child’s teacher as they are busy with their classes. If you would like to have a balance printed out, please contact the Business Manager of the church.

**2.7 Due Dates for Tuition**

**2.7.1 Core Knowledge:**  Program tuition is due and payable the **first** week of school each month and is considered late on the second Monday of the month. The tuition is same for each month (Sept.-May) and (June-August). Some months have more days than others, some have less. We average all the days and set a monthly fee.

**2.7.2 Enrichment Program:** Tuition is due and payable on **Monday of each week** and is considered late at 6pm on the same day.

Failure to comply with these due dates will automatically add a **Late Payment Fee** to your tuition. (Please see Late Fee Charges section). If your tuition is more than 31 days past due (Core Knowledge) or more than two weeks past due (Enrichment Program), your child will not be permitted to attend until payment is received in full.

Tuition is **NOT** prorated per day. Weekly tuition will be due in full regardless of the number of working days, absences of your child, or if Martin Methodist Preschool is closed for holidays. Tuition is DUE regardless if your child is sick, out on vacation or bad weather days.

There is a 10% discount –applied to the sibling with the lowest tuition rate.

**2.8 Late Fee/ Other Fees**:

**2.8.1 Core Program:** Dismissal is at 2:30pm. If you have not arrived by 2:40 pm, your child will be sent to extended care and a **Late Pick Up Fee** will be assessed to your account. The extra charge is $1 per minute for any part of that hour.

If parents or emergency contacts cannot be reached by 3:00 pm, the Director may contact the Police Department so they can contact you. Remember you have only enrolled your child in the Core Knowledge Program and we are only allowed to care for your child until 2:30pm, unless we have been notified that you will need extra time and it has been approved by the Director. (See Emergency Extra Hour Fee – Core Program.) Please keep in mind that Martin Methodist Preschool is only licensed by the State of Texas to care for children until 6:00pm. If you bring your child to school prior to 8:50 am, you will be billed a fee of $1.00 per minute for the early drop off.

**2.8.2 Enrichment Program:** Dismissal is by 6:00 pm inside your child’s classroom. If you have not arrived by 6:00pm a **Late Pick Up Fee** will be assessed to your account at $1 per minute. If parents or emergency contacts cannot be reached by 6:30pm, the Director or person in charge may contact the Police Department so that they can contact you. Please keep in mind that Martin Methodist Preschool is only licensed by the State of Texas to care for children until 6:00pm.

**2.8.3 NSF:** Returned checks will result in a $25.00 returned check fee and will be assessed to your account.

**2.8.4 Late Payment Fee**: This fee is $15.00 per month for Core Knowledge Program and $15.00 fee per week for Enrichment Program.

**2.8.5 Emergency Extra Day Fee**: Parents ***MUST*** notify the front office in advance to see if there is any availability for this service. The prices are $50.00 per day for the Core Program and $65.00 per day for Enrichment Program. Payment must be made **the same day that the extra care was provided.**

**2.8.6 Extra Hour Fee (Core Program ONLY)**: A parent must notify the front office in advance for this service to see if there is any availability. The price for this service is $15.00 per extra hour that your child is at Martin Methodist Preschool. Payment must be made in the same month the extra hour(s) of care was provided.

**2.9 Special Day Request**

Martin Methodist Preschool requires all parents to uphold their **original days of enrollment**. There will be ***NO*** switching days due to holidays, bad weather, etc. In case of an Emergency, Martin Methodist Preschool may allow your child to come on a different date or an extra day with an **Emergency Extra Day Fee**. However this can’t be a recurring situation. If you are enrolled in the Core Knowledge Program and need extra care after 2:30pm you ***MUST*** call ahead before noon to see if there is any availability. This is considered a special request. A parent is only allowed to use this twice a month, if your child has to stay more than 3 times in one month parents will be asked to enroll in our Enrichment Program. The Director is the only person that can approve this request.

**2.10 Vacation Credit**

Families may earn ONE WEEK of vacation for each year that they are enrolled in the Fall Program, (which runs from the last week of August until the end of May). Vacation credit may be used to pay for one full week and will only apply to families whose payments are in “good standing” balance and whose child or children are enrolled full time (5 days a week Enrichment Program). You must contact the Director for approval of days to be used for this vacation. You can redeem your free week within the school calendar year. ***This free week does not transfer or roll over.***

**2.11 Parent Referrals**

We greatly appreciate your business and we know that you will be pleased with our services and that you will tell all of your friends and acquaintances about us! If one of those families decides to enroll their child(ren), we will credit your account one week’s tuition after that family has been enrolled for 90 days and if both parties’ tuition are in good standing. If you have a sibling in the program, the free week will apply to the oldest child.

**2.12 Student Records**

The following forms and fees are due to the school office prior to admission. Your child will be prohibited from attending the first day of school if the required information is not completed. You will need:

* + 1. Enrollment Fee (non-refundable, due at time of registration).
    2. Complete Enrollment Application. The parent, who has legal custody over the child, ***MUST*** provide a court documentation stating the name of the person who is responsible for the child’s care.
    3. Medical Form/Doctor’s statement signed by child’s physician (due prior to school start) and will be due once a year every year after the dated form.
* **Medical Evaluation Requirements 746.611**

1. A written statement from a health care professional who has examined the child within the past year, indicating the child is able to take part in the childcare program.

2. A signed affidavit from the parent stating that medical diagnosis and treatment conflict with the tenets and practice of a recognized religious organization of which the parent is an adherent or a member.

3. A signed statement from the parent giving the name and address of a health care professional who has examined the child within the past year stating that the child is able to participate in the program.

**2.12.4** If your child is exempt from one or more immunizations, an affidavit will be required every 2 years after the dated form.

* **Immunization Requirements for Children 746.613**

1. The State of Texas allows individual exemptions from any and all required vaccinations for medical reasons, religious beliefs or reasons of conscience. In the case of a medical exemption, a physician’s statement is required before the child can start school stating that the deferred vaccine poses a significant risk to the health of the child. If immunizations are deferred due to reasons of conscience, a notarized affidavit is required before the child can start school. Martin Methodist Preschool will only accept an original, notarized affidavit which can be found at [www.immunizetexas.com](http://www.immunizetexas.com/).
2. **Tuberculosis ( TB Test ) is not required by Tarrant County. 746.627**

3. Current immunization record signed by physician (all immunizations required for the child’s age ***MUST*** be completed by the date of admission), and ***Must*** keep updated throughout the year.

* **Hearing and Vision Screening Requirements 746.629**

1. All children age four and older who are enrolled, are required to have documentation on file that they have received a hearing and vision screening from a physician’s office or other authorized facility. This is due one week from enrollment or when your child turns 4.

***2.13 Arrival and Drop Off Procedures***

**2.13.1 Core Knowledge Program**

* The doors into the classroom area and the individual classroom doors will remain closed until 8:50 a.m. Those in our Core Knowledge Program arriving before 8:50 am will wait in the hallway until the doors are open. Please do not leave your child unattended in the hallway or a classroom.
* **Sign your child in using Procare**.
* If you need to pick your child up during naptime (11:45 am-- 2:00 pm) please report to the school office so that we can have your child ready to avoid interruptions during naptime.
* To help maintain order and avoid learning time interruption in the classroom, we ask that parents say a quick goodbye at the classroom door in the morning.

**During Dismissal Time:**

**Please be sure to check your child out using Procare.**  Our dismissal time is 2:30. After that time, your child will be sent to the enrichment program. Please call the Director in advance if you are running late so that she can notify the child and

teacher. After 10 minutes, you will be charged a late fee.

**2.13.2 Enrichment Program**

* Martin Methodist Preschool opens at 7:30 am. We will have a designated classroom for your child to attend.
* **Sign your child in using Procare**.
* If you need to pick your child up during naptime (12:00 - 2:00 pm) please report to the school office so that we can have your child ready to avoid interruptions during naptime.
* If you arrive during core-knowledge program, to help maintain order and avoid learning time interruption in the classroom, we ask that parents say a quick goodbye at the classroom door.
* Dismissal time is at 6:00. **Please be prompt in picking up your child**. **Please be sure to check your child out using Procare. See late charges-page 6.**

**2.14 Dismissal to Another Person**

In accordance with state law, we must have the names on file of the persons to whom your child may be released when you are not able to pick up your child yourself.

* **A CHANGE OF PICKUP** form must be submitted to the school office at drop off time--***WHENEVER A CHILD IS TO BE RELEASED TO ANYONE*** other than a parent or guardian or those named on the childcare enrollment agreement.

If a child is to be released to a person unknown to the Martin Methodist staff, the parent ***MUST*** contact the office, provide a full name, and signature- stating that your child may be released to that individual. The person picking up your child should be prepared to present their driver’s license upon arrival at the school.

**2.15 School Visitors**

**2.15.1 Parents or Family Members**

* Parents may come any time for any reason.
* Forgotten lunches, snacks, rest mats or other items should be brought to the school office and will be delivered to your child’s classroom by a staff member.
* Parents coming to school to observe their child or assist with classroom activities must stop by the school office when arriving to sign our visitor’s log and also sign out before leaving.
* During class parties or activities you are invited! But, we ask that you sign in as a visitor in the front office so that we know you are here.
* If you are volunteering for more than one or two mornings, you will be asked to do a background check through the state of Texas DFPS.

**2.15.2 Special Visitors, Guests, and Special Programs**

* Visitors coming to school must stop by the front office when arriving and before leaving.
* ID will be required to stay in the office while in our facilities. Parents must notify the Director
* If you will provide a service for more than one time, you will be asked to do a full background check through DFPS.
* Parents must notify the Director and classroom teachers if a child development professional will be coming to observe their child. This individual must present identification and professional credentials (badge, business card, etc).
* *Note: Parents will be notified if we have a visitor in the center.*

**2.16 Withdrawal/ Removal**

**Four *weeks written notice*** must be given from a family withdrawing a child or children from Martin Methodist Preschool. ***Please remember that when you register your child in our program, you are agreeing that your child will attend a complete session (Sept.-May) or summer—(June-August)***. In the event that a child displays uncontrollable and continuous inappropriate behavior that threatens the well-being of classmates and teachers, disrupts the classroom excessively, or puts his/her own safety at risk, a meeting will be held with the parents/guardians, the Director, and one or more your child’s teachers. We will determine whether or not your child will be able to remain in our care and if so, how long your child will be able to stay. Account must be at zero balance.

**3. Health and Safety**

**3.1 Illness Policy**

We ***MUST*** require that all families follow the medical policies listed below. If sick children are brought to the preschool they can cause other children and our staff to become ill. Please be courteous by not expecting our staff to care for your child when he/she is sick.

Parents/guardians shall remove children from the preschool within 30 to 45 minutes after notification**. *Children who exhibit signs of any illness listed below should remain at home***. The following indications of illness include but are not limited to the following:

* Any child that arrives at Martin Methodist Preschool noticeably ill. *(Examples include children who are unusually pale or flushed, acting unusually irritable,tired or lethargic, has a rash, a fever, heavy nasal discharge, or other signs of illness such as vomiting, diarrhea, or persistent cough) will not be admitted for the day*. A child exhibiting any of these signs of illness must be symptom-free without medication for 24 hours before returning to school.
* If your child cannot participate in school activities, although they are not contagious they **will not** be allowed to attend.
* If your child is hurt at school but does not require emergency treatment, you will be notified, and at the end of the day you will be provided with a written accident report. After signing and dating the form, parents will receive a copy of this report.
* In the event of a serious medical emergency, 9-1-1 will be called, and you will be notified.
* Parents ***MUST*** notify the school if their child contracts a communicable disease.
* Parents will be notified if a communicable disease is reported in their child’s class. A child with a communicable disease will not be allowed to return to the classroom until released by a doctor.
* **Fever** – Defined as children who develop a fever of 100◦ orally while at the preschool. Children with a 99.0◦ fever will not be re-admitted to the center until their temperature has been normal for 24 hours without medication. If symptoms of fever (99.0◦) appear during preschool hours, office staff will contact parents to inform them so that they can contact a designated pick up for their child before their temperature reaches 100◦.
* **Vomiting** - Defined as one or more episodes. Child ***must*** be free from vomiting for 24 hours before returning to the center.
* **Diarrhea** – Defined as two or more loose stools within one day. Child ***must*** be free of diarrhea for 24 hours before returning to school. If the episodes develop an erratic, but recurring pattern, the child may attend the preschool if a doctor’s written statement is presented verifying that there is no infectious cause.
* **Rashes**—Rashes that are not identified or that have not been diagnosed as non-communicable disease by a physician will need to be seen by a doctor.
* **Colds** – Defined as severe colds with fever, sneezing and thick nose drainage.

A child who received an immunization may develop a fever, but are not contagious. If the pediatrician has indicated this situation on the return to school form and authorized the administration of Tylenol or Tempra, the child may remain at the preschool.

You will be notified when a communicable disease is introduced to the preschool. We ask in return that if your child is infected with a communicable disease, please notify the center as soon as possible in order to post the illness and keep other families informed and safe.

**Please Remember:**

If your child suddenly becomes ill at home, please help to keep the preschool staff informed of any communicable disease. While attending preschool, if your child shows any signs of fever, vomiting, rash or other symptoms we will notify parents for pickup. Please call the preschool office and leave a message if your child will not be attending because of sickness (817-354-9041).

**3.2 Accidents, Injuries and Sickness Policies**

* **In non-life threatening instances**, the preschool staff will provide on-site First Aid. If a child requires medical attention, the child’s parent will be contacted, informed of the injury, and asked to pick up the child. Parents/guardians will be notified in writing at the end of the day. With all head injuries and life threatening injuries, the parent/guardians will be notified immediately. The staff member who observed the incident will fill out an accident report and a copy will be retained at the center and one will be given to the parents/guardians.
* **If an accident or injury is life threatening** or requires immediate medical attention, the local ambulance service will be called to transport the child to the HEB Hospital Emergency Room indicated in the Enrollment Packet. Parents/guardians will be notified of accidents by phone and also in writing at the time of pick up. With all head injuries and life threatening injuries, the parent/guardians will be notified immediately. The staff member who observed the incident will fill out an accident report and a copy will be retained at the center and one will be given to the parents/guardians. The child will be transported to the nearest Hospital (HEB) at the parent’s expense.

# **3.2.1Head Lice Policy**

Martin Methodist Preschool has a no nit policy. **No exceptions will be made**!

Head lice are difficult to prevent and control in settings where children and their personal items, such as coats and hats have such close contact. The ages of the children we care for make it necessary for the staff to have very close physical contact with the children. Our lice policies are in place to protect our staff as well as the children. Head checks will be done any time the staff feels necessary.

Any child found to have live lice or nits (eggs) must be removed from the center **immediately**. The staff member who detects the lice or nits will provide the parent or authorized person who picks up the child with proof of the lice or nits found.

Any time lice or nits are detected, the classroom will be thoroughly cleaned and toys that could harbor the lice will be sealed in plastic bags for at least two weeks. Other children in the classroom center will be checked for lice as well.

Children who have been found to have lice and/or nits must be treated and be ***nit free*** before they may return to the preschool. **The returning child’s parent/guardian must allow extra time for the returning child to be checked by staff before the parent/guardian leaves the building**. If nits are found, the child will not be allowed to stay.

Staff will check children who have been affected periodically for two (2) weeks to help prevent reoccurrence.

**3.2.2 Hand Foot and Mouth Disease**

Hand, foot, and mouth disease is spread from person to person through nose and throat secretions (such as saliva, sputum, or nasal mucus), blister fluid, or the stools of infected persons.

**Is it contagious?**  
Yes, HFMD is moderately contagious.  Infection is spread from person to person by direct contact with nose and throat discharges or the stools of infected persons. A person is most contagious during the first week of the illness.  HFMD is not transmitted to or from pets or other animals.  
***If your child becomes ill with this disease they must remain at home until Martin Methodist Preschool has a written doctor’s note stating that your child is clear to return back to preschool.***

**3.2.3 Biting**

Biting is a form of communication in young children. Parents of both children will be informed in response to a biting incident. Our staff often introduces sign language to help nonverbal children communicate their needs. However, if biting becomes excessive and puts children and staff at risk, a meeting will be held with the parents/guardians, the Director, and one or more of your child’s teachers to determine if your child can or cannot continue the program.

**3.3 Medication at School 746.3803**

If medications must be administered at school, the following conditions must be met:

* Prescription medication will be accepted only if it is in the original container and has not reached its expiration date. It will be given only by the listed recommendations for use unless documented instructions from the Prescribing Physician are on file.
* Nonprescription medication may only be administered by the stated manufacturer’s recommendations on the label. Medication must be in the original container.
* A medication administration form has to be filled out, signed, and dated by the parent/guardian with instructions for administration matching that of the medications label.
* Medication will be sent home after the last date the medication is administered or on the expiration date, whichever occurs first.

Please **do not send medications to school in your child’s tote bag, lunch boxes or back packs**-this included vitamins.

**3.4 Peanut/Tree Nut Policy**

**In the event that a child enrolled at Martin Methodist Preschool has a severe allergic reaction** to any food item that lists peanuts, peanut oil, tree nuts, or tree nut oils as an ingredient or is produced in a facility that also processes peanut and/or tree nut products or may contain traces of peanut/tree nut products; then those products will not be purchased and/or served by Martin Methodist Pre-School for any purpose. The selection of all food items purchased and served by Martin Methodist Preschool will be based upon the ingredient list as printed on the package label. If a child with any of the allergies to products specified above (or any other food allergies that may threaten the child’s life) & is enrolled with Martin, we will notify all the parents/guardians immediately. Our center will become an environment free of the allergy-causing ingredient.

**3.5 Meals and Snacks**

* Parents should provide breakfast for their child **BEFORE** arriving at school.
* Children should have a nutritious lunch packed for them every day. Martin Methodist Preschool is not responsible for the nutritional value of parent provided meals and snacks or for meeting the children’s daily nutritional requirements.
* Martin Methodist Preschool requires that parents prepare and send peanut/tree nut-free lunch for their child if we become peanut or any other item free. Lunch items containing peanut/tree nut food items will be returned to the parents. Unpackaged food items, if questionable, may or may not be served. If you are sending a peanut butter free sandwich please send a note telling us is free of any nut that may threaten another child’s life.
* Martin Methodist Preschool will provide a daily snack and water to be served during the morning and a second snack to be served in the afternoon if your child stays for extended care. All snacks purchased and served by Martin Methodist Preschool will be free of peanuts and/or tree nuts.
* Birthday & holiday party snacks provided by parents must be commercially prepared and brought to school sealed in the original container and labeled with a legible ingredient list. If we become peanut free any snack with peanut/tree nuts, produced in a facility that processes peanut/tree nuts, may contain traces of peanut/tree nuts, or is not in a sealed and labeled package will be returned to the parents.
* Parents must notify the school office and the classroom teachers of all food and environmental allergies. If special provisions must be made to accommodate your child’s allergy, you will need to provide a report from the child’s doctor describing the nature of the potential reaction and the necessary emergency response***. (EPI PEN MUST BE LABELED AND MUST BE PROVIDED TO THE OFFICE AT THE TIME OF ENROLLMENT).***
* ***If your child has special dietary restrictions or needs and cannot eat the provided snack, parents will be responsible for providing the child with a snack that meets their dietary needs.***
* Note: We do not have microwaves or refrigerators in all of the classrooms. If your child ‘s lunch is hot, please use a thermos. If their lunch is cold, please use a freezer pack. Please be sure to label everything so that your child’s products come home.

***Infants:***

* Martin Methodist Preschool does not provide formula, cereal, or baby food for infants during snacks or lunch time. Parents are asked to complete an “Infant Feeding Chart” monthly if the infant is less than 12 months old or until the infant is no longer drinking formula. Please remember to bring a lunch for your child, drink included.

**3.6 Breastfeeding Accommodations**

Martin Methodist Preschool has a room on-site which allows a comfortable and private location for breastfeeding mothers.

**3.7 Rest Time**

Most classes have a supervised rest period after the noon meal each day. An alternate, quiet activity will be provided for each child who is awake after sleeping for an age-appropriate time period. Every child that naps is required to have a blanket and a **crib sheet** to cover the nap mat, cot or crib.

**3.8 Potty Training**

Please bring disposable diapers or pull-ups and wipes for children not yet fully potty trained. We recommend that your three year old be potty trained before beginning the three’s class. The three’s, four’s, and Pre-K classrooms are not equipped for diaper changing.

**3.9 Outdoor Play**

Outdoor play is part of our daily routine. We stay outside for at least 30 minutes per day weather permitting. If the temperature is above 100 degrees Fahrenheit or below 40 degrees Fahrenheit, raining, or an Ozone Alert is in effect, we will stay indoors. An indoor playroom with equipment is provided so that your child may get the activity they need each day.

Please do not request your child stay indoors. The Texas DFPS states that children too sick to play outside are too sick to be at school.

**3.10 Emergency Preparation 746.501**

The safety of our students is our number one priority and school policies are designed for the protection of all students. Martin Methodist Preschool Emergency Policies and Procedures are established in conjunction with safety experts from the City of Bedford. We practice fire drills every month. Severe weather drills are practiced every 3 months, as well as lock down drills.

In the event of fire, severe weather, toxic or biological hazard, or any other circumstance requiring evacuation of the school or relocation within the church building, parents may not be able to reach us by telephone. We will contact families by cell phone or email at a time when it is reasonable to do so. In an emergency situation, parents can help us best by staying near one of the telephone numbers provided to us on the Childcare Enrollment Agreement.

***NOTE: It is important that you update your telephone number and address with the preschool office every time you make a change ASAP.***

**3.11 Emergency Preparedness Plan**

In the following situations which include natural events such as tornados, flood or hurricanes, & health events such as medical emergencies, disease outbreak, we follow the instructions of the local authorities. If these things do happen, we will notify the parents via text message, email, or phone, plus put a note on the classroom door. In the event of an emergency, we will evacuate infants in the portable rolling crib. Other children will be evacuated in the bye-bye buggy or by walking. If we have to relocate from the building, we meet at the Beacon House (white building) located NW corner of the campus. Our Emergency Plan is located in the Minimum Standard Books in each classroom, as well as in the office.

**3.12 Parking Lot Pointers**

At arrival and dismissal times, parents may park in any legal parking space. Please maintain a speed of 15 mph or less and be prepared to stop for pedestrians and other vehicles or any children around. Always be sure to have your children firmly by the hand when walking in the parking lot.

**Who is this “Mrs. Lot”, and why does she have/need two parking “slots”??!!**

Most of you have noticed the two parking places in the lot designated as “Mrs. Lot’s Slot” and “Mrs.Lot’s Slot, Too”. In the Old Testament book of Genesis, Lot’s wife (Mrs. Lot) was turned into a pillar of salt by God when she looked back on the destruction of Sodom and Gomorrah, as she and her husband fled. Many years ago, when our annual Lord’s Acre Fall Festival began, a salt lick was put up for auction, as a reminder and representation of Mrs. Lot. The purchase of that salt lick included a personal parking space for the highest bidder (Mrs. Lot’s Slot). In later years, the bidding became so fierce and competitive that a second space (Mrs. Lot’s Slot, Too), was introduced. Each year in October at Lord’s Acre, these two spaces are again auctioned off to the highest bidder in what has become a lively and much anticipated activity in the festival, as well as a great source of revenue for the church operating budget. Winning one of these two slots grants the purchaser the slot for a full year, 24 hours a day/7 days a week. This past fall, these two parking spaces combined to bring in $1,900 to the church operating fund from two generous donors, which gives them full ownership of those “slots.” Hopefully, this information has been helpful in explaining why these two spots exist in the parking lot and why they are so important to the church members who purchase them each year. Please be mindful of the “owners” of these spots and leave them open ***at all times***, just as you would the marked handicapped spots. The continued spirited competition for these spots and the other auction items are very important to the church operations, as well as the Martin Methodist Preschool.

**3.13 Field Trips & Transportation 746.5601**

Martin Methodist Preschool does not provide transportation and will not do field trips during the school year or summer program.

**3.14 Water Activities 746.2101**

Martin Methodist Preschool will have occasional water table play and water days during the year. These will consist of sprinkler play and/or a small wading/splashing pool. Parents will be informed in advance of these days and parental permission is required on the enrollment application for children’s participation.

**3.15 Animals at School *746.3901***

If your child would like to bring a family pet to school, you will need to notify the school office 10 days before the visit so that written notice can be given to the other families in the class. Documentation of vaccination must accompany dogs, cats and ferrets. Chickens, ducks, snakes, turtles, lizards, iguanas, and amphibians are not allowed at school due to the risk of spreading *salmonella.*

**3.16 Drug Free/Gang Free Zone 746.3703**

Martin Methodist Preschool is a Drug Free/Gang Free zone. Under the Texas Penal Code, criminal offenses related to organized criminal activity or the use of illegal drugs are subject to harsher than usual penalties if they occur within 1000 feet of our facility.

**3.17 Smoke Free Zone 746.3703**

Martin Methodist Preschool is committed to providing safe environments for children while they are away from their parents. To ensure these environments are as safe as possible, it is important that our facility is a tobacco free zone- within1,000 feet from our facility.

**3.18 Child Abuse Reporting and Prevention 746.501**

Martin Methodist Preschool staff is required by Texas State Law and Licensing Requirements to report immediately to the police or CPS any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse.

The staff may not notify the parents when the police or CPS are called about possible child neglect, exploitation, or abuse by recommendation of CPS and the police.

Staff attends annual child abuse and neglect trainings in order to know the signs of abuse and how to report it. Child abuse can be reported at 1800-252-5400. As a part of the church staff, all employees also receive Ministry Safe training.

**4. Communication**

**4.1 Communication with Parents**

Martin Methodist Preschool encourages parents to contact the Director and/or the teachers with questions or concerns. However, conferencing with the teachers at the classroom door during the arrival and departure of the children is inappropriate. Please understand the children come first and cannot be left unattended.

If you wish to speak with your child’s teacher, please call the school office at 817-354-9041. Teachers will be given your message and they will return your call at their earliest convenience.

Parents are informed of activities through monthly newsletters, e-mail reminders, calendars, the posting of lesson plans, daily schedules, and illness alerts.

You may communicate with the school through email - [judyl@martinmethodist.org](mailto:judyl@martinmethodist.org).

**4.2 Martin Preschool Advisory Committee**

Martin Methodist Preschool Board is operated under the supervision of the Minister of the church, the Chairman of the Preschool Board, and the preschool Director. The Preschool Board is a group of people who meet with the objective of bettering the center and making a safe and loving learning environment for all of the students. This committee is made up of church members, preschool parents, and faculty members. We meet every 3 months throughout the year. If you would like to be a part of this committee, please see the Director.

**4.3 Booster Club**

The Booster Club is a team of parents who coordinate our fundraisers or anything that helps raise money for the purpose of buying new supplies, equipment, and technology for the preschool and its students. Any parent is welcome to join the Booster Club. If you are interested, please see the Director for more information.

**4.4 School Photographs**

A professional photographer will take individual pictures of the students during the Fall and Spring semesters.

**4.5 Birthday Celebrations**

Birthdays are very special events for young children, and they love to share them with their friends. If you would like to provide a birthday snack for your child’s classroom check with the teacher for any students with food allergies or dietary restrictions. We will celebrate those days at our snack time.

**4.6 Personal Belongings**

Parents must supply the following: milk bottles, formula, infant snacks, diapers/pull-ups, wipes, cream or powder for diapering, extra change of clothes, blanket, and crib sheet. Please label everything with your child’s first and last name. For infants, if they have a special blanket or toy, please feel free to bring it.

*Please leave all toys and valuables at home since personal toys can cause meltdowns or be lost or broken and the preschool or teachers will not be held responsible .*

**4.7 Children’s Clothing/Attire**

Martin Methodist Preschool must have at least one complete change of clothing for your child, clearly marked with the child’s name. When dressing your child for school please keep their comfort in mind. Please send your child in closed toed shoes, preferably tennis shoes so that they can run and play.

**4.8 Outside Employment**

Employees of Martin Methodist Preschool are prohibited from outside employment with parents of the organization. This includes but is not limited to babysitting and nanny-type jobs. This is also a policy stated in our Ministry Safe program.

**4.9 Vaccine Preventable Diseases for Employees 746.501**

Martin Methodist Preschool’s policy meets the guidelines for Tarrant County Health Department and DFPS Minimum Standards requirements. Currently, Martin Methodist Preschool requires its employees to have a flu vaccine. Children are encouraged to get a flu shot also, if recommended by your child’s doctor.

**4.10 Social Networking**

Please understand that employees of Martin Methodist Preschool are prohibited from participating in social networking with parents and children attending Martin. We encourage you to “Like” us on our Facebook page. If you are unhappy about a policy, etc. we request that you consult with the Director before posting a negative comment.

**4.11 Parent Code of Conduct**

Please understand that young children are present in our building. Some adult language is not appropriate for young children; this includes but is not limited to cursing, swearing, and vulgar language on our property.

Threatening staff, children, or other parents will not be tolerated per DFPS. Martin Methodist Preschool maintains the right to terminate the care of your child in the event of disruptive behavior from a parent or guardian.

Martin Methodist Preschool must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

**4.12 Reviewing/ Discussing Questions and Concerns:**

If you have any concerns, questions, or confusion regarding the policies and procedures of Martin Methodist Preschool, please schedule a meeting with Director. You can reach her by email, phone, or walking in- although she may have to ask you to wait.

**4.13 Policy Change Notification**

Parents will be notified of any policy changes one week before the policy will be enforced.

**4.14 Security System**

Martin Methodist Preschool has a security system on campus that allows us to monitor the front door via camera and release the lock for entry to parents and preschoolers. If we don’t know you, we won’t open the door. We will communicate via intercom. When you arrive, please ring the buzzer. Wait for the bar to release.

\_\_\_\_\_\_\_\_\_\_\_I have been given a copy of the parent handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name Printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature Date