



# Faith West Preschool Parent Handbook 2019-2020

*“Little Beginnings with infinite possibilities”*

## MISSION STATEMENT

Excellence Without Compromise

Shall be defined as being equipped to fulfill each student’s God-given potential  
Compromise shall be defined as anything other than God’s design

**EXCELLENCE  
WITHOUT  
COMPROMISE**

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## CORE VALUES

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**REVERENCE** – for God

**RESPECT** - for ourselves, others, and authority

**RESPONSIBILITY** – for one’s actions

Faith West Academy Preschool  
2225 Porter Road, Katy, Texas 77493  
Ph: 281-391-5683 ext. 222  
Director: Dawn Bell

August 2019

Dear Parents,

Welcome to Faith West Preschool! We are very excited about this coming year. We know that God has great things in store for us all.

We are anxious to get to know you and your child and are excited to welcome back our friends from last year and our new incoming friends! We know that all important relationships begin on a foundation of love, comfort, and trust. These are the things we will focus on in order to get to know your child better.

It is our desire to partner with you in an effort to see your child grow spiritually, as well as academically, emotionally, and physically.

As a state licensed preschool, we ask that you please take a few minutes to familiarize yourself with the information in this handbook. It has been carefully prepared to help make the transition into preschool as smooth as possible for your child. If you have any questions concerning this material, please do not hesitate to contact us.

We are honored to have the privilege of nurturing your child. Helping your child to have a strong foundation for their academic and spiritual future is an awesome opportunity!

Thank you and God bless you!

The Preschool Staff

**Check List Before the First Day of School:**

- Admission Form
  - Physician signed stating child is healthy and able to attend (state required)
  - Emergency Medical Release
- Current Immunization Record or Notarized Affidavit of Exemption
- Copy of Birth Certificate
- Emergency Contact Card
- Student Authorization Pick Up Card
- Signed Discipline/Guidance Policy, Lunch/Snack Disclaimer, Photo Authorization, Playground Authorization (Back of this Parent Handbook)
- Signed Parent Handbook Acknowledgement Form (last page)
- Allergy Emergency Plan Form (state required)

Non-Discrimination Policy:

Faith West Preschool does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

PRESCHOOL DIRECTOR  
Dawn Bell  
281-391-5683 ext. 222

## **Mission Statement and Goals**

The purpose of the Faith West Preschool Program is to provide a learning environment where your child is surrounded with love and encouragement so that he/she may develop into the person God has intended. We are dedicated to meeting the spiritual, social, intellectual, emotional, and physical needs of each child that attends our program.

### **Our goals for each child are:**

- To instill a love for God, our Creator, and Jesus Christ, our Savior
- To provide a healthy atmosphere where they can develop a good self-image
- To cultivate their natural curiosities and desires for learning
- To learn how to get along with their peers and respect the rights of others

We want the children in our care to (1) be safe, (2) have fun, and (3) learn.

## **Curriculum**

We offer a developmentally age-appropriate program that has been designed to fit the needs of each class. Activities are planned to stimulate learning and discovery in all developmental areas. Our classrooms are set up in learning centers where children select from several different hands-on activities. Books, puzzles, blocks, and art expression are part of the day. Learning concepts are integrated throughout thematic units, according to the age and development of the class.

The two-year-old curriculum introduces them to colors, shapes, letters, etc. using the ABeka curriculum. They will learn through teacher directed and student directed activities throughout the day. They will also create art projects that will reflect the concepts being taught. The Bible curriculum is Abeka. They are also able to participate in our Chapel service.

Our core curriculum for the threes, fours, and Bridge is Bob Jones which integrates language/phonics, handwriting, math, and science. The threes, fours, and Bridge will attend Chapel and PE weekly. The music teacher will also come each week to teach music. The students will also have the opportunity to visit the library.

Preschool Chapel services are held every Monday at 8:30 am in the preschool building. Our chapel is a sweet time of praise and worship! Parents and grandparents are always welcomed and encouraged to join us. Every week the classes will take turns in leading the chapel service.

Each day, the children are exposed to God's Word. The children will be read a Bible story and learn how to conduct themselves in a manner that is pleasing to God. We have many special days and activities throughout the school year. All our field trips are in house. We have a lot of fun!! Our goal is to prepare them for a smooth transition as they advance through Preschool and then to Kindergarten.

## Required Policies

Faith West Preschool is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

### Hours of Operation

All preschool classes begin at 7:45 am and end at 3:30 pm, Monday through Friday following the Faith West Academy school calendar which is in session August – May of each year. Faith West Academy offers additional supervision of children in our Before/After Care Program. Hours of operation for this program are mornings 6:30 am – 7:15 am and after the conclusion of the regular school day until 6:00 pm.

### Staff

Each member of our staff is CPR trained and First Aid certified. All teachers receive a minimum of 24 hours of yearly training. The director receives a minimum of 30 hours per year. Additional trainings are conducted throughout the year to enhance the professional development of all preschool staff.

Our preschool staff is carefully selected. As Christians, each is expected to be an example of Christ in all that they do. Our staff is chosen based on education, experience, and their love and understanding of children. Each is well trained and well qualified. Hiring practices are non-discriminatory.

All our preschool staff is required to have pre-service training with less than two years of experience, orientation to the Center, and a notarized statement of non-participation in a felony. Every employee is FBI fingerprinted and an FBI background check is done every two years.

### Records on File

As per state regulations, the following forms **MUST** be on file by the first day of school:

- Admission Information with **signed health-care professional statement**
- Current Immunization Record
- Emergency Medical Release
- Birth Certificate (copy)
- Signed Discipline/Guidance Policy, Photo Authorization Form, Lunch/Snack Disclaimer, Playground Policy
- Signed Parent Handbook Acknowledgement
- Emergency Contact Card and Authorization to Pick Up
- Food Allergy Emergency Plan Form

All information provided to Faith West Preschool is confidential and will not be shared with any other agency or school without permission from the parent. At no time is preschool staff allowed to discuss a child with other staff or parents.

**Please note that parents have the right to immediate access at any time during the school day.**

## **Attendance**

Preschool attendance, along with absences and tardiness, does not become a part of the permanent record. However, they are tabulated and reported to you and kept on file in compliance with licensing requirements. Children who are consistently late will miss the first activities of the day. Almost all the academic instruction takes place in the morning. Children will often show anxiety about entering the classroom after class has started. Being “on time” for preschool sets a positive precedent for later school years and is less disruptive to teachers and other students.

**We always appreciate knowing if your child will be absent due to illness, etc. Please call the preschool office and let us know. Our number is 281-391-5683 x222.**

## **Early Morning Drop Off**

Students may be dropped off from 7:15 am until 7:35 am at the NORTH entrance to the preschool. Please pull up to the staff member that will be standing alongside the pavement and they will assist your child out of the vehicle. Please sign your child in on the “**Communication Sheet**” form that is located in the foyer.

## **Morning Drop-Off**

Parents please walk your child in through the Preschool **NORTH** Entrance (north end of the preschool building) beginning at 7:35 am. As you enter the building, *please* stop at the “Welcome Desk” to sign your child in their “*Classroom Binder*”.

The **SOUTH** Entrance will not be available for entering the preschool building, **it will be locked**. This is an emergency exit only. The South parking lot will be open until 7:45 am for parking only.

The **SIDE** Entrance will be unlocked for preschoolers with siblings being dropped off, **BUT** please do not forget to visit the “Welcome Desk” and sign your child in their “*Classroom Binder*”.

**All preschoolers must be signed in DAILY and walked to their classrooms!**

Note: **Please make sure to park in the parking areas next to the bushes when walking with your child, thus not interfering with the flow of traffic. Please do not park and leave your car in the carpool lanes as this causes interference with the flow of traffic. Please do not leave younger siblings in the car or leave your car running for any reason.**

## **Dismissal/Pick-Up and Release of Children**

**Preschoolers may be picked up through carpool only. Carpool is conducted at the preschool entrance at 3:30 pm.** As you arrive, please park in the carpool line and stay in your vehicle. You will “drive through” to pick up your child. Please have your **Carpool Card clearly visible**. We recommend placing the card on the passenger-side visor. Please use these cards; it makes it much easier for the teachers on duty to get to know you.

Daycare vans and buses will no longer be able to pick up in the South Parking Lot. They must go through the carpool line.

## **Early Pick-Up**

If you know you need to pick up your child before 2:00 PM by the morning of Early Pick-Up, please let the staff member that is signing your child in know.

When you arrive to the preschool to pick up your child:

1. Please ring the doorbell and someone will let you in the gate (the gate and front door remain locked throughout the day) where you will sign your child out in the “Class Binder”.
2. A staff member will retrieve your child for you, while you wait in the Foyer.

**Please note: After 2:30 pm, we ask that you get into the carpool line and not come in to pick up your child. The carpool line is forming, and we are preparing children to go home or to our extended care program.**

## **Late Pick-Up**

Students that have not been picked up by 3:50 pm will be sent to our Before/After Care Program. The fee for Drop In is \$15/Hour. The registration fee of \$25 will be waived for the first occurrence but will be charged in addition to the drop-in fee should the child be sent to Before/After Care Program again. The parent or carpool driver will need to pick up the student(s) in Extended Care. **Payment is due at the time of pick-up. Children can only be released to an adult, i.e. 18 years or older.**

Parents with Daycare Providers: please notify your provider of FWA’s school policies concerning dismissal times, early dismissal times, and late pick-up procedures and fees. You may want to give them an FWA school calendar. **Ask about our Extended Care Program as an alternative.**

## **Alternate Pick-Up**

Please send a written note to your child’s teacher notifying us of any changes in pick-up. This person will need to be prepared to show a picture ID or we will be unable to release the child to them. Telephone calls will be accepted for last-minute emergencies only.

As an added safety measure, you will fill out our carpool/pick-up list. Please list any possible person who may need to pick up your child. We will need to have that person’s driver’s **license number and picture ID so they may be identified when they pick up.** We will not be able to release your child to anyone without proper verification from the parent. Please note that we cannot release your child to anyone under the age of 18, including siblings.

## **Illness and Exclusion Policy**

Children who are ill should not attend preschool. Texas daycare standards state that an ill child cannot be admitted for care if:

1. The illness prevents the child from participating in child care activities, **including outdoor play.**
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children.
3. The child has an oral temperature of 100.4 degrees or greater accompanied by behavior changes or other signs or symptoms.

4. The child has symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness, rash with fever, mouth sores, wheezing, behavior change, or other unusual signs.
5. The child has a communicable disease. Please inform us immediately if your child becomes ill with any of the following: chicken pox, hepatitis, meningitis, strep throat, ringworm, rubella, scabies, impetigo, scarlet fever, pink eye, mumps, and measles, or head lice. Parents of children in a room where a child has developed any of the above illnesses will be notified. **A physician's release must be obtained for a child to return to the preschool program in the case of a communicable disease.**

If your child becomes too ill to remain at school, you will be contacted immediately and asked to pick him/her up from school. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents will need to pick up children within one hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Faith West Preschool may call for an ambulance at the parent's expense.

Students **may not** return to school until they have been **fever-free for 24 hours without medication.** Working families should have a back-up plan in case of unexpected illness.

### **Medication**

Should your child require medication during the school day, the following requirements must be met:

1. Written parental permission must be given. (We have a form to be filled out in the preschool office.)
2. The medication must be in the original container.
3. The container must be labeled with the child's name and date.
4. The container must include directions to administer.
5. The container shows the name of the physician prescribing the medication.
6. The medication stays in the preschool office.

If a child is supposed to have medication three times per day, it can be given at home in the morning, after school, and before bedtime. If we are to administer medication that is also required at home, be sure to take out some of the medicine and keep it at home. The original container must come to school. It is very difficult to return the bottle every day. We may forget to send it home.

**Please note: Medications include cough drops, lip balm, Benadryl type creams, etc. Please do not send these in your child's backpack. They are not allowed to have these items and they require your authorization to administer. In addition, we are unable to apply sunscreen or bug repellent without your signed consent on the permission form.**

### **Physician Signed Health Statement**

We **MUST** have a Health Statement signed on "Page 2" of the Admission Form (2925) under the heading, "Admission Requirement", by the child's pediatrician before the 1<sup>st</sup> day of school. A parent signature is acceptable upon enrollment and expires after 12 months. **You will not be able to re-enroll without the child's physician signing a Health Statement.**

If your child requires specialized medical assistance, please provide a copy of the health care professional's recommendations or orders. In some instances, minimum standards will allow for a deviation from a minimum standard with **written documentation** from a health care professional. You, the parent, are responsible for maintaining the written documentation.

### **Medical Emergencies**

First aid kits are located and marked in each classroom, in the kitchen, and in the hallway. If a child sustains a minor injury, basic first aid will be administered. We will also pray for the child. A minor incident form will be filled out, sent home, and will serve as notification to the parent.

If a medical emergency occurs while your child is in our care, we will (1) immediately attempt to notify the parents. If we are unable to contact a parent, we will (2) call the Emergency Medical Contact that you have designated on the Admission Form and/or the Emergency Contact Card on file. If the emergency requires a call to 911, we will call 911 and then proceed with the emergency procedure. **All children must have an emergency medical release form on file in case of such an emergency.**

If a child ingests or encounters a poisonous substance, the staff will contact the Poison Control Center 1-800-222-1222.

### **Changes to Policies/Parental Notifications**

Any changes to policies and parental notifications will be communicated to parents through email and/or letter sent home in the child's daily folder.

### **Discipline and Guidance**

The preschool staff at FWA are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are: praise and encouragement of good behavior expectations daily by using clear, positive statements and redirecting behaviors. State daycare law strictly prohibits the use of any corporal punishment (spanking or paddling). Children who exhibit inappropriate behavior will first be redirected in a loving way. Positive correction will always be used first and the child may be given the opportunity to choose an alternative action. If the negative behavior continues, other methods might include separating the child from the group, time-out, etc. **At the end of this packet you will find our discipline policy; please read and sign it.** This is to allow you to see how we work with each child. As we are working with preschoolers, the first several weeks of school is a learning process; to learn the guidelines for school. They will get plenty of encouragement and practice.

A behavioral calendar goes home every day. It is stapled to your child's folder. At the end of the week, please **sign and return to school**. A copy of the FWA preschool discipline plan is posted in each classroom

If we do not have success in correcting discipline problems, a child may be put on a probationary period to correct the situation. If not, it could result in expulsion from school.

## **Discipline and Guidance Policies and Rules (from Employee Handbook)**

Minimum Standards: 746.2801, 746.2803, 746.2805, 746.2807

Discipline must be:

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

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

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
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.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

**THERE IS NO CORPORAL PUNISHMENT!** No hitting, pinching, screaming, threatening, slapping, kicking, or thumping. You may not humiliate or demean a child. You may not cover their heads at nap. You may not withhold food as punishment. You may not leave them alone in a room or in a dark closet. You may not call them names or make fun of them. You may not put anything into their mouths.

Enclosed is a Discipline & Guidance Policy form everyone must sign and placed on file. Parents are given this form and are required to sign, and it is placed on file.

### **Faith West Preschool Discipline Rules**

#### **Sample Rules for Toddlers**

1. Obey my teachers. Hebrews 13:17
2. Be kind to your friends. Matthew 7:12

## **Sample Rules for Preschool Children**

1. I will obey my teachers. I can follow directions. Hebrews 13:17
2. I can be quiet. I will not talk without permission. Proverbs 21:23
3. I can stay in my seat. I will not get out of my seat without permission.  
I Corinthians 14:13
4. I can keep my hands and feet to myself. I will not distract others. Matthew 7:12

Obedience is praised and recognized. A student may be recognized by being praised, given a sticker or a special privilege.

The consequence for disobedience is as follows:

1. A glance or look from the teacher.
2. Verbal reminder/warning.
3. Time out.
4. A loss of privileges.
5. Call to parent/note to parent.
6. Visit Principal/Director

A serious first-time offense will result in a visit with the Director and/or Principal and a call to parents (i.e. willfully hurting another child/hitting the teacher or destroying property). Some serious situations may call for the parents to come get the child and exempt the child from class the following day. In very serious situations, there is a behavioral contract that the parents, teacher and Director sign in an attempt to correct severe behavioral problems.

## **Conduct Calendars**

Conduct Calendars are sent home every day with students in their folder. Parents are asked to sign the calendar at the end of the week and return it in their child's folder. Conduct Calendars give parents the opportunity to monitor their child's behavior on a daily basis. The Conduct Calendar also helps us to determine areas of strengths as well as weakness. It is also a great way to communicate upcoming activities.

Our Conduct Calendar is color coded and marked in the following manner:

### **GREEN - Excellent:**

The child shows first time obedience consistently throughout the day. The child is a good listener and follows directions. He or she set a good example for the class.

### **YELLOW - Satisfactory:**

The child's misbehavior or disobedience is able to be redirected. The child shows clear signs of having a change of heart and attitude and their behavior improves.

### **RED - Unsatisfactory:**

The child willfully hurts or injures another child. The child deliberately destroys property. The child hits the teacher or tells her "No". The child refuses to sit in time out or throws a tantrum. The child clearly shows no sign of a change of heart or attitude. The child refuses to follow the teacher's direction. He/she hears the teacher's instruction clearly understands what he/she is being asked to do or not to do and will not follow the teacher's instruction.

Students will start their day on green. If your child has a color change during the day, it will not change back to green until the next morning. It is important that parents are accurately informed of conduct issues during the day. The three-color system is used in the three-year-old classes. We do not use conduct calendars in the two's classroom.

In the fours and Bridge, we use an expanded color system. This system starts each student on "Green" or "Ready to Learn." Throughout the day, each student will have the opportunity to move his/her color up as they are a good listener, follows directions, and makes good choices. From green they can progress to "Blue," "Purple," and then "Pink." There are also provisions for those that are not listening, following directions, or disobedient. They move down from green to "Yellow," "Orange," and then "Red" for willful disobedience.

### **Zero Tolerance**

The preschool has a zero tolerance for (1) students threatening other students. Phrases such as "I will kill you" or other threatening remarks, are taken very seriously. (2) Bullying, or any form of bullying, will not be tolerated. (3) Threats of physical violence against students or staff will not be tolerated. Students may not bring toy guns, swords, matches/lighters, or knives to school. (4) Cursing, obscene gestures, inappropriate language, stealing, fighting, disrespect to teachers or staff will not be tolerated. In each instance, **ALL** are subject to immediate expulsion.

### **Food Service and Preparation**

#### **Allergy Policy**

If your child has a food allergy, Child Care Licensing requires a form completed by your child's physician that outlines what food your child is allergic to, the symptoms to look for if exposed and specific steps to take if the child is exposed to the allergen. We must have a form on file for EACH of the foods your child is allergic to. This form must be posted in the food preparation area and in the classroom. Your child's file is incomplete without this form if they have a food allergy.

#### **Morning Snack**

Parents pack a daily snack for their child; please send healthy snacks. If your child brings a lunch box, simply add a healthy snack in a separate zip-lock container. Please label the container **SNACK** so we do not think it is part of their lunch. Make sure their name is on the snack as well.

Healthy choices like cheese and crackers, dry cereal, breakfast bars, and apples will give your child much better "thinking power" in the classroom. If you forget to send a snack, we will always have Cheerios and water available. **PLEASE ADVISE STAFF OF ANY ALLERGIES YOUR CHILD HAS.**

#### **Lunch**

Students may bring their lunch or purchase a hot lunch from the school cafeteria. A menu is sent home in the child's folder as soon as it is available. We will do our best to advise you of any particular hot lunch meals your child would not eat. If your child is late, please stop by the office to order a lunch, if needed. Our lunch periods are thirty minutes.

If your child brings his/her lunch from home, here are some helpful tips:

1. **Healthy:** The lunch you send is subject to inspection by a licensing representative. Faith West Preschool is not responsible for the nutritional value of the meals from home. Please do not send soft drinks, i.e. Coca Cola, Sprite, etc.
2. **Manageable:** Send foods your child can manage. Small pieces, juice boxes, etc. Please make sure food is prepared, cut and ready to eat.
3. **Familiar:** Try lunch items out at home first. Sometimes children are unfamiliar with these and do not like them.
4. **Variety:** A good variety keeps their interest.
5. **Complete packaging:** Include all utensils and napkins needed, including condiments, like ketchup, etc.
6. **Visit:** You're always welcome to join your child for lunch. **(We ask all parents who are visiting the school to sign in and get a visitor's badge at the front desk as they enter the building.)**
7. **Do not send food items that need heating or refrigeration. As a licensed daycare, we are unable to heat lunches or store food due to Health Department Rules.**
8. **PLEASE...no pull tabs or glass containers on drinks or fruit, etc. (they can cut little fingers).**

At drop off, please indicate if you are buying a lunch or if you brought a lunch for your child. Please leave funds if you do not have an account with the cafeteria at drop off, if you are buying a lunch. We have forms available to open an account.

The current lunch times are:

11:00 am – 11:30 am	Twos and Threes Lunch
11:50 am – 12:20 pm	Fours and Bridge Lunch

### **Immunization Requirements**

Immunization records must be current for all children enrolled in the Preschool. Parents must supply the registrar's office with a copy of their immunization record prior to enrollment. It is the parent's responsibility to ensure that your child's immunizations are current. Failure to keep children current on immunizations may lead to disenrollment.

Harris County does not require Tuberculin testing of children or staff.

### **Hearing and Vision Screening**

Hearing and vision screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, for children who are 4 years old.

The school nurse will schedule annual screenings for all children 4 years and up. Parents may also bring in screening proof from their pediatrician.

### **Transportation**

Faith West Preschool does not and will not transport children unless there is an emergency situation.

## **Water Activities**

Parents will be notified in advance and in writing prior to any water play activities, i.e. Field Day.

## **Animals**

At no time are animals allowed in our preschool. There may be exceptions during the year and parents will be notified in advance in writing regarding the animal present. Exceptions could include fish or similar animal. For example, we may study a squid when ocean life is our theme.

## **When you have a question or concern...**

If you have any concerns about your child's experience in the classroom, please talk with the caregiver as soon as possible. The Director is also available to speak with you about any concerns or questions you may have. Through open communication, we can ensure that all parties are well informed and working partners in the child's education. Please refrain from discussing issues with other caregivers, parents, or staff members. From time to time, the Director may complete a Parent Concern Form. Parents will receive a copy of this form with the appropriate outcome. A copy of our policies and procedures is readily available for parental review. Parents are always welcome to discuss any questions or concerns regarding the policies and procedures with the center director.

## **Parents Visits to Campus**

1. Parents are welcome to visit at any time and to volunteer for activities/events through the school year.
2. At any time during the child-care center's hours of operation a parent can observe their child, the child-care center's operation, and program activities, without having to secure prior approval.

Whatever the reason for your visit, please help us keep our school safe and follow these visitor procedures.

1. Upon entering the Preschool Foyer, please sign in the visitor book.
2. Visitors will receive a name badge before proceeding into the Preschool Hall.
3. Upon leaving the preschool, please sign out in the visitor book and leave your name badge on the table.

Our strict campus policy will help keep Little Beginnings a safer environment for our students and staff.

**Visitors will not be permitted in the Preschool Hall without a badge. NO EXCEPTIONS!**

## **Minimum Standards for Child Care Centers**

Faith West Preschool is a licensed and regulated by the Texas Department of Family and Protective Services and we follow the Texas Minimum Standards for Child Care Centers. Parents may review a copy of these standards located on the table outside the preschool office, on the sign-in table in foyer or online at

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-744-school-age.pdf>

Parents are welcome to visit, call, or email the Director at any time to make inquiry of the preschool's policies and procedures.

### **Compliance History**

Faith West Preschool encourages parents to review our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board just outside the preschool office or you may view this at [https://www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp). You will search under Faith West Academy. Parents may also contact our local child care licensing office at 832-595-3000.

### **Gang Free Zone**

Under the Texas Penal Code, any area with 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Faith West Academy Preschool is a GANG FREE ZONE.

### **Emergency Preparedness**

Minimum Standard: 746.5201, 746.5205

Below is the Emergency Preparedness Plan designed by Faith West Academy. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, we will ask parents to participate accordingly.

During an emergency, the best course of action is to **BREATHE AND STAY CALM**, know how many children you have, and have your clipboard and radio in your hands. If you have children of your own in the facility but in a different classroom/area, trust that their teachers will take care of them just as you are of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to Dawn Bell. In the Director's absence, Elisha Kalvass assumes the role of the Director and designates another staff member to assume the responsibilities of the Administrative Assistant. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge will notify Child Care Licensing and/or Health Department and/or call 911 as each situation dictates. In all situations in this Emergency Preparedness Plan, the Director or designated person in charge may delegate any portion of his/her duties to other staff members, volunteer or emergency personnel as he/she deems necessary.

### **Fire Drills**

Fire Drills will be conducted every month. The goal is to exit the building and line up by class in front of the Preschool Building in 3 minutes or less. Following is the evacuation plan:

- When aware of fire or when the alarm sounds, quietly say, "Fire drill boys and girls, line up at the door please." This should be familiar to them since you say it every month when you practice monthly fire drills. Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.
- Everyone is required to exit the building during a drill. Every staff member and every visitor must comply.
- Get your clipboard, radio and FWA emergency response bag; keep these with you.
- Make a quick headcount and make sure you have everyone.

- As you leave your classroom, please make sure your door is **closed**, lights are **off** and please leave the door **unlocked**.
- Your students should be quiet and in a straight line as they walk through the halls and out of the building. Please insist on that. If a real emergency occurs, we must be able to give instructions as necessary.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Attached to your **clipboard**, you should have a copy of this plan. In addition, please have a **red**, a **green**, and a **black** sheet of construction paper or card stock. When you get outside, after you have done a face to name check against your roll, you will use the construction paper to indicate the status of your class. Hold up green if everyone is accounted for. Hold up red if you have students missing. That will give us the ability to know quickly if we need to look for someone. Never leave the children unsupervised.
- The children must be safe, out of the way of emergency vehicles and the fire and supervised at all times. Watch out for anthills, broken glass and other hazards located on the ground.
- Watch the kids, not the situation.
- The fire department, Director or person in charge will tell you when you and the children can re-enter the building or begin off site-evacuation procedures.

### **Director/Administrative Assistant Responsibilities**

- When aware of fire or when alarm sounds, the Director sounds the alarm if necessary thus alerting everyone and notifying the fire department.
- She then proceeds to check the playground, restrooms, Room B-101, B-105 and attached restroom. When all clear and an all clear from the Administrative Assistant, she will proceed out the front foyer if possible. The Director does not leave the building until all rooms have been cleared.
- The Administrative Assistant will check the kitchen and cafeteria, Room B-109, Room B-106, Room B-108 and Room B-107. She will give an all clear to the Director and exit the south emergency exit doors, making sure they are closed behind her.
- When aware of fire or when alarm sounds, the Administrative Assistant takes possession of the emergency bag with emergency binder and says aloud, "I have the binder/bag!"

**Note:** A fire extinguisher is located on the Preschool Hall at the North exit door and the South exit door. There is a fire extinguisher in the kitchen and the lunchroom.

### **Bomb Threat Drill**

(In the Preschool Building)

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down too.
- Notify Director or person in charge to call 911 immediately.

(Somewhere else on the property)

- The signal for a bomb threat is the same as the one for a fire drill. You will not know the difference until you get outside. Follow all the fire drill procedures.
- Once outside, you will be instructed where to go. For a bomb threat, we will move everyone as far away from the building as possible.

### Lockdown Drill (Includes weapon, hostage incident, intruder, trespassing, disturbance)

- The signal for a lock down will be an announcement using the name “**Principal Wilson**”. If there is a real threat, it will be communicated in the message. For example, if we announce, “Principal Wilson, please report to the fountain area”, you will know the threat is in the fountain area. If we simply ask that he report to the office, it is likely just a drill.
- Faith West Academy has adopted the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) program in response to a threat on our campus. Children are introduced to this through a book the teacher periodically reads to them in the classroom. Each teacher will decide as to the proper response based on what and where the threat is occurring. Upon hearing that we are in danger the teacher will decide how to respond. If the teacher is aware of a danger, then “Alert or Inform” would be her response and then decide what to do next.
- For a lockdown, the classroom light should be turned **off** and the door should be **locked**. Close the blinds and cover the windows. Students and teacher should move onto the floor as far away from the door as possible. There should be no talking or noise. Put your class sheet in your clothing and get out your colored sheets.
- Whisper and remind the children that “we are to see who can be the quietest”.
- Do a name/face check silently.
- If a student is out of the classroom, radio the office to let us know. (still use the green paper)
- You may be asked to move your students to another location, depending on the nature of the threat.
- You have already been asked to place a sheet of red, green, and black paper on your clipboard. Green means everyone in your room is ok. Red means someone is injured and black means someone is not breathing (please begin CPR). Please post the appropriate sheet in your hallway window.
- Keep the children and yourself safe, in place and away from all interior and exterior windows.
- Watch the children and not the situation.
- If the intruder enters your classroom, do not argue with him.
- The Director or person in charge will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director or person in charge or emergency personnel.
- For a “Counter”, the teacher and children would “arm” themselves with various items in the classroom and when the threat enters the classroom, they “attack” the intruder by throwing the items at him.
- To “Evacuate”, if the teacher determines that the threat is on another part of the campus and she can safely evacuate her students out of harm’s way. She will do a head/face count of the students and inform them that they are going on an “adventure”. The teacher will take the emergency bag, the clipboard and a communication device (radio or cell phone). She will exit the building farthest from the threat with the students. They will cross over Porter Road into the neighborhood and meet in the grassy area at the entrance of the neighborhood, Lakecrest on Auburn Vale Street. The other designated meeting place is the west end of the FWA football field. The teacher will determine the safest place to take the students. After a head/face count, the teacher will radio or call the Director their location.

If a real threat develops in your classroom, either during a lockdown or at any other time, you should call using your walkie-talkie. Please say the code phrase, “This is Mrs. ???. Could I have Principal Wilson come to my room?” That will let us know you are dealing with a situation involving a threat.

## **Emergency Weather Drills**

Emergency weather drills will be conducted every 3 months during the school year. Each class will proceed to their designated area in the lunch room. The cafeteria tables will be used to block the windows. The Director and the Administrative Assistant will fold up the tables and place in front of the windows. Children will sit facing the east wall in the fetal position until the danger has passed.

In case of an emergency:

- Stay calm. Watch the kids, not the situation.
- Make sure you have your clip board and get your FWA emergency response bag.
- Please take your students to the designated area in the hallway. Have them sit as close together as possible and have them get on their knees with heads down facing the wall.
- Students must be quiet in order to hear further instructions.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The director will stay in contact with the Business Manager of Faith West Academy. She will be monitoring the weather for the school.

## **Stranger Danger**

In the event of stranger danger on campus, you will follow the same instructions on pages 34-35 regarding the ALICE program.

## **Explosion, Chemical Spill or Gas Leak**

**(That occurs INSIDE the facility)**

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

**(That occurs OUTSIDE the facility)**

- Close doors and lock if possible.
- Turn off any fans, etc. in the room.
- Turn off lights, computers, TV, radio, CD player, aquarium pump or anything else that might cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director or person in charge or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirt.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask clarification if time.

## **Emergency Off-Site Evacuation and Relocation Plan**

In the case of a catastrophic event, including but not limited to natural events such as extraordinary weather events (flooding, earthquakes, etc.) or man-made events (terrorism, gas leaks, etc.); we must have a plan in place to evacuate and relocate the children in our care.

The Director or the person in charge will notify you of the need to evacuate the facility. Make sure you have your clipboard and walkie-talkie (in case cell communication is unavailable). Be sure to get your driver's license, keys, and cell phone in case you will need to drive your personal vehicle to the new location. Proceed out as if it was a fire drill. We will meet in front of the Preschool Building and make sure to account for everyone (teachers and students) by taking roll. We will follow these procedures:

- Your primary responsibility is to keep the children safe.
- Keep your clipboard and FWA emergency response bag with you.

- If time allows, gather children's backpacks, diaper bags, coats, etc.
- Children will be evacuated using FWA buses and vans from the oldest to youngest so that older children can assist with keeping children seated at the evacuation site. Depending on the situation, the city may also send transportation vehicles or personal vehicles of FWA staff.
- The Director is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Administrative Assistant is responsible for taking the emergency binder (of permission slips and parent contact information), the first aid kit, emergency medication (i.e. Insulin, epi pens, asthma medications, a charged cell phone and accompany the first vehicle to the evacuation site so that she can be in charge of the evacuation site.
- The Director and Administrative Assistant are aware of each cell phone number.
- Evacuation and relocation site is: Apostolic Faith Church, 5900 10<sup>th</sup> Street, Katy, TX 77493, Phone: 281-391-3310, Contact: Ron Martin
- After all the children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and the Administrative Assistant will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The Administrative Assistant will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's emergency contact/pick-up form as authorized to pick up will be allowed to do so after showing a photo ID.)

### **Communicable Disease Outbreak**

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toiletting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Services Child Care Licensing.
- All staff are to follow the school's confidentiality policies when speaking of the above outbreak. Any violation of the confidentiality policy is grounds for immediate termination.

### **Accident**

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance and /or the Director or person in charge to call 911.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)
- If the injury is to the head or face, report it to the office immediately – even if it is minor.

- Depending on the extent of the injury, you will fill out the Incident/Illness Report. For serious injuries that require medical treatment by a health care professional. Such an incident must be reported to Child Care licensing within 48 hours. Parents must know that if the child sees a health care professional for treatment, we must know ASAP. We can be cited by CCL for not reporting in a timely manner.

### **Illness**

- Ask the child, “What doesn’t feel good?”
- Contact the office and have the child’s temperature taken. If the fever is over 100 degrees, the Director or person in charge will contact the parent.
- If no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the third episode

### **Breast Feeding Policy**

There is a rocking chair in the Teacher Resource classroom available for nursing mothers to breastfeed as needed. All parents have the right to breastfeed or provide breast milk for their child while in our care.

### **Child Safety: Prevention and Response to Abuse and Neglect of Children**

Faith West Preschool staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, awareness and prevention techniques to employees and parents through trainings, memos and monthly newsletters. We will also make parents aware of community trainings and/or workshops, so that they will be able to participate.

The staff may not notify parents when the police or CPS is called about possible child abuse, neglect or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.or/find-help.html](http://www.helpandhope.or/find-help.html).

**To report suspected abuse, parents may contact the local Licensing office, DFPS child abuse hotline, and DFPS website:**

1110 Avenue D, Rosenberg, Texas 77471. Phone #832-595-3008, the DFPS abuse hotline at 1-800-252-5400 or the DFPS website [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## **Well Checks**

Faith West Preschool staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

## **Additional Policies**

### **Tuition**

Please do not send tuition checks in your child's backpack. Tuition payments may be made at the front office window or placed in the gold mail slot outside the front office in the main building.

### **Parent Code of Conduct**

Please understand young children are present in our building. Some adult language is not appropriate for young children. Faith West Preschool/FWA prohibit swearing or cursing on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Little Beginnings Preschool/FWA have the right to terminate care in the event of disruptive behavior from a parent or guardian.

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

### **Parent Responsibilities**

**Children must be signed in and out** by the custodial parent or adult person approved by the parent(s). Please understand that due to liability issues, staff of Faith West Preschool/FWA is not permitted to take children home from our center.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Faith West Preschool/FWA staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use during naptime and/or for "Show and Tell" purposes. You will be notified by your child's teacher if and when the class will have "Show and Tell".

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom or via email.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please do not allow your child to bring gum or candy to the classroom.
- Periodically check on your child's supply of extra clothing. Please take-home soiled clothing promptly.

The Texas Department of Family and Protective Services do not allow smoking on the premises, either indoors or outdoors. This includes e-cigarettes, vapors, etc.

### **Address, Telephone Number, and Email Changes**

Please notify the preschool office with any address, home telephone number, work telephone number, or cellular telephone number changes as soon as they occur. **This is essential in being able to contact a parent in case of an emergency.**

### **Withdrawal from School**

If a student is to be withdrawn from Faith West Preschool, the parent must go to the registrar's office to fill out the proper forms to verify a clear record for withdrawal and to pick up forms necessary for enrollment in the school where the student will be attending. However, any outstanding balance must be paid in full before any records will be released. Please refer to the following web link for all policies and procedures for withdrawal:

<http://www.faithwest.org/faith-west-academy/admission-applications/registration-policies/>

### **Custodial Rights**

Little Beginnings at Faith West Academy prefers **NOT** to get involved with custody disputes. Little Beginnings at Faith West Academy 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 parent's information. A copy of a child's birth certificate is maintained in the child's file. In the event that a custody dispute takes place on our property, the local 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, Faith West Preschool has the right to terminate care.

### **Emergency Closing**

If it is necessary to dismiss students from school early because of a serious, severe weather warning, fire, power/water loss, etc. An email and text will go out to parents. Should it be necessary to cancel school before the day has begun, it will also be announced or posted on TV channels 2, 11, 13 and Fox. Faith West Academy has an in-house emergency notification system that is set up to email, text, or voice message all parents of students in our database. **If Katy ISD is closed, Faith West Academy will also be closed.**

### **Evaluation and Conferences**

A Progress Report will be completed for your child after the first nine-week period. At the end of each semester, a comprehensive evaluation will be sent home. The first Parent/Teacher Conferences will be scheduled in October. The PreK 4's teacher will evaluate each child's progress in December. We will contact the parents of students that we feel may be recommended for Bridge in early January. We will be happy to visit with you about your child at any time throughout the school year. Please call the preschool office or e-mail the teacher to schedule an appointment with your child's teacher. Teachers have many duties during the day, so an appointment will need to be made for a conference.

## Rest Time

Under state daycare law, children who are in our care for five or more hours must be provided a rest time. This rest time will not exceed 2.5 hours, depending on the age of the children.

- It is not mandatory for your child to sleep, only to rest quietly.
- Your child will be issued a small pillow and a small blanket. However, parents will supply a small pillowcase. On Fridays, pillowcases and blankets will be sent home for laundering. Please return these on Monday! Every child will sleep on a cot assigned to them.
- All of our blankets and pillows are alike to eliminate any peer pressure issues. **A small stuffed animal or “lovey” for comfort is allowed. Blankets from home must fit in the child’s cubby.**
- If after an hour, your child has not fallen asleep, they will be given a quiet activity to do on their cot.

## Clothing

Uniforms are not required in the preschool. Your child should come to school in clothing that will be practical for indoor play, outdoor play, painting, sleeping, using the restroom, etc. Paints and markers will be used on occasion. Please send them in clothing that they can easily manage independently in the restroom. We are always glad to assist your child, but sometimes we cannot get to them in time. Girls must wear shorts under skirts. **For safety purposes,** no heels or sandals are permitted - only tennis shoes, leather shoes, or any closed-toe shoe will be acceptable. This is a standard daycare rule.

**PLEASE NOTE: No Crocs or Croc-like shoes. They are a tripping hazard. Open shoes and the playground do not mix well!**

Each child **MUST** have a change of clothes in their classroom. The bag should contain a shirt, a pair of shorts or pants, underwear, and socks. Accidents happen, even with older preschoolers. Also, if soiled clothing is sent home to you, please launder them and send them back as soon as possible.

We have a limited selection of clothes that can be “borrowed” in case a child has an accident and does not have spare clothing or seasonally appropriate clothing to change into. **PLEASE!!** If your child is sent home in “borrowed” clothing, please send back the items laundered as soon as possible. If your child has an accident, and we do not have clothing, we will have to call you to request a change of clothes.

Be mindful of weather changes. Long pants will need to be sent later in the year. **As the weather changes, please always send a jacket for recess and carpool.** If possible, keep one at school. Mark all items to be kept at school with permanent marker.

## Personal Belongings

Please label everything with your child’s first and last name.

We use washable crayons, markers, and paint during art time, but the children’s clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!!

Please leave all valuable items at home since Faith West Preschool cannot be responsible for broken or lost items.

## **Outdoor Play**

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of the day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground.

## **Parties and Special Occasions**

Classroom parties are scheduled for Thanksgiving, Christmas, Valentine's Day, and Easter. We do not leave campus for field trips, we do everything in-house. We will have special event days, Grandparents Day, Earth Day, and Rodeo Day, just to name a few. We welcome parents to volunteer to become a room mom. The room moms help to organize the parties and call on parents to help provide some of the eats and treats. No surprise parties are allowed at school. Birthday candles are not permitted in school. All parents coming to school for parties or special events **must sign in** at the information desk and get a visitor's badge.

Our focus is always on Christ our Lord. Therefore, at times such as Christmas and Easter, we want to focus on the birth, death, and resurrection of Christ, not Santa Clause or the Easter Bunny. Valentine's Day will be a small occasion that focuses on friendship and Christ's love for us. There will be holidays that we will not celebrate, such as, Halloween, St. Patrick's Day, etc.

**Personal party invitations may not be handed out at school unless the entire class is invited; all the girls for a girl's party, and all the boys for a boy's party.**

Parents are welcome to come celebrate a child's birthday and share sweet "store bought" treats with the child's class. Please no homemade treats. The labels on store bought items alert us to any potential ingredients that could pose a risk to a friend. Please check with the teacher first and be mindful of possible allergies in the classroom.

**Please note: We DO NOT share the personal information of families in our program, i.e. phone numbers, emails, etc. The teacher will ask for this information at the beginning of the school year for the room mom to contact parents.**

## **School Safety Policies**

Parents need to personally escort their child inside the building to sign in and out when their children enter and leave the facility. Please refrain from using your cell phone during this time. Each classroom has a window for viewing activity from the hallway. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities on a regular basis, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire alarm system and fire drills are practiced monthly.

You will be notified of any incidents other than minor scrapes or bumps with a phone call. We also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

## Cameras

Faith West Preschool has closed circuit cameras in all classrooms and around the campus. A monitor is located in the preschool office and can be viewed at any time. The privacy of the children is very important to us. For this reason, the cameras are not available over the internet.

## Photographs

Faith West Preschool believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be done with a school owned camera and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless written permission is given by the other parent. **Please note: during certain parent events, such as special programs, special days, etc., photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.**

## Outside Employment

Faith West Academy prohibits employees from outside employment with parents of the organization. This includes but is not limited to “babysitting” or “nanny-type” positions with any child(ren) that are or have been enrolled in school at this campus outside of the hours of operation anywhere on or off Faith West Academy campus.

## Cyber Identity/Social Networking Web Sites

Cyber identity and social networking include but is not limited to Twitter, Facebook, MySpace, Blogs, etc. Faith West Preschool staff is prohibited from participating in social networking with parents and children currently enrolled in preschool on any social media site.

Faith West Preschool staff are not permitted to post pictures or information regarding any child that is or has been enrolled in this program.

**Parents, please remember that you are not permitted to post pictures on any social media or other public domain of Faith West Academy Preschool children unless it is your own child, or you have written permission from the child’s parent. Child Care Licensing considers this to be exploitation of that child.**

## Biting

Biting is a normal developmental process for many children. However, it can often be painful to others! Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. If a biting incident occurs in the classroom, both parties involved will receive notification in the form of a “Minor Incident Report.” We will offer a cold teether to the biter. Sometimes this will solve the problem. If a child continually bites, he/she may be temporarily removed from the classroom setting until the behavior discontinues. We will work with parents when biting becomes a problem.

## Cell Phones

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed a regulation prohibiting the personal use of cell phones in the classrooms. Please end all calls prior to entering the building or while you are in your car on campus.

## Toilet Training (MWF Students Only)

All twos should come to school with enough diapers or pull-ups for the day. We will gladly assist children **under the age of four** as they make the transition from diapers to underwear. While in the process of toilet training, however, we ask that you send your child in “pull up” type training pants for sanitary reasons. It is also very helpful to send them in pull-ups that have a Velcro type closure. This allows us to change the child without having to completely undress him/her. **Please do not send children over the age of three in diapers.** Extra clothing is also required for all children in the event of an accident. All fours **MUST** be potty trained.

**All children that attend our five-day per week four’s program MUST be potty trained.**

## Staff Immunizations

In order to prevent the spread of vaccine-preventable diseases, licensing requires a policy for the protection of children in our care from these diseases. Faith West Preschool encourages its staff to obtain the following immunizations:

- |   |  |
|---|--|
| 1. Influenza                                | 1 dose annually                                    |
| 2. Tetanus, diphtheria, pertussis (Td/Tdap) | 1 time dose of Tdap, Td booster (every 10 yrs.)    |
| 3. Varicella (chicken pox)                  | 2 doses or statement on file of previous infection |

A record of immunizations for each employee will be maintained in the individual employee files. Each caregiver will be encouraged to obtain these immunizations before supervising a classroom. Although we encourage all staff to obtain the immunizations above, those who chose, can decline receiving these immunizations for reasons of conscience, religious beliefs, etc. Some employees may be exempt due to medical conditions. In either case, the employee will sign a form declining the immunizations, including the reason and this form will be maintained in the individual employee files.

In an effort to protect children and caregivers, all employees are required to wash their hands with soap and water, following the rules in MS §746.3415. Caregivers must wear gloves when dealing with bodily fluids of any kind. Masks will be used when deemed necessary for the protection of the children and/or caregiver. Children’s hands will be washed following the rules in MS §746.3417 in order to ensure their protection as well. In the event that an employee exhibits signs of illness, they will be excluded from the direct care of children.

## Chapel

Chapel services are held for students once a week on Mondays at 8:30 a.m. Parents are encouraged attend these programs. Please sign in at the information desk when arriving for Chapel. Chapel is a time to praise the Lord, to study God’s Word, and to learn to be more like Jesus!

## **In Conclusion**

Faith West Preschool believes that it is an honor and a privilege that you have chosen us to educate and care for your child. Our goal is to provide excellence without compromise in a safe and loving atmosphere. We strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for the children at Faith West Preschool. We look forward to our partnership with you.

In Him,

Dawn Bell, Director  
Faith West Preschool

## **Contact Information**

Faith West Preschool  
2225 Porter Road, Katy, TX 77493  
School Phone: 281-391-5683 ext. 222  
Fax: 281-391-2606

Web Page: [www.faithwest.org](http://www.faithwest.org)

Dawn Bell, Director  
E-mail: [dbell@faithwest.org](mailto:dbell@faithwest.org)

Our discipline policy is set forth to hold our children accountable for their own actions. This empowers them to learn right from wrong. Faith West Preschool **does not** use corporal punishment. In order to best serve your child and nurture their spirit, please let us know of any changes in their environment that may affect their behavior. When parents actively partner with us, our children are more successful. The following are steps which may be used to achieve acceptable behavior:

1. Expectations and Class Rules will be posted, explained, and taught. Parents will also receive a copy of these rules.
2. A verbal reminder will be given to the student regarding his/her actions. After a verbal reminder is given and the behavior is repeated, a child may receive time-out for his/her actions. Approximately one minute per age of the child is given for time-out.
3. The teacher may separate the child within the classroom to allow the child time to reconsider their actions.
4. Written correspondence to the parents will let parents know of any concerns the teacher may have about their child.
5. A parent-teacher conference may be required. This may be done by telephone or in person depending on the child's behavior. We always want our parents and teachers to work together, and the next step would be to include the director in the conference.
6. Parents may be called to come to the school for constant disruptive behaviors or a severe first-time offence. Parents will be asked to take their child home for the day.
7. Our goal is always to make sure that the child understands right from wrong and the reason for redirection is out of love and concern for him/her; however, Faith West Preschool reserves the right to ask parents to make alternative arrangements for the care of their child in the event that their child cannot achieve acceptable behavior after a reasonable amount of time.

## **DISCIPLINE POLICY**

**Please sign this sheet, remove from handbook, and return to your child's teacher. Please be sure to keep the rest of the handbook for future reference.**

\_\_\_\_\_ I (we) have received and read Faith West Academy's Discipline policy.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

### **LUNCH/SNACK DISCLAIMER**

**Please sign this sheet, remove from handbook, and return to your child's teacher.**

\_\_\_\_\_ I (we) have read Faith West Academy's Preschool policy for lunch/snack.

\_\_\_\_\_ I (we) understand that the lunch/snack we send for our child is subject to state inspection.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## PHOTOGRAPH AUTHORIZATION

I hereby grant Faith West Academy Preschool permission to take photographs of my child, \_\_\_\_\_, during the period my child is enrolled at FWA Preschool. These photographs may be used for classroom and portfolio purposes only. They will also appear in the yearbook. Additionally, I waive consideration for the use of these photographs.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Playground Authorization

**Please sign this sheet, remove from handbook, and return to your child's teacher. Please be sure to keep the rest of the handbook for future reference.**

I hereby give my son/daughter permission to play on the playground equipment located outside the preschool building.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**AFTER READING THE PARENT HANDBOOK,**

**PLEASE SIGN AND DATE THIS FORM**

I/We, the undersigned, have received a copy of the Little Beginnings at Faith West Academy Parent Handbook. I/We, the undersigned, have read the policies and procedures outlined in the Little Beginnings Parent Handbook. I/We have been given the opportunity to ask questions regarding the policies and procedures contained within the Parent Handbook. I/We understand these policies and procedures and hereby agree to follow the policies and procedures in the Little Beginnings at Faith West Academy Parent Handbook.

\_\_\_\_\_  
CHILD'S NAME (Please Print)

\_\_\_\_\_  
Mother's Name (Please Print)

\_\_\_\_\_  
Father's Name (Please Print)

\_\_\_\_\_  
MOTHER'S SIGNATURE

\_\_\_\_\_  
FATHER'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**Please return these forms to the Preschool Office where these will be maintained in the child's folder, in accordance with minimum standards. Be sure to keep the rest of the handbook for future reference.**