



**Parent Handbook of
Policies and Procedures
2019/2020**

A Ministry of
Windwood Presbyterian Church
10555 Spring Cypress Road
Houston, TX 77070

School Office: 281 378 4080

Fax: 281 378 4081

Church Office: 281 378 4040

Website: www.windwoodadventurepreschool.com

www.kardiachristianacademy.org

Director: Michelle Asous

Associate Director: Janice Melcher

Assistant Director: Debbie Atnip

Assistant Director: Lena Scholten

Assistant Director: Betty Bernal

Table of Contents

Section 1: General Information

- 5. The Windwood Presbyterian Church Statement of Faith
 - Mission Statement & Philosophy
 - Philosophy
- 5. Conflict Resolution
- 6. Parental Support Policy

Section 2: Admission Information

- 6. Registration
 - Enrollment & Registration Fees
- 7. Withdrawal & Re-entrance to the program.
- 7. Age Levels and Qualifications
- 8. Operational Policy on Infant Safe Sleep
- 9. Observation/Evaluation
 - Emergency Phone Numbers

Section 3: Expectations of The Adventure Preschool Family

- 9. Teacher Expectations (Faculty and Staff Members)
- 9. Substitute Teacher Guidelines
- 10. Administrator Expectations
- 10. Student Expectations
- 10. Parent Expectations
- 10. Parent/ Guardian Requirement
- 11. Communication to Divorced/Separated Parents
 - General Guidelines/Expectations Regarding the Classroom
 - Parent Classroom Visits
 - Parent/Teacher Conferences

Section 4: Financial Information

- 11. Tuition
- 12. Non-Sufficient Funds Policy
 - Financial Policy for Delinquent Accounts

Section 5: Attendance Information

- 12. Extended Care Program
- 12. Extended Care Guidelines

Section 6: Food Service

- 12. Lunch Time and Snacks
- 13. One Day a Week Lunch Program
 - Food/Severe Allergy Policy

Section 7: Medical Policies and Information

- 14. Illness
 - Communicable Disease Policy
 - When to Keep Your Children Home

Section 7: continued

- 15. Communicable Disease
- 16. Communicable Diseases continued
- 16. Emergency and Illness
 - Accident/Incident Reports
- 17. Medication
 - Immunization Records
- 17. Texas Minimum State Requirements for Child Care Facilities
- 18. Vision and Hearing Screening
- 18. Head Lice Policy

Section 8: Discipline Management

- 19. Discipline/Discipline Management Plan
- 19. Suspension
- 20. Biting Policy
- 20. Discipline and Guidance Policy for the Adventure Preschool
- 21. Inappropriate Parental/Guardian Behavior

Section 9: Student Life

- 21. Student Arrival to School
 - Arrival and Departure – General
- 21. Late Pick Up
- 22. Security
- 22. Late Arrival and Early Pick Up Procedures
 - Taking Students Out of Class During School Hours
- 23. What to Pack/What to Wear
- 23. Toilet Training/Training Pants
- 24. Toys and Items from Home
 - Non Educational Items
 - Security
- 24. Gang Free Zone
 - Gifts/Parties and Holidays
- 25. Volunteer Guidelines
- 25/26. Field Trips
- 26. Emergency Procedures and School Cancellation
- 27. Flooding/Severe Weather
 - Active Threat Emergency
 - Our Newsletter/Our Website
 - Animals on Campus
 - Water Activities
- 28. Minimum Standards
- 28. Nursing Mothers
 - School Calendar – Holidays

Section 1: General Information

The Windwood Presbyterian Church Statement of Faith

We affirm that:

- The Holy Scriptures of the Old and New Testaments as the inspired Word of God, the authoritative, and infallible rule of our faith and practice.
- The historic actuality of the virgin birth of our Lord Jesus Christ and His divine/human nature.
- The historic actuality of the miracles of our Lord Jesus Christ as conveyed to us in the pages of The Holy Scripture.
- The efficacy of the substitutionary atonement of our Lord Jesus Christ for our sins.
- The historic actuality of the bodily resurrection of our Lord Jesus Christ and His coming again.

We believe these to be the historic understandings of the Christian Faith, embraced by believers throughout the centuries, and expressed faithfully in the confessional standards of the Presbyterian Church (ECO).

Mission Statement

Welcome to The Adventure Preschool where all children are cherished and loved for the unique individuals God created them to be. At The Adventure Preschool we are committed to daily convey and teach the love of Christ in all activities and to lay a biblical foundation for Christian living within the heart of every child who walks into our classrooms. Our program is an early childhood setting which offers comfort, security, support and affirmation. Our teachers in all age levels exhibit genuine and caring attitude for young children. Through their actions and words they show kindness, respect, and an appreciation for each child. You will find them giving frequent hugs and much praise and encouragement to each child. Your family attitudes have a far-reaching effect on the education of your young child. For this reason, our teachers consider you, as the parent, a part of our educational team. Parents are welcome to help and be involved. We will share with your child the wonders of God's world and the love of Christ as we guide them through hands-on learning.

Philosophy

The congregation of Windwood Presbyterian Church, recognizing the critical importance of early childhood education, pledges itself to a continued ministry to this community through The Adventure Preschool. We will strive to provide every child an opportunity to grow in all areas: mental, spiritual, emotional, social, and physical. Our Director and teachers are trained to provide classes which include a balance of play activities, creative art work, music, exercise, story time, gross and fine motor skill development, language building activities, and learning centers.

Conflict Resolution

Occasionally misunderstandings occur. In keeping with Matthew 18:15-17 the following procedure is followed at The Adventure Preschool.

All questions, problems or complaints should be brought promptly to the teacher/parent involved.

(Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved).

If the situation cannot be resolved, the Assistant Director will be asked to become involved.

If there is still no resolution, the issue should be taken to the Director of The Adventure Preschool.

If resolution is still unattained, the Board of Directors may be involved.

Parental Support Policy

To Parents /Legal Guardians of Children Enrolled in The Adventure Preschool.

The purpose of Windwood's Children Ministries, including The Adventure Preschool, is to assist and equip families to raise their children in the love and admonition of the Lord. The Scriptures clearly define marriage as being between one man and one woman. Children are then seen as living and breathing examples of the love between those parents/legal guardians and the family as the unit wherein those parents/legal guardians and children can know the love and blessings God has afforded us in being part of His ongoing creation of humankind. Our children's ministries cannot substitute for, nor replace, the role of parents/legal guardians in the spiritual development of their children. We can and do, seek to support, assist and enhance children's spiritual growth through a relationship with a community of faith, committed to passing on the good news of the Gospel of Jesus Christ.

As a result of this understanding, Windwood affirms the Biblical standard for parent's/legal guardian's sexual behavior as chastity in singleness or fidelity in marriage between one man and one woman. Therefore, Windwood reserves the right to enroll only those families to The Adventure Preschool, who can affirm these Biblical standards.

Section 2: Admission Information

Registration

The purpose of Windwood's Children's Ministry, through The Adventure Preschool is to assist and equip families to raise their children in the love and admonition of the Lord. Families must fall within the biblical definition of family in order to enroll their children in The Adventure Preschool. See the "Support of the Family Policy" above.

Please sign the Facility's Operational Policies section included in your child's enrollment forms

Admission is open to children of all races, nationalities, and economic backgrounds. (For exclusions please see Severe Allergy Policy). The Adventure Preschool accepts children whose main language is not English with the understanding that we are not an ESL school. Classes will be filled on a first come, first served basis. The remaining availability of classes will be filled first from the waiting list, and then from all others wishing to enroll. Members of Windwood Presbyterian Church and younger siblings of currently enrolled students have priority in pre-registration. All others are placed in accordance to the date of contact with the Director. Parents of children on the waiting lists will be contacted when an opening occurs.

Enrollment & Registration Fees

A child is considered enrolled in the program once his/her registration form and fees have been paid and deposited. Registration and supply fees, are due at the time of registration. The registration and supply fees are non-refundable. All registration paperwork with the exception of the Health Form must be completed and signed at the time of Registration. The completed Health Form must be turned in prior to the student's first day of school. Only parents or legal guardians can make changes to the student's enrolment paperwork. The child must be the proper chronological age for each class by September 1st. There is a section in this handbook covering Age Levels and Qualifications. There will be a \$25 fee for each class change made after April 1st 2019. If policy changes are made after registration, parents will be notified either by email, flyer or/and the newsletter.

Withdrawal and Re-Entrance to the Program

A withdrawal form must be completed with 14 days' notice to withdraw your child from The Adventure Preschool or you will be charged the full month's tuition. If the student re-enters the program after an absence of 30 days there will be a re-entry fee equivalent to a month's tuition.

Age Levels and Qualifications

Bouncing Babies serves children 3 months to 6 months (crawling). Children must be 3 months old before starting school. Ratios are generally 1 teacher to 4 babies or 2 teachers to 8 babies. Class hours are 9:00am to 2:30pm. (State Licensing ratios are 1 teacher to 4 babies or 2 teachers to 10 babies).

Creepy Crawlers serves children 6 months (crawling) to 12 months. Children must be 6 months old (crawling) before starting school. Ratios are generally 1 teacher to 4 crawlers or 2 teachers to 8 crawlers. (State Licensing ratios are 1 teacher to 4 students or 2 teachers to 10 students). Class hours are 9:00am to 2:30pm.

Wiggle Worms serves children 12 months to 17 months. Children must be 12 months old before starting school. Our ratios are generally either 1 teacher to 5 students or 2 teachers to 10 students. The classroom hours are 9:00am to 2:30pm. (State Licensing ratios are 1 teacher to 5 students or 2 to 13 students).

Rug Rompers serves children 18 months to 24 months. Children must be 18 months by September 1, 2019. Our ratios are generally 1 teacher to 7 students or 2 teachers to 12 students and the hours are 9:00 am to 2:30 pm. (State Licensing ratios are 1 teacher to 9 students or 2 teachers to 18 students).

Preschool 2's serves children from 24 months by September 1, 2019 up to 32 months. Our ratios are generally 1 teacher to 8 students or 2 teachers to 16 students and the hours are 9:00 am to 2:30pm. (State Licensing ratios are 1 teacher to 11 students or 2 teachers to 22 students).

Preschool 2's Bridge Class helps to 'bridge' the gap between Mother's Day Out and Preschool. Your child must turn 3 years old between September 1st and December 31st, 2019 to enroll in this class. Your choice of MWF, TTH or M-F classes. Our ratios are generally 1 teacher to 10 students or 2 teachers to 16 students. (State Licensing ratios are 1 teacher to 11 or 2 teachers to 22 students, this ratio changes when the children turn 3). Class hours are 9:00am to 2:30pm

Preschool for 3 & 4 year olds serves children that are either 3 or 4 years old by September 1, 2019 to be enrolled in this program. Preschool 4 year olds must be fully potty trained to enroll in this program. The Preschool 3 year olds are expected to be potty trained by January 1st 2020. Hours are from 9:00 am—2:30 pm. Your choice of MWF, TTH, or 5 day schedule. Our ratios are generally 1 teacher to 12 students or 2 teachers to 16 students. (State Licensing ratios are for 3's 1-15 students or 2 teachers to 30 students, 4's 1 teacher to 18 students or 2 teachers to 35 students).

Operational Policy on Infant Safe Sleep

This form provides the required information per minimum standards §746.501(9) and §747.501(6) for the safe sleep policy.

Directions: Parents will review this policy upon enrolling their infant at and a copy of the policy is provided in the parent handbook. Parents can review information on safe sleep and reducing the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death (SIDS/SUIDS) at:

<http://www.healthychildren.org/English/agesstages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

Safe Sleep Policy

All staff, substitute staff, and volunteers at will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight fitting sheet, in a crib that meets the CPSC federal requirements for full-size cribs and for non-full size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].
- If an infant needs extra warmth, use sleep clothing _____ (insert type of sleep clothing that will be used, such as sleepers or footed pajamas) as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health-care professional [§746.2426 and §747.2326].
- Our child care program is smoke-free. Smoking is not allowed in Texas child care operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303].
- If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception Form 2710 signed by the infant's health care professional [§746.2428 and §747.2328].

Observation/Evaluation

The Adventure Preschool reserves the right to have staff members observe your child in the classroom, and may have a contract Diagnostician go into the classroom and perform an informal evaluation. If a formal evaluation is deemed necessary, the parents will then be informed.

Emergency Phone Numbers

We **must have** current phone numbers where we can reach you or a designated person, who you would trust to pick up your child, at all times! The phone numbers will be used in case of emergency or illness.

These numbers are filled out initially with your child's registration paperwork and are kept on file in the office. We urge you to have the names and numbers of several people listed. You must designate **in writing**, individuals who are allowed to pick up your child. Any person picking up your child, other than yourself, must show proof of identification before your child will be released to them.

Section 3: Expectations for The Adventure Preschool Family

Teacher Expectations (Faculty and Staff Members)

A high standard of conduct is required of each faculty or staff member at The Adventure Preschool, at school or off campus for the purpose of maintaining order and displaying Christ like character.

A faculty or staff member must:

- Use appropriate discipline management techniques.
- Provide appropriate supervision in the classroom.
- Exercise Matthew 18 in dealing with conflict.
- To be in regular attendance and on time.
- Perform teaching duties with appropriate preparation and resource materials.
- Comply with school policies, rules, regulations and directives.
- Maintain an orderly classroom atmosphere conducive to learning.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Encourage students to strive toward self-discipline.
- Encourage good work habits that will lead to the accomplishment of personal goals.
- Attend daily prayer time, weekly Celebration Station services, teacher dinners and training.
- Serve as an appropriate role model for students in accordance with the standards of the teaching profession in the school and community as a follower of Christ.

Substitute Teacher Guidelines

Parents and/or friends of The Adventure Preschool desiring to serve as a substitute teacher are to notify the front desk.

You will be provided the necessary paperwork, which includes the authorization to secure a thorough background check.

- Potential substitutes will be asked to attend an orientation prior to serving in a classroom.
- Subs may not work in a classroom until they have attended an orientation, read and signed off on handbooks and have submitted all required paperwork to the office.
- Non instructional positions will not obtain a substitute for an absence.
- Substitute teachers cannot sub in their own child's classroom.

Administrator Expectations

A high standard of conduct is required of each faculty or staff member at The Adventure Preschool, at school or off campus for the purpose of maintaining order and displaying Christ like character.

An administrator must:

- Establish the learning climate for the school.
- Provide instructional leadership.
- Exercise Matthew 18 in dealing with conflict.
- Assume responsibility for discipline and for evaluation of the Discipline Management Plan.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage parent communication with the school, including participation in parent teacher conferences.
- Serve as appropriate role models for the students on the campus and in the community in accordance with the standards of the profession and as a follower of Christ.

Student Expectations

A high standard of conduct is required of each student at The Adventure Preschool, at school or off campus for the purpose of maintaining order and building Christ like character.

The student must:

- Attend class and be on time.
- Be properly dressed at school and school functions.
- Exhibit an attitude of respect toward all individuals and property.
- Be obedient to all rules.
- Be honest and trustworthy.
- Pursue excellence.

Parent Expectations

A parent must:

- Be sure your child attends school and is on time.
- In resolving situations, go to the person most closely associated with the situation. Exercise Matthew 18 in dealing with conflict.
- Participate in meaningful parent-teacher conferences to discuss your child's progress and welfare.
- Stay informed of school rules and encourage your child to obey these rules.
- Be sure that your child is appropriately dressed for school and school-related activities.
- Cooperate with school administrators and teachers to assist your child.
- Control your child.
- When using social media, cast The Adventure Preschool, its students, families and employees in a positive light.

Parent / Guardian Requirement

Some of our students reside in more than one home and have extended family / guardians caring for them. To ensure we are in compliance with the courts, The Adventure Preschool requires a current, signed copy of any court orders that may apply to a student. This is to be submitted to the Office for processing. We will do our best to maintain a level of confidentiality. However, information will be communicated as necessary to comply with the court orders. In the event there is a discrepancy in interpretation, we will default to the Administration's interpretation of the court order. Without such court orders, the information on the registration forms will be used.

Communication to Divorced/Separated Parents

The Adventure Preschool will communicate (newsletters, school wide emails etc.) with both parents in a divorce or separation situation if the appropriate contact is supplied to the Preschool office.

Daily communication from the teacher will only be to the parent that signs the child in and out that day.

General Guidelines/Expectations Regarding the Classroom

Parent Classroom Visits

Parents are allowed to visit their child's classroom throughout the year. However, there are some specific guidelines that must be followed:

- Notifying the teacher in advance to determine the most opportune time is the best way to set up an observation. However, should the parent show up at school for an unannounced visit they should understand that the time may not be conducive to a visit or observation.
- Upon arrival, the parent must sign in, have a background check and receive a visitor badge. They must then go directly to the classroom.
- Once leaving the classroom, the parent should report to the office to sign out. Please do not visit other areas of the school.
- When the parent leaves, he/she should not attempt to engage the teacher in a conversation. An email or note should be sent to request a call from the teacher or a parent-teacher conference.
- Due to privacy laws, teachers may not disclose any information about your child to anyone other than the parents or legal guardians without the waiver of information form being completed.

Parent/Teacher Conferences

Parent/ Teacher conferences are available at the parent's request.

Section 4: Financial Information

Tuition

Tuition payments are due to the office on the first school day of the month and are considered delinquent on the fifth day of the month. Delinquent fee/tuitions will be assessed as follows: **5 days late = \$25.00, 10 days late =\$50.00, 15 days late =\$75.00. If tuition is 30 days delinquent, your child will be un-enrolled from The Adventure Preschool. If you need to make alternative payment arrangements please stop by the office.**

Tuition is payable by CHECK OR CASH. Bill Pay maybe be arranged with your Financial Institution, remember to put your child's name on the memo line.

Checks should be made payable to: ***The Adventure Preschool or TAPS***

Please note your child's first and last name in the "remarks" section of the check, along with the child's grade level and teacher's name.

Tuition is non-refundable and is DUE WHETHER YOUR CHILD ATTENDS OR NOT -- there are no provisions for "make-up" days due to illness or days missed due to inclement weather or extended vacation.

Non- Sufficient Funds Policy

In the event of a returned check, there will be a \$50.00 returned check fee assessed and **ALL** future payments must be made in either cash, cashier's check or money order.

Financial Policy for Delinquent Accounts

Occasionally, collection activity is considered for severely delinquent accounts.

Section 5: Attendance Information

Extended Care Program

The Adventure Preschool offers a Before School program that runs from either 7:00 am or 8:00 am to 9:00am and an After Care program that runs from 2:30 pm to 4:00pm, 5:00pm or 6:00pm. There is a one day "drop in" rate, but we require 24 hours' notice, if we do not receive the 24hours notice then the 'drop in' rate will be double. **We can only accommodate 'drop ins' if there is space available and we can maintain the student/teacher ratios as per Child Care Licensing Standards.** Please fill out the necessary paperwork to attend these programs. Separate fees will apply, checks are made payable to "The Adventure Preschool", please note on the memo part of the check if it is for Before or After care. Late fees of a \$1 per minute will apply after the 4:00pm, 5:00pm pick up time. After 6:00pm the rate will increase to \$5 per minute. The school's phone system will serve as the official school time. The phone number for the After Care room is 281-378-4052.

Extended Care Guidelines

- Students may bring their own breakfast to eat (prior to 8:40), provided they clean up after themselves. No microwaves are available for early morning students.
- Student's that attend the 3 year old program that stay for extended care must bring a nap mat August to December.
- Toys, cell phones, computers and other electronic devices are not permissible in extended care.
- If you find that you are going to be late, please call the school (281-378-4052, After Care Room) to notify the care provider. See Late Pick Up policy on page 21.
- All extended care charges are billed to the family's account.
- Students are expected to follow standard school day rules. Repeated behavioral issues will be handled by the Director

Section 6: Food Service

Lunch Time & Snacks

The Adventure Preschool does not have a cafeteria; students must provide their own lunches. Here are some helpful things you can do so that mealtime at The Adventure Preschool can be a pleasant, satisfying experience for your child:

Include only finger foods that your child can eat without assistance. **We are unable to heat lunches.**

Any items that need to be cut up (grapes, hot dogs etc.) should be cut up at home.

Box-type juices or milk drinks are nice and don't leak like a thermos sometimes does.

No glass containers of any type, please.

Label everything that you want to come back home -- including: the lunchbox, utensils, thermos, etc.

- Sippy cups are not allowed in the 3 and 4 year old classrooms.
- **Medications must not be put in lunch boxes or backpacks. (This includes vitamins)**
- Gum is prohibited for TAPS students. Please have your child discard his/her gum in a trash can prior to entering the classroom.
- We encourage Sippy cups to be used by our 17 month to the Building Bridges classes. Morning Snacks will be provided in their regular classrooms. There are no snacks provided in the early morning care but a snack will be provided in the afternoon extended care program.
Students with severe allergies must bring their own snacks.

One Day a Week Lunch Program (for 3 or 5 day students only, Building Bridge to 4 year olds)

The lunch program is available one day a week to the Preschool 3 & 4 year old (by September 1st, 2019) students that attend school 3 or 5 days a week. Please stop by the office for more information. An additional fee is required and signups will take place at the beginning of each semester.

Food/Severe Allergy Policy

The Adventure Preschool’s Board of Directors has reluctantly concluded that for the safety and welfare of your children, **The Adventure Preschool cannot accept students who are susceptible to anaphylactic shock or other severe, life threatening physiological reaction due to foods, insect bites, odors or other common substances. Students who have experienced milder reactions to allergens may be accepted into the program at the discretion of the Board of Directors.**

Several considerations prompted the Board’s action. First, The Adventure Preschool has no on-site medical facilities nor do we employ a nurse or other medical personnel. Anaphylaxis, however, can quickly be fatal without an epinephrine injection. Second, The Adventure Preschool shares the classrooms with Windwood Presbyterian Church. Thus, we have no control over (or knowledge of) what foods or other substances may have been consumed or used in the classrooms during Sunday school classes. However, mere contact with trace amounts of peanuts, tree nuts (walnuts, cashews, etc.) shellfish, fish, milk and eggs may cause anaphylactic reactions in allergic individuals. Third, small children have a propensity for “wearing” and sometimes sharing their food. Children older than 3 years old may be accepted into the program depending upon the Board of Directors discretion.

Section 7: Medical Policies and Information

Severe Allergy: see information listed on page 13.

Illness

If your child is ill, please keep him/her home from school. We want our classes to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. **State Licensing requires that you must keep your child home if he/she has had any of the following symptoms 24 hours prior to class: Diarrhea, vomiting, or fever.** Be alert to such symptoms as runny nose, sore throat, upset stomach, skin rash, flushed face, paleness, etc. **Your child must be free of fever, diarrhea or vomiting, for 24 hours without the use of medication before returning to school.** Check with your physician for diagnosis, treatment, and the proper time for returning to school. If your child becomes ill at school, he/she will be isolated and you, your spouse or your childcare provider will be contacted immediately. **It is expected that he/she will be picked up within one hour of communication with the school, please make the necessary arrangements to accommodate this requirement if needed.**

If your child has a physical injury such as a broken arm, leg etc. We require a Doctor's release before they can return to school. If there are special instructions, we will do all that we can to honor such instructions. However, we cannot guarantee that this will always be possible due to staffing and time constraints.

Communicable Disease Policy: When to Keep Your Children Home

When to Keep Your Children Home

Guidelines based upon the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, states that individuals should remain at home when any of the following exist:

- Fever (100 degrees or above). Students must be fever free for a full 24 hours without fever reducing medication before returning to school.
- Excessive runny nose, headache, sore throat, coughing, sneezing or earaches related to the common cold. (To return must be free of deep, barky cough).
- Vomiting or diarrhea (To return must be free of symptom for a full 24 hours. The only exception is athletically induced vomiting resulting from overexertion (as determined by a member of Administration).
- Any symptom of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, or whooping cough). To return a doctor's release is required.
- Croup / Croupy cough
- Any unexplained rash
- Any skin infection (e.g., boils, ringworm, impetigo, etc.). (To return a doctor's release is required.)
- Pink eye or other infection (Medication needs to be dispensed for a full 24 hours prior to returning to school.)

You are asked to keep your child at home if any of the above are present. This request is made for his/her protection as well as for the protection of the other students. His/her doctor must confirm a child who has been absent because of a contagious disease is noncontagious before returning to school.

NOTE: Students who display any of these symptoms will not be allowed to remain at school. Parents will be contacted so that they may arrange to pick up their children within one hour.

Communicable Disease

The following table lists some communicable diseases and infestations, and the requirement for readmission to school:

- **Chicken pox**
 - Readmit after 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over. (May be longer than 7 days)
- **Conjunctivitis (bacterial and/or viral)**
 - Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.
- **Diphtheria**
 - Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.
- **Fever (100.0 F or greater)**
 - Readmit when the child is fever free for 24 hours without the use of fever reducing medications.
- **Gastroenteritis, viral**
 - Readmit when diarrhea subsides for at least 24 hours
- **Head Lice (pediculosis)**
 - Students must be free of all live lice and nits (eggs) before being allowed to return to school.
- **Hepatitis Viral, type A**
 - Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.
- **Impetigo**
 - Readmit when treatment has begun and blisters/sores can be contained in a clean dry bandage.
- **Influenza**
 - Readmit when symptoms subside and the child has been free of fever for 24 hours without fever reducing medication.
- **Measles (rubeola)**
 - Readmit after 4 days from rash onset. In an outbreak, non-immunized children should also be excluded for at least 2 weeks after last case of rash onset occurs. Report suspect cases immediately to local health department.
- **Meningitis (bacterial)**
 - Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
- **Meningitis (viral, Aseptic Meningitis)**
 - Rarely serious. Usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.
- **Mumps**
 - Readmit after 9 days from onset of swelling.
- **Pediculosis**
 - See Head Lice.
- **Pertussis (Whooping Cough)**
 - Readmit after 5 days of antibiotic therapy. Non-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.
- **Poliomyelitis**
 - Readmit after a physician's certificate or health permit is obtained. Report case immediately to local health department.
- **Ringworm of the scalp**
 - Readmit when treatment has begun.
- **Ringworm of the skin**
 - Admit provided lesions are covered. Treatment is recommended.

- **Rubella (German Measles)**

- Readmit after 7 days from rash onset. In an outbreak, non-immunized children should be excluded for at least 3 weeks after last case of rash onset occurs. Report suspected case immediately to local health department.

- **Salmonellosis**

- Readmit when diarrhea subsides.

- **Scabies**

- Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically.

- **Shigellosis**

- Readmit when diarrhea subsides.

- **Streptococcal sore throat and scarlet fever**

- Readmit 24 hours from time antibiotic treatment begun.

- **Tuberculosis, pulmonary**

- Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. Antibiotic prophylaxis indicated for newly positive reactors.

- **Tuberculosis skin test, positive**

- If the student has a reactive skin test and is symptomatic of TB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the school.

- Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment.

Emergency and Illness

If your child is injured at school, you will be notified and a first aid procedure will be provided.

EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- Seizure activity
- Difficulty breathing

EMS may also be called at the discretion of the Administration. Should EMS be called, your child will need to be checked out prior to EMS departing the campus, or your child will be transported to the nearest hospital. (Windwood Presbyterian Church's insurance is secondary to your primary insurance and only pertains to accidents occurring on campus.)

Accident/Incident Reports

As preschoolers are active learners, minor bumps & scrapes tend to occur. Your child's teacher will include a copy of the accident or incident report in your child's backpack. When possible, it will be given to you directly at pickup time. Due to privacy laws when an accident/incident report comes home, you will not see the name(s) of any other children involved. Although we will handle any situations that may arise, we are not at liberty to share the names of any parties involved.

Medication

The Adventure Preschool does not administer medication, unless the child has a life-threatening condition, such as asthma. **In these cases, medication must be in the original pharmacy container with the original prescription label and brought to the Director's Office for use in emergency situations.** Also, a Parent Request for Administering Medication Form must be filled out and signed and dated by the parent and physician. A copy will be kept in the child's file. A student must not keep medication (even over the counter medication) in their backpacks or on their person (to do so may be cause for disciplinary action). Items considered to be 'medication' include: Prescription medication, over-the-counter medication (including pill, syrups, and ointments), aspirin, Tylenol, vitamins and cough drops.

Immunization Records

All students must have a current immunization record on file—this must be updated as immunizations are administered, as well as the beginning of each school year. Per Texas guidelines, students must have a Statement of Health signed by a physician authorizing them to participate in the program.

PLEASE NOTE: the above referenced information must be on file by the first day of school to be able to participate in the TAPS program. This is a State Licensing requirement.

The following immunizations are required for all students. All immunization records must be validated by a physician or public health clinic. Failure to have immunizations up to date will result in suspension from the program until proof of immunizations can be provided.

Texas Minimum State Vaccine Requirements for Child Care Facilities

Age at Entry into Child Care Facility	Vaccine Requirement
By 3 months	One Dose each of DTaP, Polio, HepB, Hib & PCV
By 5 months	Two Doses each of DTaP, Polio, HepB, Hib & PCV
By 7 months	Three doses of DTaP/PCV Two doses each of Polio, HepB & Hib
By 16 months	Three doses of DTaP & Hib Two doses each of Polio and HepB Four Doses of PCV One dose each of MMR, Varicella
By 19 months	Four doses of DTaP & PCV Three doses each of Polio and HepB, Hib One dose each of MMR, & Varicella
By 25 months	Four doses of DTaP & PCV Three doses each of Polio, HepB & Hib One dose each of MMR, Varicella and HepA
By 43 months but before Kindergarten Entry	Four doses of DTaP & PCV Three doses of Polio, HepB & Hib One dose of MMR, Varicella Two doses of HepA

*For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday.

** A complete Hib series is two doses plus a booster dose on or after 12 months of age (3 doses total). If a child receives the first dose of Hib vaccine at 12-14 months, only one additional dose is required (2 doses total). Any child who has received a single dose of Hib vaccine on or after 15 months of age is in compliance with these specified vaccine requirements.

*** If the PCV series is started when the child is 7 months of age or older, then all 4 doses are not required.

Exemptions:

The law allows a physician to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief can fill out an affidavit from the Texas Dept. of Health.

Instructions for the affidavit to be signed by parents/guardians choosing exemption can be found at:

<https://dshts.texas.gov/immunize/school/exemptions.aspx>

Vision and Hearing Screening

As per Texas law, a copy of your child's (for children 4 and older) vision and hearing screening must be on file, this must be a complete screening, not just pass/fail. TAPS will offer a yearly vision, hearing and spinal screenings (a fee will apply) for selected ages. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended. Further information can be accessed at www.dshts.state.tx.us/vhs/.

Head Lice Policy

Head lice spread very easily from one person to another and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household! If you find that your child has head lice, please report it to the office so that other children can be inspected -- that way we can contain the outbreak as quickly as possible! The Adventure Preschool has a 'No Nit' Head Lice Policy: If a child is found to have "nits or live lice" in their hair, the parent will be called. The child must be picked up immediately from school. The day the child returns to school, after being treated, he/she must be brought to the office to be checked before returning to the classroom. If the child has one nit remaining in their hair, he/she will not be allowed to return to the classroom and will be checked the next day when they return to school. After seven (7) days the child will be rechecked by school staff.

Section 8: Discipline Management

Discipline

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is the lasting gift to each student. Discipline and guidance shall be consistent and based on an understanding of the child's needs and development. The school shall promote self-discipline and acceptable behavior. No child shall be spanked, shaken, or hit. Good behavior will be recognized and encouraged. Brief, supervised separation from the group may be used if necessary. Parents will be notified if a child is continually disruptive. The Director maintains the right to use suspension and expulsion as disciplinary measures of last resort -- when repeated measures have failed to impact a child's behavior and/or the infraction(s) is so serious that it puts the child, the staff, or other children at risk. *See: Discipline Management Plan on page 13.*

“Reflecting the Whole Heart of God to a world loved by God”

Discipline Management Plan

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is a lasting gift to each student. Discipline and guidance shall be consistent and based on the careful assessment of the circumstances of each case. Factors to be considered in any disciplinary action shall include:

The student's age.

The student's attitude.

The seriousness of the offense.

The frequency of the misconduct.

The effect or potential effect of the misconduct on the school environment.

The staff at The Adventure Preschool continuously work to handle all discipline situations with consistency, fairness, understanding, and love. The following actions and techniques may be used, alone or in combination in dealing with disciplinary problems:

Seating changes in the classroom.

Verbal correction.

Cooling-off time or "no fun chair".

School and home communication and conferences.

Counseling by teachers and/or administrative staff.

Temporary confiscation of items that disrupt the educational process.

An Incident report to be filled out and placed in the child's file. A copy is sent home to the parents, please sign and return to the office.

Sending the student to the office or other assigned area.

Suspension at home for up to 30 days per infraction.

Suspension

Suspension is used as a disciplinary procedure of a last resort or when the Director deems an infraction or series of infractions so serious that they interfere with the orderly operation of the classroom and/or school. The following violations **can be** cause for suspension:

1. **Hitting or kicking a member of staff.** The first offense the student will be sent home for that day. If a child hits or kicks a member of staff 3 times within the school year the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.

2. **Hitting other classmates** (with malicious intent) If a child hits other students 3 times within the school year, he/she will be sent home for a period of two school days that he/she would normally attend. If the student repeats the offense they will be suspended for a 30 days. If there is a further recurrence, the student will be expelled.

3. **Disruptive Behavior if** a student continuously disrupts the classroom with his/her behavior the student will be sent home for the day. If the behavior continues the student will be suspended for 30 days. If there is a further recurrence, the student will be expelled.

4. **Bringing medication to school** (this includes over-the-counter medications), bringing dangerous objects to school (including firearms, knives, matches, etc.), and participating in violent actions that cause injury to others. This list is not all-inclusive.

Expulsion

A student can be expelled from The Adventure Preschool after repeated disciplinary actions have failed to impact a student's behavior or at the discretion of the Director.

Monthly tuition is not refundable in cases of suspension or expulsion.

Biting Policy

In the event of a Biting Incident in a classroom, the following guidelines will be followed:

Parents of both the children will receive a "Biting Incident" report in their child's backpack. The parent of the child who was bitten will never be given the name of the biter by the staff of The Adventure Preschool, this information is confidential. Likewise, the parents of the child who is doing the biting will never be given the name/names of the child/children he/she bit by the staff of The Adventure Preschool. If the incident took place and the teachers are not sure who did the biting, only the parents of the child who has been bitten will receive a report. A copy of these reports will be placed in the child's file in the office.

Suspending a child:

A child who bites **three (3) times within the school year** will be suspended for one month. At the end of one month the child will be permitted to return to the classroom. If the child bites two (2) more times **during the school year**, he/she will be suspended for the remainder of the school year.

Discipline and Guidance Policy for The Adventure Preschool

Discipline must be:

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

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

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

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

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

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Inappropriate Parental/Guardian Behavior

Because our programs are based on developing partnerships with supporting families, it is only on very rare occasions that a parent/guardian's actions or requests may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to abide by our program's policies.
- A parent/guardian demands special services that are not provided to other children and which our program cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/guardian is physically or verbally abusive to children, staff or other The Adventure Preschool Parents.
- A parent/guardian uses profanity within hearing distance of children, staff or other The Adventure Preschool parents while on The Adventure Preschool campus.

A disruptive parent will be escorted from the Windwood property by the Sheriff on duty.

Section 9: Student Life

Student Arrival to School

For the safety of our children, students cannot be admitted into the classroom earlier than 9:00 am as the teachers are preparing their classrooms. We do not have anyone on duty supervising students until that time. Parents are asked to physically walk their child to their classroom. Do not drop your child at the front door and let them walk in by themselves.

Arrival and Departure -- General

Children sometimes have a hard time separating from their parents when they first start attending. We find that it helps to keep good-byes short, matter of fact and cheerful! Then leave without looking back -- go well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the Director or another teacher to check on your child for you. If you have found that your child responds best when you can come in for a few minutes and get them involved before leaving, please do so -- but be cautious about leaving doors open and purses within reach, etc. State Licensing requires that the children are **signed in and out daily** by the person dropping them off and picking them up.

Student Departure from School

Late Pick Up

Children that have not been picked up within 5 minutes past their scheduled departure time will be taken to the school office. There is a \$1 per minute charge for the first 15 minutes, after that the charge is \$2 per minute for the next 15 minutes, after that the charge is \$5 per minute. Late fees will be payable when you pick up your child. Calling the school to notify of a late pick up does not waive the late fees.

The schools' phone system will serve as the official school time.

If you have not contacted us within the first 30 minutes past your child's scheduled departure time and we have been unable to contact you, your spouse or ANY of the individuals you have designated, we will be forced to notify CPS (Children's Protective Services), at 1-800-252-5400 or 713-664-5701 and have them pick up your child.

*Late Pickups can be removed from the program at the discretion of the Board of Directors and the Director.

Security

Beginning January 2019 TAPS implemented a new Electronic Access Card System for the building. Each family will be issued one Security Key Card. Extra Key Cards may be ordered for a \$10 fee. The three doors on the main preschool hallway are the only doors that have the new system installed. These three doors will only be unlocked during the times of 8:45am to 9:30am and 2:15pm to 3:00pm. The Security Key Card will be deactivated once a student is no longer enrolled in the program. All other doors will be locked at all times, please do not ask our staff to open the locked doors for you. All doors will deactivate at 6:00pm. The system is not activated when the school is closed.

If you need to access the building during the day and do not have your access Key Card, please use the door by the Fish Tank entrance. There is a buzzer and speaker located on the right hand side of the door, please use and the receptionist will let you in. All other instructions for early drop off or late pickup remain the same as before.

We have an off duty Harris County Sheriff's Deputy on the school premises from 8:30 am until 6:00 pm. If you are visiting the school for any reason, (class parties, parent readers etc.) you must sign in and wear a name badge. Any person that will be in a classroom with the children must have a criminal history background check completed (yearly) before going into the classroom. We also have the Raptor security system in place, please present your Driver's License to the front desk so they can print your name badge. This applies to all staff and volunteers etc. If you will be volunteering, please fill out the appropriate form at the front desk.

Late Arrival and Early Pick Up Procedures

If your child is a late arrival (after 9:30 am) you must sign them in at the Reception Desk and someone from the office will take your child to their classroom.

If you are picking your child up early (more than 15 minutes before your child's scheduled time) you must stop by the Reception Desk and sign your child out. Someone from the office will go and get your child for you. Be prepared to show identification.

-- We have found that if one parent shows up at the door -- the rest of the children think that it's time for them to go home too!

Taking Students Out of Classes During School Hours

Any student leaving school at any time during the school day must be signed out by the parent, or legal guardian. If they return on the same day, the student must be signed in by the parent or legal guardian. Sign-in and sign-out procedures take place in the school office.

The only person permitted to take a student from school are the parents or legal guardians. Under normal circumstances, either parent of the student should be allowed to take a student from school. In the event the parents are separated or divorced and custodial rights have been terminated the school will need to be furnished with a certified copy of the court order. In the event that the student has a legal guardian, the school should have a certified copy of the guardianship order. The only other individuals permitted to take a student from school is that person who has been given written permission by the parent or legal guardian. Proof of identification is required before the child is released.

What to Pack

We ask that each child bring a standard-sized backpack with them to class -- no 'mini' backpacks, or backpacks with wheels.

Here are some things to pack:

- Disposable Diapers (if applicable) -- put in two more than you think your child will go through. We are unable to accept cloth diapers at this time.
- Children in Wiggles, Rug Rompers, Preschool 2's and the Preschool 2's Bridge class should bring a nap mat and a small blanket to cover up with. Make sure it is clearly labeled with your child's name
- Lunch items - lunch box, etc. (see Lunch Time)
- **All children must have a full change of clothes, including socks, in their back pack for emergencies.**
- It's a good idea to pack a light jacket or sweater during Fall, Winter, and Spring.
- **Please LABEL EVERYTHING with your child's name.**

What To Wear

Whether a child is still in diapers, in the process of training, or going to the bathroom alone, it is very important that the clothes that he or she is wearing be easy to manage at bathroom or changing time. Elastic, pull-on pants are ideal for this purpose. Dress the child in comfortable play clothing that will be comfortable inside and outside. Please include a sweater or jacket on cold days. Tennis shoes must be worn. No boots, shoes that make noise, sandals, roller ball type shoes, crocs or flip-flops, please -- they can be hazardous for children to run and climb in. **(If your child comes to school in inappropriate footwear, he/she will not be able to play on the playground equipment or participate in P.E.)**

Toilet Training/Training Pants

Many of you are or will be in the process of toilet training your child. We will help you with this training in every way we can.

The Adventure Preschool's definition of "Potty Trained": The child is able to inform the teacher of their need to use the potty, the child can independently take clothing off and put back on (children 3 years and up should not be wearing Pull Ups). The child can get on and off the toilet by themselves and wipe her/his own bottom and wash their own hands. Teachers in our preschool program will help coach a child who is having difficulty with the process.

- Children enrolling in our 4 year old program must be fully potty trained before the first day of school. If a 4 year old student has three potty accidents they will be suspended for one month.
- Children enrolling on our 3 year old program must complete the potty training form by August 1st 2019.
- We must, however, insist that children who wear traditional cloth training pants to school must also wear plastic pants over them until they are no longer having accidents. Plastic pants are not a requirement for children younger than 3 who choose to wear Pull-Ups type disposable training pants. We cannot accommodate potty chairs in the classroom.
- Children enrolled in our 3 year old program who are not fully potty trained will be placed in a classroom that is set up for non-potty trained students. This classroom will have a diaper changing station and two teachers. There will be a nominal monthly fee charged until the child is fully potty trained, then the fee will be dropped. (A child attending 2 days a week will have \$20/month added to their tuition, \$30 for a child attending 3 days a week and \$50 for a child attending 5 days a week).

All children enrolled in our 3 year old program are required to be fully potty trained no later than January 1st 2020.

Toys and Items from Home

We ask that children not bring cell phones or toys from home into the classrooms. Personal items can be lost on the playground, forgotten in the classroom and sometimes even broken accidentally. In addition, the teacher has to spend valuable time making sure that toys and extras are packed and get back home at the end of the school day. An exception to this rule is that sometimes children will be asked to bring a "Show and Tell" item or other special item as part of a classroom activity. If this is the case, please put your child's name on the item to be brought. Photographs can be placed in a small Ziploc bag, so they can be handled by small hands without being smudged.

Non-educational Items.

Students may not bring MP-3, iPod, computers, cell phones or any electronic devices to school. This also applies to other non-educational items such as toys, unless for show and tell.

Gang Free Zone

Under the Texas Penal Code any area within a 1000 feet of The Adventure Preschool is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Gifts

The school strongly discourages the delivery of flowers, balloons and other gifts for students during the day. Such gifts, if delivered will be held in the Director's Office until the end of the day.

Students should not give gifts to classmates at school unless the individual gives every member of the class a gift.

Parties and Holidays

- Traditional celebrations are held for students at Halloween, Thanksgiving, Christmas, Valentines and Easter. Teachers will contact parents for assistance if needed.
- You may celebrate your child's birthday at school if you wish to provide special birthday refreshments, which must be store bought, during lunch or snack time. Please contact your child's teacher 2 days in advance. However, this cannot be in place of a home party.
- If Siblings attend class parties they must be supervised by the parent at all times.
- Invitations to home or off campus parties only may be distributed at school **IF** all students in the class are invited. If all students are not invited, then the parent should mail the invitations. Please refrain from discussing off campus parties that all students are not invited to.
- Do not bring gifts for classmates to school.

Volunteer Guidelines

Volunteers are an integral part of campus life at The Adventure Preschool. All volunteers are subject to a background check as per our licensing standards. Please complete the release at the beginning of school to allow for a timely approval for service amongst our students.

All volunteers must wear a school visitor badge while on campus. Please assist us in our security awareness by consistently signing in and out each time.

Volunteers are representatives of The Adventure Preschool and are to behave in an appropriate manner at all times.

We, at The Adventure Preschool, ask that parents volunteering not wear any of the following clothing items:

- Backless, low cut, strapless, spaghetti strap, or tank tops
 - Shirts with inappropriate wording
 - Pants should fit comfortably with no writing on the seat of the pants
 - Walking shorts may be worn, yet no shorter than 2-3 inches above the knee
 - Shoes should be comfortable for walking
- Most importantly: • As a Christian Preschool modesty shall be the model at all times

Field Trips

Procedures and Guidelines:

The Adventure Preschool guidelines have been established for the safety of the children.

1. Field trip student/parent chaperone ratios must be a minimum of:

- 7 to 1..... 4 Year olds

2. **The teacher will:**

- Complete a field trip request form stating the educational/spiritual value of the trip, date, time, and phone number and address.
 - Not make any detours or changes to the Field Trip destination without prior written approval from the Student's parents.
 - Send home and collect a permission slip for each student.
 - Require students to wear The Adventure Preschool shirt or badge/label with the school information on it.
 - Be certain the correct chaperone/student ratio is obtained.
 - Call all chaperones the night before to double-check their commitment to participate.
 - Train the students on what to do if they become lost while on the field trip pertinent to the place you will be visiting and other safety issues (telling the adult before going to the bathroom or away from the group, taking a buddy with them, never leaving the group, staying with the adult they are assigned to)
- A buddy system is required for all age groups.
- Pray with the group before leaving seeking God's protection.
 - Take a headcount after all children are in the bus (before leaving school and before leaving the field trip location). Check to be sure all students have their own seatbelt and are buckled in.
 - Take roll when returning from the field trip to be sure all students returned before dismissing any students to their parent or parent designee.

3. **The student will:**

- Bring a completed permission slip in order to attend the field trip.
- There is a bus usage fee for each student, this is in addition to any other fees required by the field trip destination.
- If the student does not ride the school bus to the field trip location, that student will be the responsibility of the parent for the entire field trip. A waiver must be completed before the field trip by the parent.

4. The Parent chaperone will:

- **Not always be able to ride on the school bus due to limited seats.**
- Stay with group at all times during the trip. (Except for the bus)
- Follow the directions/instructions of the teachers for the duration of the Field Trip.
- If you are a chaperone and counted in student/caregiver ratio, **cell phones must not be used** unless it is in relation to the field trip.
- Not bring siblings or other Adventure Preschool students on the field trip. If a sibling comes on the trip, the Parent cannot be considered a chaperone and can only be responsible for his or her children. Certain field trips such as the ballet, concerts, or other trips will not be appropriate for siblings to attend.
- Be certain all students' return to the classroom upon arrival back at school (even their own children). Once roll is taken, follow regular The Adventure Preschool procedures to take a child home, put in writing any exceptions or variations **prior** to the trip and have them approved by the teacher. A student will only be released to the custodial parent during a field trip and a signature is required.
- Be responsible for the safety of the students assigned to them.
- Parents should at all times represent the values of the school when accompanying a field trip.
- Complete and sign a chaperone guideline acknowledgement form.

If a parent is not a designated chaperone but decides to accompany the Field Trip he/she must only observe and not interfere with the directions on the teachers. Defer all questions or guidance to the teachers. Our preference is for all students to ride the school bus for the Field Trip. If you require to take your child home from the Field Trip location then written notice must be given to the student's teacher prior to leaving the School premises.

These procedures are not intended to hinder the field trip experience; however, the safety of the precious children we are responsible for, is worth the extra effort and precaution.

Emergency Procedures & School Cancellation

Fire Drills/Fire Emergencies

In the event of a fire drill/fire emergency an audible fire alarm will sound.

Each classroom has an evacuation chart posted on the wall with the nearest exits shown.

All classes will immediately evacuate in a quick and orderly manner to the playgrounds. Classrooms 101-116 go to playground 5 and classrooms 122-142 go to playground 6. The classes in the modular buildings and gym will report to the academy playground.

Upon arrival at the meeting area, the teachers will immediately account for all children in their class.

The Director will inform teachers when it is safe to return to their classrooms or other location if necessary.

Parents will be contacted by telephone if it is deemed necessary for the students to be picked up.

Tornado Precautions

Office personnel will monitor severe weather threats and notify classes if action is to be taken.

In general, all classes with windows will be evacuated to the hallways. Classes in rooms without windows will remain in their classroom. The music and computer rooms can be used.

Teachers will take a flashlight and class list with them. When evacuating children to the hallways, teachers will place children in a protective position against the walls.

Classes will remain in the hallways until the Director informs them that the threat is over.

Classes in the gym and modular buildings will proceed to the gym hallway.

Parents will be contacted by telephone if it is deemed necessary for the students to be picked up.

Flooding/Severe Weather

If the decision is made to cancel classes before school begins, the teachers will attempt to call the parents. However if phone lines and email are down this will not be possible. Please watch your local T.V. stations or listen to local radio for a list of school closings. We will be closed when Cypress Fairbanks, Klein or Tomball Independent School Districts close. **If Cypress Fairbanks, Klein or Tomball Independent School Districts opens late due to snow, ice or hurricanes we will remain closed.** If you have any doubts, please call the Preschool Office at 281-378-4080 or the church office at 281-378-4040 or check the website www.windwoodpc.org or www.windwoodadventurepreschool.com

Active Threat Emergency

In the event of an “Active Threat” a silent alarm will be sent out to all staff. Each staff member will be trained and know how to respond to the emergency. The appropriate emergency agencies will be notified. Parents will be contacted by phone as soon as the situation is under control.

Our Newsletter

We provide a monthly newsletter, called The Adventurer, the official publication of to all students. It is published at the beginning of the month and emailed to parents. The newsletter contains information on holidays, special events, policy changes and other school related topics. Information specific to your child's class will be posted outside their classroom door or provided in a handout by your child's teacher. Please remember to update any email address changes with the Front desk.

Our Website

The Adventure Preschool has a website: www.windwoodadventurepreschool.com. This is the **official website** of The Adventure Preschool. We also have a Facebook page at: [www.facebook.com/The Adventure Preschool](https://www.facebook.com/TheAdventurePreschool)

Animals on Campus

As per the Minimum Standards, dogs and cats are not allowed on campus unless the following guidelines have been completed.
24 hours' notice has been given to students in the classes affected.
A copy of the current vaccination schedule has been turned in.
A health certificate from a veterinarian has been submitted.

There are guidelines for other animals, please check with the Director before bringing any other animal, birds or fish onto the campus.

Water Activities

Our students participate in “Splash Days” during the warmer weather. A water activity permission form must be on file before a student can participate. “Splash Days” can only be held if the ratio of adults to children is in compliance with Minimum Standards. Parent volunteers are needed to achieve this ratio.

Minimum Standards

If you would like to review the minimum standards guiding our program, you may view them at HHSC/DFPS website <https://hhs.texas.gov/services/safety/child-care>. The local child care licensing office phone number is **713-940-5200**. All suspicions of child abuse and neglect must be reported by calling **1-800-252-5400** or on the website www.txabusehotline.org.

A copy of the most recent licensing inspection is posted in the preschool office. If at any time you wish to contact a member of The Adventure Preschool Administration, you may do so by calling 281 378 4080.

Nursing Mothers

The Adventure Preschool has an area with comfortable seating available in the lounge area of the ladies room in the Atrium of the Church for nursing mothers to be able to breastfeed at all times.

School Calendar - Holidays

The Adventure Preschool's calendar is based on information from Cy-fair/Klein/Tomball districts. The monthly newsletter will highlight non-school days/holidays for that month. A complete school calendar can be found on our website at www.windwoodadventurepreschool.com

Please sign the Facility's Operational Policies section that is included with your child's enrollment paperwork.