

# First Presbyterian Preschool of Grapevine

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## Parent Handbook

## Table of Contents

Page 1:	General Information History Mission Statement Preschool Philosophy Goals of the Program Staff Staff Training Staff Background Checks/Fingerprinting Adult Immunizations
Page 2:	Initial Enrollment Enrollment Requirements Potty Training Special Needs Registration Process Classroom Assignments Discipline
Page 3:	Biting Policy Termination of Enrollment Student Withdrawals Monthly Tuition & Financial Responsibility Financial Assistance Church Member Discount Breastfeeding
Page 4:	Arrival Procedures Dismissal Procedures Sign-In/Out Late Fee Policy Alternate Pick Up Preschool Parking Lot Safety
Page 5:	Toys Clothing Illness Policy
Page 6:	Medication Student Health Check In Incident/Accident Report Medical Emergencies

## Table of Contents cont.

Page 6:	Inclement Weather Emergency Procedures
Page 7:	Emergency Procedures Cont.  Developmental Screening Snack Lunch Rest Time
Page 8:	Communication with Parents Children's Assessments and Parent Teacher Conferences Visitor/Security Policy Photography Policy Weekly Activities
Page 9:	Special Days How Parents Can Help Parent Team
Page 10:	Drug-Free and Gang Free Parent's Rights Texas Health and Human Services

**General Information:** The preschool office hours are 8:30 am – 3:00 pm Monday through Friday. Summer hours to be determined and will be posted.

**History:** The First Presbyterian Church opened its preschool program in September of 1984 to provide early education to children in a rapidly growing community. Through the years, we have successfully added an 18 – 30 Month Program, an Extended Day Program (which includes a drop-in option for enrolled students), and extended hours for our 4-Year-Old Pre-K Program. The school is administered by a Preschool Board of First Presbyterian Church members and the Director of the preschool.

**Mission Statement:** First Presbyterian Preschool of Grapevine, an outreach ministry of The First Presbyterian Church of Grapevine, allows children to grow at their own pace and to develop to their highest potential.

**Preschool Philosophy: *Children Learn Through Their Play.*** At First Presbyterian Preschool of Grapevine, we strive to achieve a healthy balance. As the motto on our logo states, we deeply believe that children learn best through their natural medium: play. We believe parents do not have to make a choice between fun and academics, but that these goals work together, hand in hand. Each age group within our preschool program has a developmentally appropriate curriculum designed to meet the academic, social, emotional and physical needs of each individual child in areas including language and literacy, mathematics, science, social studies, music and movement, art and imaginative play. Each child is recognized as an individual with differing needs, backgrounds, abilities and feelings. Respect is given to these differences. Much consideration is taken to develop the whole child. By providing a background of Christian love and caring, it is our hope that each child will develop a feeling of self worth and an awareness of others.

**Goals of the Program:** It is the goal of First Presbyterian Preschool of Grapevine to develop the whole child through:

- Creative learning
- Academic skills
- Social skills
- Positive self image
- Self-expression

**Staff:** Our teacher and staff selection is based on education, experience, personal integrity and demonstrated creativity in developing an enriching, Christian environment for preschool aged children. All teachers and staff members have experience in early childhood education and/or have obtained teaching degrees. Our teachers and staff members are truly dedicated to our preschool and to the students who attend.

**Staff Training:** As required by the state, all staff members must obtain 24 hours of yearly training relevant to child growth and development, guidance and discipline, age-appropriate curriculum and teacher/child interaction. They must also be certified in First Aid and CPR and have at least one hour of annual training focusing on prevention, recognition and reporting of child abuse and neglect. Staff members who care for children younger than 24 months of age are required to be trained in prevention of Shaken Baby Syndrome. Newly required trainings for Emergency Preparedness, Blood Borne Pathogens, Disease Prevention, Administering and Dispensing Medication, Documenting and Reporting, Anaphylactic Shock-Allergic Reaction – Food and Other Emergencies and Shelter in Place Businesses and Residence are also state mandated.

**Staff Background Checks/Fingerprinting:** All staff members are required by Texas Health and Human Services to be background checked and fingerprinted.

**Recommendations for Adult Immunizations in School Settings:** The state of Texas recommends that all adults be up-to-date on vaccines when working in school settings. You can find these recommendations by visiting [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines).

**Initial Enrollment:** The preschool gives preference to children of the First Presbyterian Church of Grapevine members and to currently enrolled students and siblings, then is open to the public. Registration will be on a first come first served basis and will proceed as follows:

- First Presbyterian Church members
- Currently enrolled students and siblings
- Open to public

**Enrollment Requirements:** All children attending First Presbyterian Preschool of Grapevine are required to have a physical examination by a licensed physician and to meet the Texas immunization requirements. For further information please visit The Texas Department of State Health Services. By the first day of school, each child's file must be completed with an updated immunization record, Physician's Statement and the signed Admission Form stating emergency contacts. These forms are included in your registration packet. In addition, **all children who are age 4 by September 1<sup>st</sup> and/or turn 4 during the school year are required to complete a hearing and vision screening by their physician.** Documentation of these screenings must be dated and signed by your physician on the First Presbyterian Preschool of Grapevine Hearing and Vision Screening Form.

**Potty Training:** It is our policy and hope that children enrolled in our 3-Year-Old and 4-Year-Old Pre-K Programs will be potty trained. Please note that the director is willing to work with individual families to meet the needs of all children. If you have any concerns or questions, please call the preschool office.

**Special Needs:** Children with disabilities and other special learning needs will be welcome in our classrooms to the extent that they are able to participate in our usual program. Parents will be asked to provide the accommodation recommendation made by their child's health care professional or other qualified professional affiliated with the school district or early intervention program. Staff will work with outside specialists on methods and plans to best meet the individual needs of each child and their family. Enrollment for children with special needs will not be terminated unless a child presents a danger to themselves or others physically or emotionally, or their needs require a fundamental alteration to the program.

First Presbyterian Preschool of Grapevine does not discriminate by any race, color or ethnic origin.

#### **Registration Process/Due Dates:**

1. Submit completed online Registration Form and pay registration fees – due day of registration
2. Pay Supply Fee Invoice – Due by July 1
3. Email Immunization Records to Preschool – due by August 1 of school year
4. Submit signed Physician's Statements – due by August 1 of school year
5. Submit signed Hearing and Vision Form (children who are 4 years of age by Sept. 1 only) – due by August 1 of school year
6. Submit a signed Financial Commitment Agreement - due by August 1 of school year

**Classroom Assignments:** Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs will be best met. While we do accept input from parents about room assignments, the director and teachers will make the final decision based on what is best for the child, other children, teachers and the school. We appreciate no teacher or friend requests.

**Discipline:** Children will always be disciplined in a positive manner. Corporal punishment will never be used. The director and teacher will work with each child on an individual basis. If after a reasonable amount of time the disruptive behavior cannot be modified through cooperation between the parents, teacher and director, a child removed from the program. Aggressive behavior such as \*biting, hair pulling, excessive hitting, etc. will be discussed with the parents following each incident. After three warnings of such behavior, the child *may be* released from the program.

**\*Biting Policy:** After a biting occurrence, the child will be removed from the classroom and remain with a staff member. After removal from the classroom, a parent may be called to pick up his/her child, (Director's discretion). If asked to leave, the child is allowed to return to school for the following class session. After three biting occurrences, the child *may be* asked to leave the program until he/she learns to communicate without biting.

**Termination of Enrollment:** In certain circumstances, the Director's sole discretion may be used to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment include but not be limited to the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs
- Non-payment of tuition – the Director may remove a child from the program if the tuition is late by 15 days

**Student Withdrawals:** First Presbyterian Preschool of Grapevine requires a 2 week written notice prior to the end of the billing cycle for all student withdrawals. If notice is not given, you will be charged tuition for the following month. Refunds are not given for vacations, illness, or bad weather.

**Monthly Tuition:** Tuition is an annual fee broken into 10 equal monthly payments. Monthly invoices will be sent using Procure. Credit card payments will result in a 2.75% processing fee. Tuition checks or money orders should be made payable to **First Presbyterian Preschool**. Please do not leave tuition payments inside your child's folder for the teacher or hand tuition payments to a teacher. Teachers are not responsible for delivering tuition payments to the office. You also have the option to have your child's tuition withdrawn directly from your bank account each month. Please contact your bank to have this set up.

All tuition payments are due by the 10<sup>th</sup> of each month. If your tuition is not received by the 10<sup>th</sup> of the month, a late fee of \$35.00 will be applied. If the 10<sup>th</sup> falls on a weekend or a day that the school is closed for a holiday, please plan accordingly. In the event any payment has not been received by the Preschool Office by the 15<sup>th</sup> of the month, the student(s) may be removed from the First Presbyterian Preschool Program.

\*PLEASE NOTE: By signing the enrollment form you agree to pay an annual tuition broken into ten monthly payments. There will be no substitution of days attended if your child misses his/her scheduled days. If you choose to be out of town during the school year for an extended period of time, your tuition payment is still due at the beginning of each month to hold your spot.

If special arrangements to pay preschool tuition need to be made, please contact the office. We will be happy to work with you. Parents are also welcome to pay tuition in advance (quarterly, by semester, annually, etc.). Please let us know if you would prefer a lump payment option and we will be happy to set up an advance payment for you. In the case of a closure beyond two weeks, tuition billing will be stopped by written request.

**Financial Assistance:** Financial assistance is available through the preschool to help children of families with difficult financial situations. Please contact the director of the preschool for further information. Limited Preschool Board approved scholarships are available.

**Church Member Discount:** Members of the First Presbyterian Church of Grapevine will receive a 10% discount on the Morning Preschool Program monthly tuition. The 10% discount does not apply to registration and supply fees.

**Breastfeeding:** We are supportive of your choice to breastfeed your child. We will be happy to provide you with a private place to nurse or to feed your child breast milk that you pack from a bottle.

**Arrival Procedures:** Enter from Yellowstone - **(Do not enter from Park Blvd.)**

- Park anywhere in preschool parking lot
- Walk your child to his/her classroom and sign-in using the Procure App on your phone with the personal ID# assigned to you.

**Dismissal Procedures:****Morning Program (NOON Dismissal)**

- Enter from Yellowstone - **(Do not enter from Park Blvd.)**
- Use parking spaces directly outside Fellowship Hall
- Walk to child's classroom and sign-out using Procure App
- Exit onto Park Blvd

**Extended Day and Pre-K (2:30 Dismissal)**

- Enter from Yellowstone - **(Do not enter from Park Blvd.)**
- If Using Car Line:
  - Line up parallel to preschool
  - Please follow the directions of the staff
  - Sign-out child using Procure App
  - Place provided name card in window
  - Your child will be brought to you, however you may be asked to pull forward
  - Buckle your child into car seat while in car line - **(Staff cannot buckle child into car seat)**
  - Remain in car line until car in front of you proceeds to exit - **(Do not pull around car in front of you)**
  - Exit onto Park Blvd
- If Walking to Front Door:
  - Park in parking lot behind preschool near playground
  - Sign-out child using Procure App
  - Walk to front door and wait for child to be dismissed

**Student Sign-In/Out:** The State requires that all students be signed-in when they arrive at school and signed-out when they are picked up. The Procure App will allow you to sign your child in and out when you are with a certain radius of the school.

**Late Pick Up Policy:** It can be upsetting for a child to be the last one picked up from school. For this reason, we encourage all parents to be prompt when picking up their child. Parents who have not arrived within ten minutes after dismissal time are considered late. A warning will be given the first time a parent is late. After the first warning, a \$10.00 late fee will be charged for the first 15 minutes and \$1.00 for every minute thereafter the parent is late. **Please call the office if a situation may arise and you will be late.**

**Alternate Pick Up:** Children will only be released to parents or persons named on the child's Admission Form. Parents also need to notify the preschool in writing if someone other than those listed on the Admission Form will be picking up the child. To ensure the safety and well being of your child, this person will be asked to show identification. A copy of this identification will be made and filed in your child's folder. The office must always be notified of any changes in your child's daily dismissal routine. If there is someone who is not allowed to pick up your child due to legal proceedings, please notify the director immediately. The office will need to retain legal documentation concerning this matter.

**Preschool Parking Lot Safety**

- Cell phone use is prohibited in parking lots, except when using the Procure App for signing in and out
- Do not leave babies or younger children in car at any time. (If you need special assistance, we are happy to help you. Please call the preschool office, and a staff member can come to your car.)

**Toys:** Please do not let your child bring toys or other items from home unless requested by his/her teacher. No toy guns, knives or other simulated weapons will be allowed at the preschool.

**Clothing:** Children should be dressed comfortably, in practical clothing that is easily manageable. Although we try our best to protect your child's clothing, mishaps do happen. The preschool cannot be held responsible for clothing that gets damaged, so please dress your preschooler appropriately. For the protection of children, cowboy boots (unless on a cowboy themed day), sandals and flip flops are discouraged.

Children need to have an extra set of clothing in their backpacks in the event of an accident. Please be sure to switch out clothing as the weather changes and your child grows.

All children will go outside to the playground every day unless there is precipitation, temperatures or feels like temperature of 32 degrees or 100 degrees. Please dress your child appropriately. Our Fellowship Hall may be used on bad weather days to allow the children a large space in which to play.

Please label all outdoor and extra clothing, backpacks, lunch boxes and other belongings with your child's name. Backpacks are necessary for carrying papers, projects and extra clothing.

**Illness:** Please notify the preschool office if your child is ill and will miss school. If your child becomes ill at school, you will be notified immediately. When notified, we ask that you please pick up your child in a timely manner. Your emergency contact will be called if we are unable to contact you at home, work or on your cell phone.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists and will not be accepted to First Presbyterian Preschool of Grapevine:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea (even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc, or any other infectious disease
- Common cold
- Sore throat
- Croup
- Fifth disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo, or head lice
- Pinkeye or other eye infections  
(Eye secretions will be wiped clean and monitored. If it returns, the child will be sent home. All eye secretions will be considered contagious until examined by a doctor. A doctor's note will be required for the child's return to the school).
- Any communicable disease
- Cloudy or green runny nose and/or persistent cough

We require that a child is free of fever without medication, vomiting and/or diarrhea for 24 hours before returning to school. If a child is on an antibiotic for a contagious condition, he/she must be on the medication for 24 hours before returning to school. When in doubt, please keep your child at home. This is not only for the protection of your own child, but also for the protection of the other children and staff.

Parents will be notified if children are exposed to a communicable disease.

**Medication:** Medications of any type, except for diaper rash cream, cannot be dispensed without a signed Authorization for Dispensing Medication state form 7238, including asthma inhalers, Benadryl or EpiPens. In addition to the Authorization for Dispensing Medication form, if you indicate that your child has an allergy, an Allergy Plan or Asthma Action Plan must be signed by your child's physician. Copies of the Allergy Action Plan and Asthma Action plan will be distributed by the preschool office.

If a parent indicates an allergy or asthma that requires treatment, the medication along with the signed physician action plan, must be in the office for the child to be in attendance.

The following medications may be kept at school once a parent completes the appropriate paperwork:

- Benadryl
- Asthma medication
- EpiPens

Any medication sent to school must be delivered by the parent to the preschool office in its original labeled container. Medication should be picked up by the last day of school.

**Student Health Checks:** The state of Texas requires all childcare/preschool facilities to conduct daily health/injury checks of each student daily. Teachers are required to greet each child at their classroom door and during this time the teacher will assess each student's overall wellness and look for any possible injuries.

**Incident / Accident Report:** When a child has a small injury during preschool hours, parents will be notified during through the Procure app and at dismissal. In the event that a more significant injury occurs during preschool hours, the Director or office assistant will call 911 and the parent immediately.

**Medical Emergencies:** In the event of a medical emergency requiring 911 assistance, 911 and the parents will be called immediately. In case of an accident or sudden illness, we will always try to contact the parents first. If parents cannot be reached, the person(s) listed as emergency contacts on the Admission Form will be contacted. Please make sure that all numbers are kept updated and that the people listed on your admission form are aware that they may be called and expected to pick up your child.

**Inclement Weather:** While in session, the First Presbyterian Preschool of Grapevine follows the local school districts calendar. When the local schools are closed or delayed due to bad weather, our preschool will be closed. Tuition for these days will not be refunded, and due to scheduling difficulties, bad weather days will not be made-up. To be notified of school closings, look for a notification from Procure, check our preschool Facebook page, or look for closings on local news channels. If it appears that the weather is becoming hazardous while your child is in session, (example: icy streets, heavy sleet or snow), you will receive a notification from Procure.

#### **Emergency Evacuation Procedures:**

**Intruder/Lockdown Procedures** are posted in each classroom. In the event of an Intruder/Lockdown situation, you will be notified by the preschool via REMIND. During lockdown situations, parents must not attempt to enter the building to pick up their children, until the area has been secured by Law Enforcement Officers.

**Bad Weather Evacuation:** In the event of bad weather evacuation, you will be notified by the preschool via Procure. The preschool will proceed to the church building's entrance closest to the preschool building. The children will proceed to the bathrooms closest to the church office and get into the crouch position and cover their necks. If circumstances lead to a sudden weather emergency, and children and staff are unable to evacuate the preschool, all will be escorted to the restrooms in the preschool building and get into the crouch position and cover their necks.

A Bad Weather Safety Drill and an evacuation drill **to different areas on the church campus** will be held with each class enrolled in the Morning Preschool Program in November, February and May. We will iterate to the children that this is only a practice in case of an emergency. If there is a true emergency, a child will **only be released** to a parent or an adult who is listed on the child's Admission Form. If for any reason a parent is not able to contact the preschool during such an emergency, please contact First Presbyterian Church of Grapevine at **817-481-7129**.

**Chemical Hazard/Campus Fire:** In the event of a chemical hazard or campus fire, you will be notified by the Preschool Office through Procure. Should a situation present itself where children and staff needed to leave the preschool/church campus, due to a chemical hazard or uncontrollable campus fire, children and staff will be taken to White Chapel Methodist Church, located at 185 S. White Chapel Blvd. in Southlake, Texas. Phone number 817-481-4147. Classroom emergency backpacks, which include food, flashlights, database of contact information for students, first aid kit etc. have been prepared in advance and will be taken during any evacuation.

Additional assistance will be given to children of special needs or to any child that may need additional assistance during the time of evacuations.

**Emergency Closure Procedures:** In the event it becomes necessary to send children home early from school, the following emergency closure procedure will be followed. Parents will be notified from the preschool office via Procure or will receive an email from the child's teacher stating the reason for the emergency closure. The normal learning environment will continue until dismissal of students is announced.

If we have a true emergency, a child will **only be released** to a parent or an adult who is listed on the child's Admission Form. If you need to update your child's Admission Form with new numbers - such as cell phone, home phone or authorization for someone other than you to pick up your child, please advise the office.

We hope the emergency plans never need to be used, but please be reassured that we will do our very best to keep your children safe. Thank you for your support. If you have any questions, please feel free to speak to the preschool office.

**Fire Drills:** The Texas Department of Projective and Regulatory Services requires each school to conduct monthly fire drills per program. The staff and classes evacuate the preschool building in an orderly fashion and proceed to the far side of the parking lot. Additional assistance will be given to children of special needs or to any child that may need additional assistance during the time of drills.

**Developmental Screening:** Developmental screenings are offered at no cost through Project Child Find. Child Find is an ongoing process of identifying, locating and evaluating the needs of children aged birth through 21 and providing services to meet individual and unique students' needs. Early childhood screenings for children ages 3-5 are scheduled approximately once a month. The early childhood screening process includes: brief background history, vision and hearing screening, speech and language screening and development screening in the areas of motor, concepts and language. Another resource is the GCISD which also offers a no-cost screening/evaluation to district residents. The preschool uses other resources in developmental screening depending on area of concern.

**Snack:** The preschool provides a small snack and water to each class every day during the Morning Preschool Program.  
**All snacks provided are nut-free.**

**Lunch:** Children who stay for lunch at the preschool need to bring a lunch and drink in a container clearly marked with the child's name. Please label your child's sandwich if you opt to give your child any product that resembles peanut butter (sun butter, etc). Water will be provided. We cannot provide refrigeration for and/or heating of any lunches.  
**Please remember we are a nut free facility when packing your child's lunch.** First Presbyterian Preschool is not responsible for the nutritional value of the lunch provided by parents.

**Rest Time:** Children enrolled in the Extended Day Program and 4-Year-Old Pre-K Classes will need a nap mat for rest time. Children are also welcome to bring a small blanket and stuffed animal to help them feel comfortable as they rest.

**Communication with Parents:** A Director's Newsletter will be sent home monthly via email detailing special events, preschool happenings and reminders. Your child's teacher will also send home occasional messages informing you of planned classroom activities. A monthly snack calendar also posted near your child's classroom.

**Children's Assessments and Parent/Teacher Conferences:** Students are informally assessed throughout the year, and if necessary, a parent/teacher conference is suggested. Pre-K students are formally assessed during Spring Evaluations, and a parent/teacher conference is scheduled in the spring. If at any time you would like to discuss a concern about your child with his/her teacher or with the director, please call the preschool office to schedule a meeting.

**Visitor/Security Policy:** Children, other than those enrolled in the program, are not allowed to attend a class. This would be a violation of emergency guidelines and state and insurance regulations. The preschool doors will remain locked for security reasons between 9:15 am and 2:15 pm. If you wish to enter the building during these hours, please ring the doorbell and someone will assist you. All visitors/volunteers will sign in at the front office and will wear a nametag for the duration of their visit during school hours.

**Photography Policy:** Throughout the school year, we take photographs of the children while they are in attendance at First Presbyterian Preschool of Grapevine. We will use these photographs of the preschool classroom activities in the children's end of the year memory books given to parents, teacher and office newsletters, preschool website, preschool Facebook page, and church Narthex screens viewed during church special events celebrating the preschool. No names will be used for any pictures shared with the public outside our preschool. First Presbyterian Preschool of Grapevine understands that parents will also want to take photographs and videos of the children during preschool hours and events. This is permissible with the understanding that for the privacy and safety of our students, we ask that you refrain from publishing photographs/videos of First Presbyterian Preschool of Grapevine students, other than your own child, on any social media outlets such as Facebook, Twitter, Instagram, Pinterest, personal blogs etc. Finally, some families have requested that their child not be photographed in any capacity while attending school. For this reason, staff member or teacher may ask that you refrain from photographing/videoing certain children.

### **Weekly Activities**

**Chapel:** All children attend chapel weekly. Chapel consists of songs, prayer and a short lesson taught by the Director. All lessons are based on the basic Bible stories.

**Music:** In addition to regular classroom music, our music teacher will spend 15 minutes each week with children enrolled in the 18 – 30 Month Program and 20 minutes with children enrolled in the 2-Year-Old, 3-Year-Old, 4-Year-Old Pre-K Programs. She introduces children to an array of music activities. A Christmas program and spring music program for our families will also be held.

**Science:** In addition to regular classroom science activities, science is taught each week. The curriculum is designed to teach children the wonder of God's creation, and that they are equipped to be scientists. Children will study the five senses, states of matter, properties of air and water, metamorphosis of the butterfly and frog, the human body, machines, magnets, and outer space.

**Physical Education and Recess Activity Plan:** Physical activities promote healthy growth and development. It helps build a healthier body composition, stronger bones, and muscles. It also improves the child's cardiovascular fitness. Physical activities help in the development of better motor skills and in concentration and thinking skills. Each class participates in a 30-minute unstructured daily recess on the playground. If the playground is unavailable due to inclement weather, children will participate in unstructured indoor recess in the Fellowship Hall. Children enrolled in our Extended Day also participate in a 30-minute unstructured recess. Because of the surfacing of the playground, tennis shoes are required for outdoor play. A variety of equipment is used to promote using gross motor skills, including climbing structures,

trikes, and balls. Children will not play outside if the wind chill temperature is below 32 degrees or the heat humidity index is above 100 degrees and/or the air quality is deemed unhealthy. The staff will limit outside time during cold conditions and ensure that students have access to adequate water before, during, and after outside play when the HHI is high.

### **Special Days**

**Meet The Teacher:** Each teacher will schedule a special time for your child to visit his/her classroom before the start of the school year. Meet the Teacher is scheduled near the end of August.

**Birthdays** – You are welcome to celebrate your child’s birthday at school, but please be aware of allergies that may be present in your child’s class. Please note the allergy list outside of your child’s classroom. Please contact your teacher before bringing any snacks to school.

**Holiday Parties** – School parties will be held celebrating Fall, Thanksgiving, Christmas, Valentine’s Day, and Easter. Individual class sign-up sheets will be available for parents to sign up to bring items for one or more of these parties. Please be aware of allergies that may be present in your child’s class and note the allergy list outside of your child’s classroom. Please contact your teacher before bringing any snacks to school.

**Country Critters/Pumpkin Patch Day** – The children enjoy visiting Country Critters, the mobile country barn equipped with farm animals. They will also get to “travel” to their very own small pumpkin patch right in the comfort of our little preschool playground. Festivities for the day include pony rides, petting zoo, pumpkin picking, story time and a special snack.

**Pajama & Pancakes** – Wear pajamas, meet Santa, and make pancakes!

**Goodies with Grandparents, Donuts with Dad, Muffins with Mom** – We celebrate our families by inviting these groups for coffee and treats before school!

**Spring Music Program** – Our Spring Music Program is designed for the children to showcase the wonderful things they have learned in our music program throughout the year. We welcome parents, friends and family members to attend.

**Graduation** – A graduation ceremony is held during the last week of school for the 4-Year-Old Pre-K classes. We welcome parents, friends, and family members to attend.

**How Parents Can Help:** Read all newsletters, calendars and emails which are sent home regularly. This helps you to be informed as to what is going on at the preschool and helps your child to be prepared for each day of school.

- Take a few minutes each day to look at your child’s work that comes home. It represents your child’s effort in preschool and your praise will encourage all future efforts.
- Speak to your child about preschool as a positive, pleasant and fun experience.
- Always feel free to call and to check on your child while he/she is at the preschool. Your peace of mind is worth the call.
- Become a part of the First Presbyterian Preschool of Grapevine Parent Team! Volunteer to become a Room Parent or Party Helper.

**The First Presbyterian Preschool of Grapevine Parent Team:** First Presbyterian Preschool of Grapevine started a Parent Team in 2007. Parents involved in this group offer their time and talents to various areas in the preschool. This gives parents the opportunity to be involved with the preschool while becoming more acquainted as friends. The First Presbyterian Preschool of Grapevine Parent Team meets on an as needed basis. The Parent Team Coordinator will contact parents by email and through Sign-Up Genius when extra help is needed. We encourage parents of enrolled students to come and join this wonderful group.

**Drug Free and Gang Free Zone:** First Presbyterian Preschool of Grapevine is a designated area where drug and gang related activities are prohibited and are subject to increased penalty under Texas law.

**Parent's Rights:** As a parent of a child at a child care facility, you have the right to the following:

- Enter and examine the child care facility during hours of operation and without advanced notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local child care regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that;
  - Video recording of the alleged incident is available
  - The parent or guardian does not retain any part of the video depicting a child that is not their own
  - The parent or guardian of any other child in the video receives prior notice from the facility
- Obtain a copy of the facility's policies and procedures handbook (Parent Handbook);
- Review the facility's staff training records and any in-house training curriculum
- exercise these rights without receiving retaliatory action by the facility

**Texas Health and Human Services:** First Presbyterian Preschool of Grapevine is licensed through the State of Texas. A copy of the Minimum Standards is available in the preschool. The preschool is inspected by the Health Department, Fire Department and the Texas Health and Human Services once a year. A copy of the license is posted on the preschool bulletin board located outside the preschool office.

Licensing Office – 1-888-456-2770  
 PRS Child Abuse Hotline – 1-800-252-5400  
 PRS Website – [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

Child daycare operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. IF you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

**Parents will be notified in writing of any policy changes**