



FUMC Preschool
201 E. Hospital Street, Nacogdoches, TX 75961
Phone: (936)560-4631 Fax: (936)564-8582
E-Mail: preschool@fumcnac.org



First United Methodist Church Nacogdoches, Texas

Dr. Jeff McDonald – Senior Pastor
Rev. Lorraine Brown – Associate Pastor

There is a great story in the gospel of Luke where a group of parents bring their children to Jesus so that he can bless them. The disciples try to turn them away but Jesus says, “Let the children come to me...because God’s kingdom belongs to people like these children.” I love this story because we see how important children are and how we can learn from them about God’s kingdom.

It is a blessing to look out our office window and see the children laughing and having fun on the playground. It is a lesson on how we are to treat each other, how we get along; a glimpse of the Kingdom of God.

Thank you for trusting the Preschool at First United Methodist Church; it is an honor to be a part of your family. We look forward to seeing your child in Chapel, and you at their programs. If you don’t already have a church home, we would love for you to join us for worship on Sundays. We offer a Contemporary Service at 8:45 am and a Traditional Worship at 10:55 am, as well as programming for children, youth and adults.

Thank you again for being a part of the First United Methodist Preschool.

Peace,

Dr. Jeff McDonald
Senior Pastor
jeff.m@fumcnac.org

Rev. Lorraine Brown
Associate Pastor
lorraine.b@fumcnac.org

Dear Parents,

Welcome to First United Methodist Preschool! We are glad you are here, and feel privileged that you are entrusting your child to our care. We aim to be a very nurturing and loving school as well as offering a quality education, and we hope that your family is pleased with your experience here at the preschool.

This parent handbook includes a wealth of Information about the policies and procedures of the preschool, as well as information required by the state licensing standards.

Please read the handbook and keep it handy as a reference when questions arise during the year.

As we begin the new school year, my prayer is that it will be a great year for everyone involved. However, if you should have any questions or concerns, please call or come visit with me about your concerns, I want us to work together to make the preschool the best it can be.

Ready, set, go!!!

In His Service ,

Lisa Labosky
Director
936-560-4631 (School)
lisa.l@fumcnac.org

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First United Methodist Church Preschool

School verse: Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

OVERVIEW

Purpose & Governance

First United Methodist Church (FUMC) Preschool is a non-profit, developmentally appropriate program providing quality childcare in Nacogdoches, Texas. We minister to children in the church and community by equipping them with appropriate educational, spiritual, and interpersonal skills for life in God's world. We strive to be a source for children, parents, and teachers to develop and deepen their faith.

The Preschool is a Children's Ministry program within FUMC and is governed by the Preschool Board in accordance with the requirements of the United Methodist General Book of Discipline. While the Administrative Board of the church has authority over all policy matters concerning the school, the Preschool Board handles standard policies and administrative matters.

Preschool families are invited to participate in the activities and services of FUMC. Please feel free to contact Pastor Jeff McDonald, Children's Ministry Director Elsa Jordan, or a staff person in the church office @ (936) 564-8308.

Philosophy

The Preschool program is designed to develop the whole child. Cognitive, language, social/emotional, physical, and spiritual development are our top priorities. Children grow and develop through play. Recognizing this, FUMC Preschool provides a developmentally appropriate environment that offers a variety of learning and play opportunities each day.

Consistent with our belief that children learn best by doing, a "learning centers" approach is at the core of our curriculum. Each class includes a variety of learning experiences through guided center activities; such as art, blocks discovery, dramatic play, library, music, and table games. Centers focus on developing fine and gross motor skills.

Spiritual development is an integral component in the FUMC Preschool program. We believe children develop a close relationship with Jesus and their spirituality grows with exposure to His love as seen in Chapel, Godly Play, Music class, the classroom, and through caring teachers and staff.

Children are encouraged to develop productive work habits and a sense of responsibility for themselves and their surroundings. The Preschool works to promote positive self-esteem by encouraging children to interact successfully with others, to grow in independence and social skills, and to develop their unique God-given talents.

Program Quality and Standards of Excellence

The Preschool program aligns curriculum with federal and state guidelines and is licensed by Texas Department of Family and Protective Services. Parents may come to the office to review and discuss a copy of the minimum standards set for the Preschool and the most recent TDPRS licensing inspection report. Lisa Labosky, the Preschool Director, is available to answer questions about the policies and procedures of FUMC Preschool. Parents may contact the local TDPRS Licensing Office at (936) 633-8745, or online at www.dfps.state.tx.us/child_care

The Texas Education Agency (TEA) – Pre-K Curriculum Guidelines are used to guide our curriculum. For more information, visit the TEA website: www.tea.texas.gov/pkg.aspx

Each teacher at the Preschool has a degree or is credentialed as a Child Development Associate (CDA). To learn more about this credential, visit the CDA website www.cdacouncil.org

Statement of Commitment

As individuals who work with young children, we commit ourselves to furthering the values of early childhood education as they are reflected in the ideals and principles of the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct. To the best of our abilities, we will

- Never harm children.
- Ensure that programs for young children are based on current knowledge and research of child development and early childhood education.
- Respect and support families in their task of nurturing children.
- Respect colleagues in early childhood care and education and support them in maintaining the NAEYC Code of Ethical Conduct.
- Serve as advocates for children, their families, and their teachers in community and society.
- Stay informed of and maintain high standards of professional conduct.
- Engage in an ongoing process of self-reflection, realizing that personal characteristics, biases, and beliefs have an impact on children and families.
- Be open to new ideas and be willing to learn from the suggestions of others.
- Continue to learn, grow, and contribute as a professional.
- Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

The above statement is modified from the NAEYC website:

<http://www.naeyc.org/files/naeyc/file/positions/PSETH05.pdf>

Hours of Operation

FUMC Preschool school hours are 8:00 -12:00 p.m. Extended Care (Early Birds and Fun Club) are available for an additional charge:

- The Early Birds Extended Care Program begins at 7:15 a.m. and continues until school begins at 8:00 a.m.
Extended Care Program dismisses at 2:45 p.m. and Fun Club dismisses at 5:15 p.m.

Program Information

The Preschool is open to the public on a tuition basis and is designed to serve children ages 12 months and walking through pre-kindergarten.

Class	Ages	Children	Teachers
Toddlers	12-17 mos.	9	2
Young Twos	18-35 mos.	12	2
Older Twos	18-35 mos.	13	2
Young Threes	3	14	2
Older Threes	3	16	2
PreK	4	14	2
PreK	4	16	2

REGISTRATION/ENROLLMENT/TUITION/FEEES

Registration

Registration for the fall begins at the end of February for FUMC church members/staff followed by currently-enrolled students and then open to the public. Applicants must be a FUMC church member for a minimum of 6 months in order to qualify for the Church Member early-registration benefit.

As a Christian school, our doors are open to every child, regardless of race, nationality, disability, or socio-economic background. The Preschool works to foster tolerance of and appreciation for our diverse and multicultural world.

Parents are notified of acceptance into the program immediately upon receipt of registration and supply fees. If a space is not available for the requested classroom, the child's name is placed on a waiting list, and parents are contacted should a space become available. There is no charge associated with the waiting list.

A tuition grant, which is to be defined as a gift of tuition, extended care, supply fees, registration fees, or any other expenses deemed eligible for consideration, may be assigned on an as-need basis. Special circumstances may present the need to help a family financially, in part or in total. The Director, Assistant Director, teacher, parent,

church or board member may bring potential recipients to the board for consideration. The board shall consider any presentation of perceived need and meet to determine eligibility for approval. Eligibility is left to the discretion of the board and a grant may be considered and implemented at any time the board deems fit. All grants must be approved by the board prior to being offered to potential recipients.

FUMC reserves the right to discontinue services to any child if the child and/or parents fail to reasonably cooperate with FUMC in the provision of educational services to their child.

Registration and Supply Fees

A non-refundable registration and supply fee is collected when registration forms are submitted to the Preschool office.

Tuition and Late Fee

Tuition for the school year is divided into ten monthly installment payments. Tuition installments are due on the first of every month, beginning in August and ending in May. Checks should be made payable to **FUMC Preschool**. Tuition is considered late after the 10th day of each month. A late fee of \$10 will be assessed.

A 5% discount on tuition will be applied if the tuition is paid in full by August 10th. If the student is **enrolled** after August 10th, the 5% discount will be applied at the time of enrollment.

No tuition credit can be given for children's absences or for school missed due to inclement weather or any other events outside the school's control.

Returned Check Fees

There is a \$20.00 charge for a returned check and the tuition shall be considered unpaid. Late fees will apply if full payment is not tendered by the 10th day of the month. Thereafter, FUMC Preschool reserves the right to require that subsequent payments be made in cash.

Pick-Up Late Fee

For the Preschool to run smoothly, it is important that parents promptly pick up their child when the child's school day has ended. Therefore, if your child is picked up late, there is a late charge of \$20 for the first 5 minutes late or any part thereof, \$25 for the next 5 minutes or any part thereof, \$1 per minute after the first 10 minutes until the child is picked up.

Refunds

The following exceptions to our non-refundable fees are as follows:

- *Upon withdrawal, a refund will be granted for the remaining portion of tuition that has been pre-paid for the entire school year.*
- *A refund for the registration and supply fee for the upcoming school year will be granted if the family moves out of town prior to the student starting school.*

PROCEDURES & GUIDELINES

Absences

Notify the school when your child will not attend class. This helps you, your child, and us. First, we can pray for you and your family during your absence from school. Second, it prevents classroom teachers from being unduly concerned about why a child is not at school.

School Calendar

FUMC Preschool calendar closely follows the N.I.S.D. school calendar. The first day of school for the 2019-2020 school year is August 26, 2019. **The last day of the fall semester is on Tuesday, December 17, 2019.**

The spring semester of the 2019-2020 school year begins on Monday, January 6, 2020. **The last day of the spring semester is Thursday, May 21, 2020.**

School Cancellations, Delays, and Holidays

FUMC Preschool follows Nacogdoches I.S.D. *with respect to weather cancellations*. In serious weather, FUMC Preschool will cancel school when N.I.S.D. cancels school. In the event that N.I.S.D. **delays the start of the school day by 2 hours, we will open 2 hours later—Early Birds will begin at 9:15 a.m. and the regular school day will begin at 10:00 a.m.**

Gang-Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. In this zone, criminal offenses related to organized criminal activity are subject to harsher penalty. FUMC Preschool is a GANG-FREE ZONE.

Weather/Emergencies/Illness Epidemic

Rebates and refunds are not granted for days missed due to inclement weather, holidays, illness, or other events which are outside the Preschool's control.

YOUR CHILD'S DAY

Keeping our children safe is a priority! There is a code to enter the church, and children must enter their classrooms through the secure entrance of the Preschool.

Parking and Building Entry

- Parents are to use the west or north parking lots when dropping off and picking up children. Enter through the west or north doors, using the provided code. Please be sure that the door closes securely behind you without letting in anyone else. This helps us keep our building safe for your children, the teachers and staff.
- Please do not park in our handicapped parking even if it is just to walk your child inside to drop them off. Please be mindful of this as the church has many elderly members that use these spaces weekly to attend various events at the church.

- Please do not leave your valuables in sight in your car. Turn off your car, remove your keys, remove your purse, and lock your doors. This helps to deter criminal activity.

Arrival and Departure

Each day, parents should park in the church's west or north parking lot and walk their child to his or her classroom. Sign-in your child and leave a contact phone number for the day. School begins at 8:00 a.m.

Separation Procedure

A brief goodbye is usually best; we will comfort any child experiencing separation anxiety. Feel free to call the office, and we will gladly check on your child.

Releasing Children to People Other than Parents

Children are released to adults not designated on their enrollment form only when prior arrangements have been made with the school. A driver's license will be required at pick-up.

Pick-up and Drop-off Policies are as follows

7:15 a.m. Early Bird Arrival—Parents who have signed up for early drop-off should take their child's things to the child's classroom, sign him or her in, and bring him or her to the Family Life Center (the gym). Early Birds arrival begins at 7:15 a.m. each morning.

8:00 a.m. Arrival—Doors open at 8:00 for the school day to begin.

12:00 p.m. Dismissal—All classes are dismissed through a car pick-up line at the north exit of the church. Parents should enter the parking lot from Hospital Street and exit to Fredonia Street. PLEASE DO NOT LEAVE YOUR CAR UN-ATTENDED IN THE PICK-UP LINE. **PLEASE BE PROMPT.**

2:45 p.m. Dismissal—All classes are dismissed through a car pick-up line at the north exit of the church. Parents should enter the parking lot from Hospital Street and exit to Fredonia Street. PLEASE DO NOT LEAVE YOUR CAR UN-ATTENDED IN THE PICK-UP LINE. **PLEASE BE PROMPT.**

5:15 p.m. Dismissal—Parents should enter the building through the north exit of the church to pick up their child. There is no car pick-up line. **PLEASE BE PROMPT.**

Naptime

All children staying for extended care are required by state minimum standards to lie down for a nap after lunch. Children who do not fall asleep will be allowed to move to quiet activities after one hour of rest.

Clothing

Children should be dressed in comfortable clothes that are washable and suitable for

active play and are easy to handle in the restroom. Boots, cleats, flip-flops, and open-toed sandals are inappropriate for many activities and should not be worn to school. Tennis shoes are preferred. An extra set of clothes must be provided for each child. All articles of clothing should be clearly marked with your child's name in a Ziploc bag. All children still wearing diapers must use disposable diapers at FUMC Preschool. ALL ITEMS SHOULD BE LABELED WITH THE CHILD'S NAME.

Nutritious Snacks & Lunch

The Preschool provides a small mid-morning snack for the children. Parents are responsible for sending their child's lunch. Please remember that we encourage independence, even at meal times. It is helpful to use a three-way divided plastic container. This makes for easy lid removal, and hungry children get to their food quicker. Finger foods such as cut-up sandwiches, fruit, and cheese and crackers are excellent. Cut food for your child as necessary. Because of safety issues, we only accept plastic ware. Liquids/foods hotter than 110 degrees F must be kept out of children's reach. Please understand that we do not refrigerate or microwave lunches, use freezer packs or thermoses as needed. Cups of milk are refrigerated in the toddler and young 2's classrooms only.

It is the parent's responsibility to notify us of a child's unusual dietary need, limitations, or allergies. In some instances, foods generating a severe allergic reaction can be banned from a classroom.

There are many resources available for planning your child's lunch menu such as: www.myplate.org and www.foodallergy.org .

Breast Milk and Breastfeeding

Upon request, FUMC Preschool will provide a comfortable seating place for nursing mothers. Parents may also provide breast milk to be served while their child is in our care. [There are many resources available such as:](#) www.womenshealth.gov/breastfeeding and www.fns.usda.gov/wic

Birthdays

Your child's birthday is important. Parents who wish to bring a celebration treat for the class should make arrangements in advance with the child's teacher. For a special birthday treat we recommend things such as cookies or mini cupcakes/muffins (large cupcakes are not recommended). A special treat can be something simple but different than the everyday snacks they are accustomed to. Due to allergies, please discuss your special treat ideas with your child's classroom teacher. Invitations to a child's birthday party will ONLY be passed out in class if EVERY child in the classroom is invited.

FUMC Preschool parents traditionally honor their child's birthdays by donating a book to the school. If you donate a book, we put a bookplate on the inside cover that commemorates your child's name and birthday.

CURRICULUM

Weekly Lessons

FUMC preschool uses ABC Jesus Loves Me Curriculum. We also follow the Texas Education Agency for Prekindergarten Guidelines. Lesson plans are posted in each classroom. Activities are planned, based on the developmental level of children in the classroom and on assessed needs. The curriculum includes learning experiences that foster growth of the whole child.

Assessments

All assessments are informal. They include observations and asking open- and closed-ended questions. Students are assessed in the fall and again in the spring. Conferences are available to review your child's assessments.

Outdoor Play

Outside play is an integral part of a child's day. We will have outside play daily, except during extreme weather conditions. *PLEASE DRESS YOUR CHILD APPROPRIATELY.* Teachers determine outdoor activities based on several considerations including temperature, wind chill factor, and ground moisture. Each class will have 45-60 minutes of physical activity either outside or in the gym twice daily.

If a child must remain indoors for medical reasons, other arrangements for childcare should be made.

Discipline/Addressing Challenging Behaviors

Developing Appropriate Behaviors

Our aim is to instill the basic Christian values of trust, respect, honesty, forgiveness, and compassion for others; therefore, we see discipline as a learning experience and treat it as such. FUMC's Preschool program is designed to provide supervision, limits, and guidance, which young children need in order to develop self-confidence, self-direction, and self-control, as they grow into autonomous older children.

We help children make good choices and develop problem-solving skills. Appropriate behavior is modeled, encouraged, recognized, and reinforced. Our positive guidance approach is always gentle and understanding, yet firm, with an emphasis on teaching, recognizing, and supporting appropriate behaviors, rather than punishing inappropriate ones.

When unacceptable behaviors occur, the teacher first redirects the child. Usually, the child can be redirected to another activity or group of children within the classroom or playground without further incident or distress. Occasionally, a child needs extra attention to regain self-control. When this happens, a teacher may provide additional assistance within the classroom or invite the office administrator or director to the classroom to visit and pray with the child. In some circumstances, the child may be removed from the room for a short period of time to help him or her regain control.

Challenging behaviors and strategies are discussed daily with the parent by the teacher and/or director. Daily notes are sent home with each child to inform the parent of the child's day. If person to person contact is not available on a daily basis, then the teacher may use email as a form of communication. If necessary, the teacher will contact the parent to set up a time for a conference to discuss matters more in depth. Teachers update the director as issues arise, therefore the director is able to communicate with the parents or intervene when necessary. If needed the director may involve outside resources upon the parents' approval to help with behavior modification.

Suspension and Expulsion

FUMC shall have the absolute right in its discretion to require the withdrawal of a student if that child and his/her parent does not meet the school's standards and requirements of conduct and behavior. Please note that in most cases, a resolution and a plan of action (which will be implemented by the Director) should be in place and not a withdrawal.

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children is our primary concern. A complete copy of FUMC Preschool's Biting Policy is located in the school office.

Chapel

FUMC Preschool is an extension weekday ministry of the Children's Ministry of First United Methodist Church. Our children enjoy chapel every other week on Monday's and Tuesday's; Christian teachings are shared through a short Bible story, children's hymns and music, and prayer. Follow-up activities in the classroom reinforce elements of Christianity.

Godly Play

A Montessori interpretation of spiritual formation created by Jerome Berryman, Godly Play is a great way to make bible storytelling come to life for children. Our children enjoy Godly Play every other week on Monday's and Tuesday's.

Spanish

We offer Spanish classes beginning with our Older 2's class – PreK on Tuesday and Wednesday. This will begin with basic colors, shapes, and numbers in Spanish and themes such as animals, body parts, and foods will be added throughout the year. Our Young 2's class begins Spanish classes in the Spring Semester.

Gross Motor Class

We offer Gross Motor classes that incorporate structured yet play filled activities including yoga. This will help the children gain strength and confidence in their body which will also introduce healthy living at an early age.

Field Trips

PreK classes occasionally go on field trips. These trips are announced beforehand and permission slips sent home. Typically, there is not more than one field trip per year. Transportation to field trips is provided by parents. This information is included on the permission slip.

Screen Time

iPads are used by children in technology centers (Older 2 through PreK classrooms) for educational programs only and are limited to a maximum of 10 minutes per child per day. TV/Video use is limited to special events only, i.e. Polar Express Week & Dr. Seuss Week, and is used by Older 2 through PreK classrooms for a maximum of 15 minutes per classroom per event.

HOME & SCHOOL CONNECTION

Parent Involvement/Partnering with Parents

We welcome our parents to be part of our program at any time. Parent participation is critical to the Preschool's success. The FUMC Preschool encourages active parent involvement. Parents are ALWAYS welcome to visit the classrooms. Visits do not need to be scheduled or announced in advance; however, parents and visitors are asked to check in at the front office before going to a classroom. In addition to classroom visits, the following is a list of special events that FUMC Preschool hosts and offers an invitation by letter sent home in each child's backpack.

- Parent Orientation—The parents have a brief orientation with the Director before going to the classroom to meet with the teachers.
- Meet the Teacher
- Special guests for community service/career week
- Volunteers are encouraged on picture day
- Classroom holiday parties
- PreK Veteran's Day Parade
- Polar Express day
- Journey to Bethlehem
- Visit with Santa and Mrs. Claus
- Christmas program
- Dr. Seuss' birthday
- Journey to the Cross
- Easter Egg Hunts
- Week of the Young Child
- Annual Art Show
- PreK Year-End Carnival
- End of year program
- Field Trips

Classroom teachers keep an ongoing line of verbal communication with their parents. At each scheduled pick-up time, the teacher communicates with the parent about their child's day. If the teacher leaves before the child is scheduled to be picked up, then a Daily Report note is sent home with the child in their take-home folder. In addition, each teacher is also assigned a school email account to further their communication with parents.

We have a Parent Teacher Organization (PTO) which offers an opportunity for parents and teachers to form a school community which benefits all who participate. We have a PTO Facebook page in which we encourage all parents and teachers to join. The email for our PTO is pto@fumcnac.org.

Two-way Communications

Ongoing communications and cooperation between parents and teachers assure your child's needs are being met. A rough morning before arriving at school and changes at home affect a child's behavior at school. Please share information with the Preschool so we can be sensitive to your child's needs.

Since the teacher's first responsibility is to the children in her class, conferences are not appropriate while classes are in session or in the pick-up line. Conferences are arranged between parents and the teacher/director at mutually-convenient times. Each teacher has a school email for you to communicate with your child's teacher. The teacher may respond either during their break or after school. However, please feel free to call the school phone, (936) 560-4631 if you need an immediate response.

Parent Notification

Parents will be notified by phone (at the contact number left on the sign-in/sign-out log) in the event of:

- Medical emergencies
- Child biting
- Injuries or Onset of illness

If we are unable to reach you at your contact number, we will call each phone number listed on your child's enrollment form.

Notification of activities and school news, when needed, is through notes that go home with your child. If our school policies change, you will be notified in writing and will be asked to sign a document stating you have received these policy changes.

Parent Meetings

Before the school year starts, the Preschool hosts a parent orientation and meet the teacher. Parent orientation is typically in the evening and meet the teacher is during the morning. The purposes of the meetings are to meet the teacher, meet parents of children in your child's classroom, and review the handbook.

Custody Situations

First United Methodist Church Preschool prefers NOT to get involved with custody disputes. FUMC Preschool will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. With this being said, it is imperative that all enrollment forms are completed with both parents' information. In the event that a custody dispute takes place on our property, the Nacogdoches Police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, FUMC has the right to terminate care.

HEALTH & SAFETY

Building Security

The FUMC building has secure access at each door leading to the outside. No admittance is gained without being "buzzed in" or by using a security code. Entry into the Preschool wing requires the same procedure. It is your responsibility to ensure everyone's safety by not allowing others to come in the door with or behind you. Make sure the door closes securely behind you.

CPR/First Aid Training

State minimum standards require that all caregivers and directors receive training in pediatric first-aid and CPR.

TB Testing

The Texas Department of Family and Protective Services states that there is no statewide requirement for teachers or other school employees to have a tuberculin skin test. The Centers for Disease Control and Prevention discourages the use of the TB skin test for persons who have no risk factors for exposure.

Illness

If your child shows signs of illness, please keep him or her at home. Teachers, fellow parents, and your child's classmates rely on you to exercise your best judgment when deciding whether to bring your child to school. If a child must remain indoors for medical reasons, other arrangements for childcare should be made.

A child must be **FREE from fever, diarrhea, or vomiting for 24 hours before** returning to school. He or she should be able to participate comfortably in activities at the Preschool before returning to school.

Please notify the school immediately when your child contracts a communicable disease such as the flu, strep throat, pink eye, or, hand foot and mouth.

Flu Policy

FUMC Preschool is taking necessary precautions and making it school policy that anyone that has been diagnosed with the flu (any strain) remain out of school for five (5) school days after the onset of symptoms. If a child has been exposed to the flu, and is presenting flu symptoms, regardless of whether they have tested positive, please adhere to the same guidelines.

If a child presents flu symptoms while at school, the parent will be notified, and the child will remain out of school for five (5) school days, unless the child tests negative for the flu and has a note from the doctor stating same.

RSV Policy

If your child has been diagnosed with RSV, they cannot return to school for 5 days. They must also be fever free for **48** hours. This is a longer period due to the severity it can bring to young children. This is **subject to change if there is an increased outbreak.**

Medications

NO prescription or over the counter medicines WILL BE ADMINISTERED, with the exception of an Epi-Pen. If your child requires an Epi-Pen, it must be marked with your child's name on it and the expiration date.

Over-the-Counter medicines for teething pain or diaper rash will be administered only with directions from a parent. FUMC Preschool does not furnish medicines. No child will be treated with another child's medicine.

Vaccinations

Children enrolled in the FUMC Preschool program must meet the immunization requirements set forth by the state of Texas for schools. Per the local health authority, TB screenings are not required for the children. We allow exemption from vaccination and immunization requirements if an affidavit request from the Texas Department of State Health Services is granted. The website address for vaccination exemption is <https://corequest.dshs.texas.gov/>.

Vision and Hearing Screening

Children who are 4-years-old by September 1st will receive a vision and hearing screening at the Preschool unless an affidavit is on file stating otherwise.

Child Abuse Warning Signs

FUMC Preschool encourages parents to familiarize themselves with our Abuse & Neglect Policy and to actively participate in keeping children safe. Parents can help by paying attention and watching for signs of abuse or neglect. Typical warning signs include:

- Sudden changes in child's behavior,
- Child is suddenly wary of physical contact,
- Child seems frightened or shrinks at the approach of adults,
- Child has difficulty walking or sitting,
- Child lacks needed medical or dental attention,
- Child states that there is no one at home to provide care,
- Child experiences unexplained learning difficulty,
- Loss of appetite,
- Unexplained fears,
- Minor physical injuries (unexplained broken bones, black eyes, bruises, bites, burns, or other skin injuries),
- Child is frequently absent from school,
- Fading bruises or other marks noticeable after absences.

If you have any concerns regarding abuse or neglect, please notify the school and/or the proper authorities. All employees at FUMC are trained to deal with abuse and neglect and can assist you in reporting an incident or suspicion. For more information on child abuse prevention in Texas, visit the Texas Department of Family and Protective Services website at www.dfps.state.tx.us Additionally, information on recognizing abuse and neglect is available at www.childwelfare.gov

FUMC Preschool Abuse Prevention

FUMC is committed to preventing child abuse. Your children's safety and well-being is our prime priority. We have instated necessary safeguards to prevent and respond to abuse and neglect. All FUMC staff members are required to go through approved annual training and rigorous screenings are conducted on all employees.

The First United Methodist Church adopted a comprehensive policy called Safe Sanctuary that sets up measures to prevent, report, and respond to child abuse and neglect. FUMC coordinates with community organizations such as Court Appointed Special Advocates (CASA), Texas Department of Family and Protective Services (TDFPS), and the Nacogdoches County Child Welfare Board, and complies with the TDFPS minimum standards for childcare centers.

If we suspect that a child has been abused, mistreated, or neglected, we are required by state law to report it within 48 hours to the TDFPS and to a law enforcement agency. Some examples of abuse and neglect are: leaving a child unattended in a vehicle; not securing a child in a car seat, booster seat, or seat belt; unexplained marks or bruises on opposite sides of the body; or child hygiene issues. Child abuse and neglect are against the law in Texas, and so is failing to report it.

The CHILD ABUSE HOTLINE is 1 (800) 252-5400.

EMERGENCY PREPAREDNESS PLAN

In case of an emergency evacuation, the Director or Assistant Director of the school will call 9-1-1 and retrieve the emergency book with family contact numbers and emergency medical authorizations. Each teacher is responsible for bringing her roll sheet as she takes appropriate actions. The Director will ensure all children are accounted for at the evacuation site. Our primary evacuation is to the front lawn of the church at 201 East Hospital Street. Our secondary evacuation is to the Medicine Shoppe, 212 North Street. In the event children are evacuated to a new location, parents may call 936-569-4814 for information on where to pick up their child.

Designated crisis team leaders:

Director: Lisa Labosky

Asst. Director: Becca Anthony

Teacher: Jacklyn Hillyer

Natural/Environmental Catastrophes (No Warning)

Tornado

- Teachers will take daily attendance folders and gather students into hallway along the wall where they will remain crouched with heads down and necks covered with hands.
- The Director will remain informed via the Weather Alert Warning system or local radio stations. If necessary, after the event, students will relocate to the Medicine Shoppe (see map attached). The Director or Assistant Director will delegate the task of contacting parents.

Chemical Spill

The main chemical threat is toxic fumes. Keep students inside. The Director shall rely on instructions from local authorities. If outside, stay upwind and do not step in spilled material.

Earthquake

Because earthquakes can strike without warning, our immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The school staff and students will follow the guidelines below.

- If Inside – Protect yourself and children from falling objects by taking cover beneath a desk, table or bench. If no cover is available, move inside a doorway or crouch against an inside wall and cover head with hands.
- If Outside – Move quickly away from buildings and away from overhead electrical wires. Relocate to the parking lot between the Medicine Shoppe and the FUMC playground. Lie flat, face down, and wait for shocks to subside.
- DO NOT attempt to enter building until authorized to do so.



Explosion

- When advised by the Director, evacuate building using fire drill plan, with possible modifications.
- Proceed to alternate site for your school.
- When possible, parents will be notified via phone and news media to pick up their child at an alternative location.

Severe Weather Forecasted (with 1-3 days warning)

In case of severe weather, including hurricanes, flooding or icy roads; FUMC Preschool will follow the schedules set for the Nacogdoches I. S. D. schools. Changes to starting and ending times or school closings coincide with that of the local public elementary schools. The following guidelines should be followed.

- If a storm develops during the day, our primary means of warning of weather-related emergencies will be the Weather Alert Warning System or tv/radio stations. The Director will determine the action to be taken and advise personnel, parents, as well as local news media.
- If flooding occurs, the Director will determine the safest possible location within the school until arrangements can be made for safe transportation home. Parents and personnel are encouraged to tune in to local TV and radio stations after 6:00 am for the latest information on school closings or delays.

Sudden Loss of Utilities

Typically, this refers to loss of electricity, but can also include water. Teachers and students will remain in their classrooms with flashlights, keeping children safe and calm. If utilities have not been restored after an hour, the director will ascertain when utility restoration is expected, then determine whether or not parents should be notified and school dismissed.

Human Caused Crisis

Intruder/terrorist

FUMC has a secure access at each door leading to the outside. No admittance is gained without being “buzzed in” or security code is used. Entry into the preschool wing requires the same procedure. However, should an emergency arise, the following steps should be taken:

Low-Level Lockdown

Definition of low-level - building lockout

- No known intruder in the building.
- Possible situation that has occurred **outside** the building within the general vicinity which may pose a danger to the school
- Knowledge of a possible threat to staff or students

Low-level procedure

Megaphone Use:

Siren Sound

- The Director or Assistant Director will lock codes out of building entry doors
- Teachers will then continue with their regular schedules but will remain inside the building
- Director/Assistant director will then monitor the hallways and entryways
- Once threat has been removed, Director/Assistant Director will remove the lock-down code from keypad.

High Level Lockdown

Definition of high level lockdown

- Possible intruder or threat **within** the facility

High-level procedure

Megaphone Use:

Voice control: Speak “Lockdown, intruder on campus”

- Director or assistant director shall use the Megaphone and issue the word **“CODE RED”**
- Director/Assistant Director shall call 911
- Director/Assistant will lock out keypads to Preschool
- Each classroom will go to their **safe place**
- Classroom teachers will lock their doors, close their blinds, cover window on door, and turn off lights
- Keep children away from wind and doors; position children in a safe place (i.e.; safe corner)
- Keep children quiet and calm by possibly reading a book
- Teachers will keep children in classroom until a **“CODE GREEN”** sign has been given

- Emergency personnel will inform the site when it is safe to move about and release children from classroom
- Upon arrival, the local Police will assume controlling responsibility and evacuate as they see fit
- When CODE GREEN is heard, the Director/Assistant Director will update the staff on the situation
- When the threat is eliminated, normal activities will be resumed
- Director will inform parents of all lockdowns

Bomb Threat

- The Director will call 911. All personnel and students will evacuate the building according to the fire drill plan. As we leave the building, we will be alert for anything unusual such as packages, boxes, or other items that seem foreign or abandoned.
- If a bomb is actually located, we will move to a safe area as directed by the Police Department.
- If a search is completed and a bomb is not located, the Director will make the decision whether or not to re-occupy the premises.

Health Disasters

Medical Emergency

- Teacher or person in charge will quickly and calmly remove child from danger, and apply appropriate first aid.
- Director or Assistant Director will be alerted immediately, parent notified, and if appropriate, 911 called.

Communicable Disease

- Infected children are sent home immediately and contained away from other children until a parent arrives.
- All parents of children who were in contact with infected children will be notified.
- Classroom surfaces and toys will be disinfected.

Parent Responsibilities

The school is your child's home away from home. We want your child to feel safe and secure here and we want you to feel welcome at any time. Thus, as we create a partnership we encourage your involvement and seek your support and understanding as our relationship forms. Recognizing the integrity of the relationship between the child, the teacher, and the parent, you:

- Make every reasonable effort to get your child to school on time and on a regular basis. Classes begin at 8:00 am. When a child arrives late, he/she might miss activities that cannot be made up, which can lead to your child's disappointment. Children are able to learn best before 11:00 am. After this, their internal clock begins to tell them that it's time for lunch and rest.

- Please READ the notices and information placed in your child's folder.
- Please be sure to take your child's papers and projects as they are sent home. Their work is very important to them and helps the parent share in the child's day.
- Periodically check your child's supply of extra clothing.
- Parents need to be familiar with school rules and expectations.
- Keep your child's teacher informed of special circumstances that arise in your family; parent out-of-town, unusual injury or illness, or anything else that may cause a change in your child's behavior or mood.
- Communicate any concerns regarding our program or your child immediately to the Director.
- **FACEBOOK: While many of you use social networking sites, please DO NOT post any pictures of your child with other children without the expressed consent of the other children's parents.**