

**Spring Woods United Methodist Church  
Spring Woods Weekday Ministries  
For Children**

**Parent Handbook**

**Purpose**

Spring Woods Weekday Ministries for Children is a non-profit program of the Spring Woods United Methodist Church. Its purpose is to present a developmentally appropriate program set in a Christian atmosphere that attempts to meet the individual needs of each child through a flexible, planned curriculum.

**Licensing Standards**

Spring Woods Weekday Ministries for Children meets or exceeds all standards set by the Texas Department of Family and Protective Services (DFPS) and is fully licensed as required by state regulations. A copy of the Minimum Standards is available on site for parents to review, as well as the most recent licensing inspection report. The local licensing office can be contacted:

*Texas Department of Family and Protective Services  
1-936-441-1775*

*[www.dfps.state.tx.us](http://www.dfps.state.tx.us)*

*Child abuse hotline 1-800-252-5400*

*Weekday Ministries Extended Care*

*6:45 a.m. to 5:00 p.m.*

*Monday-Friday*

*Weekday Ministries School*

*9:00 to 2:00 p.m. Monday-Friday*

*Weekday Ministries School Office Hours*

*8:30 a.m. to 3:30 p.m. Monday-Friday*

*Phone: 281-893-2241*

*Fax: 281-444-5825*

*Director: Cathy Gokey*

*Email: [cgokey@sw-umc.org](mailto:cgokey@sw-umc.org)*

*Check out our web site at [www.sw-umc.org](http://www.sw-umc.org)*

## Philosophy

It is the philosophy of Spring Woods Weekday Ministries for Children to present a developmentally appropriate program set in a Christian atmosphere that strives to meet the individual needs of each child through a flexible, planned curriculum. The goal of our supportive staff is to build a positive self-image and a solid foundation for each child and foster their self-worth.

### **Goals:** Spiritual, Social, Cognitive and Physical Development

- To develop a knowledge of God's Creation
- To learn about God Himself
- To begin to understand how God loves us
- To develop a positive attitude toward learning
- To learn at his/her own developmental pace
- To acquire self-help skills
- To demonstrate cooperative, pro-social behavior
- To expand creative and imaginative abilities through make-believe play, art, and music
- To expand verbal communication skills
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To develop confidence and independence in the world outside
- To develop beginning reading and writing skills in a "print-rich" environment
- To acquire math and science skills through exploration of concrete and natural materials
- To enhance gross motor skills (large muscles)
- To enhance and refine fine motor skills (wrist and hand muscles)
- To aid in development of eye-hand coordination

### **Class Ratios (Children: Teachers)**

<b>Infants</b>	<b>6:2</b>
<b>Young Toddlers</b>	<b>8:2</b>
<b>Older Toddlers</b>	<b>10:2</b>
<b>Twos</b>	<b>12:2</b>
<b>Threes</b>	<b>14:2</b>
<b>Fours</b>	<b>16:2</b>
<b>Kindergarten</b>	<b>16:2</b>

**(Weekday Ministries observes all Spring Independent School District Holidays and all inclement weather days.)**

## **Curriculum**

Weekday Ministries for Children provides opportunities for children to grow spiritually, socially, emotionally, mentally, and physically. We provide a learning environment that allows a child to build upon existing skills. Children learn information by interacting with materials and experiencing the environment through their senses.

Classrooms are set up to provide the children with a learning center experience. This allows the children to make choices, interact with other children, interact with the teacher, be self-directed, and follow their own interests. This also provides an opportunity for each child to work and grow at his/her own pace. Children can learn best when they are given the opportunity to ask questions and find different solutions to a problem. Experiences are provided to develop and awareness and understanding of many different cultures.

The schedules are set to balance active and quiet times. Each teacher has a sample daily schedule posted outside in the hall. Parents will receive a monthly calendar reflecting units of study, "special days" and other pertinent information.

At Weekday Ministries for Children, we strive to provide an atmosphere where a child feels loved and accepted, as a special person created by God. Parents and teachers working together can support each other to provide a positive learning experience for our children. Children experience God's love and sense of self-worth through love and acceptance.

Weekday Ministries for Children recognizes each child as a unique and special person with the potential to grow and learn. Our developmentally appropriate environment is designed to provide learning opportunities for a wide spectrum of abilities. Caring for children with special needs, depending on facilities and staff resources, we make every effort to accommodate special needs. Placement will be on a conditional basis with the understanding that the child be able to participate and benefit from the program without threatening his/her own safety or the safety of other children. Should the program director determine that a child is not adjusting to the program or the center is not meeting the child's needs, a conference will be held with the family to discuss options.

## **Admission**

### **Age**

Children must be 3 months old to enter our program. Children will be placed in classes based on their age as of September 1 of the current school year. There is limited flexibility in groupings. Placement decisions are based upon input from previous teachers, parents, and the administration's assessment. Children with special needs may be moved from one group to another in order to meet these

needs. Parent requests for specific placement may be made, but final placement is at the sole discretion of the school's administration.

### **Fees**

The fees are set by the **SWWM** board.

### **Registration**

Pre-registration for Weekday Ministries for Children takes place in the early spring. Families currently enrolled in the school may register first, and members of Spring Woods United Methodist Church have the opportunity to register before the public. *Registration will continue throughout the school year as space is available.*

### **Registration Deposit**

A **non-refundable deposit** of \$50.00 will be collected at time of registration to hold your child's place in the school.

### **Non-Refundable Registration Fee**

The balance of registration is due on August 1<sup>st</sup> of the school year attending if the family has pre-registered *or* on the day the child attends school if registered anytime during the school year.

**Registration fees are non-refundable and non-transferable, no matter the circumstances.**

### **Tuition**

Extended care tuition is divided into ten (10) payments, the first due on the first day of care in August. MDO, Pre-Kindergarten tuition is divided into nine (9) payments, the first due on the first day of school in August/September. Subsequent payments are due the first of each month, September through May. If families enroll in our extended care after December, there will be an additional payment due for one last of week of school in June (the one week payment may be added to May payment or due by the 1<sup>st</sup> of June).

*Tuition fees will not be modified for absences due to short-term illnesses, vacation, etc.*

### **Discounts**

There will only be one discount allowed per child.

Church Members: \$10.00 per month

Multi-family Discounts: Pay full price for the first child and 5% discount for each additional child.

### **Rates**

Weekday Ministries for Children is a non-profit program, and we strive to cover all expenses. Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevents credit or discounts for absence due to illness, in-service days, inclement weather or regularly scheduled holidays. **We follow Spring Independent School District for inclement weather.**

## **Payment**

Tuition is payable by check, cash or money order to Spring Woods Weekday Ministries. Payment be paid in the Weekday office **or** mailed to Spring Woods Weekday Ministries, P.O. Box 73564, Houston, Texas 77273. Payment receipts will be issued for cash and money orders.

## **Penalties**

A bill outstanding after the 10<sup>th</sup> of each month will be assessed a \$10.00 late fee. Returned checks will incur a \$25.00 fee, cash only. If you require different financial arrangements, please contact the office and we will try to accommodate your needs. If you are receiving a scholarship and default payment on your monthly portion of tuition, your scholarship may be cancelled.

## **Withdrawal**

Withdrawal is defined as permanent removal from Weekday Ministries for Children. We require written notice **two weeks in advance**, before April 1<sup>st</sup>.

Should a child be withdrawn during the school year for a short time, tuition must be kept current, and the child's intent to return to Weekday Ministries for Children should be submitted in writing in order to retain the child's place in his/her classroom. If not, re-registration will be required in order to return to school. This will be subject to space availability.

## **Scholarships**

Due to generous donations, we are at times able to offer partial tuition scholarships to families with serious financial needs. Application forms are available in the Weekday School Office or see the director for more information.

## **State Licensing Requirements**

The state of Texas Department of Family and Protective Services licenses Spring Woods Ministries. Under the guidelines of "Minimum Standard Rules for Licenses Child-Care Centers", parents may review a copy of the Minimum Standards and the program's most recent Licensing Inspections upon request.

Annually each child must have a file containing the following information before he/she will be allowed to attend:

1. Completed Registration Application
2. Current Immunization Record
3. Emergency Card
4. Authorization for Medical Release
5. Health Statement signed by physician
6. Child personal information sheet
7. General Notification and Releases
8. Policy Acknowledgment Form
9. Discipline and Guidance Policy for Weekday Ministries

## **Security System**

We have a security system at the church. Each family will be given a four number code for entering the building. You must enter by the Weekday Ministries door. Security codes will be given when registration is completed.

## **Sign In and Out Log**

There will be a sign-in/out log sheet at the entrance to each classroom. As required by the state licensing agency, parents or designated adult must **sign in** with the child's name, time of arrival, telephone number where the parents can be reached that day and parents must initial. You must **sign out** in the afternoon when you pick up your child. **This is mandated by licensing!**

## **Responsibilities of Supervision**

Parents or an authorized adult are responsible to supervising their child during arrival; they continue to be responsible until they have signed in, delivered their child into the classroom and the teacher has acknowledged their present. The school is responsible for supervision during the operating hours and the time your child attends. Parents will be responsible for supervising their child when they sign them out at the time of departure, and have personally removed them from the classroom area with acknowledgment from of the teacher.

## **Authorization to Pick Up a Child:**

*Written authorization and photo identification* is required to release a child to someone other than the parent. Please provide a written statement if you wish to add to or delete from your pick up list.

## **Medical and Emergency Procedures**

A current medical record form signed by a physician must be on file for each child. An emergency form also must be on file, in case your child should need emergency medical attention.

## **Immunizations**

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B. You can access the requirements via [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize), or you may obtain a copy from your local or state health department. From time to time, we may have families enrolled that choose not to be immunized because of personal beliefs and practices. Exceptions must meet criteria specified by the Texas Department of State Health Services rules in 25 TAC97.62. (Licensing Rule 746.621).

## **TB Testing**

TB testing requirements are set by the Health Department. Currently TB testing is not required but could be required in the future by the Health Department. You will be notified by the school if these requirements

## **Illness**

Children who are ill, should not be sent to school. Children with fever, diarrhea or other symptoms of contagion will not be admitted. Fever must be **absent for 24 hours** following an illness before a child may be exposed to others. *Giving a*

*fever reducing medication to reduce temperature does not count.* If a child becomes ill during the day, a parent (or other authorized adult) will be called to pick up the child immediately. For this reason it is imperative that emergency numbers are current.

Children should not be brought to school if they have experienced or are experiencing the following symptoms:

1. Fever within 24 hours of being brought to school (fever is defined as a temperature of 100.2 degrees or higher. Giving a fever reducing medication to reduce temperature does not count).
2. Two or more diarrhea stools in the previous 24 hours (in infants, toddlers and twos--2 or more stools that are not contained within their diapers).
3. Vomiting within the previous 24 hours
4. Heavy , constant nasal discharge
5. Constant cough or sore throat
6. Head lice
7. Contagious skin rash
8. Symptoms of any communicable disease
9. Sad, fussy, cranky or generally not himself/herself

\*please note the Common Childhood Illnesses reference pages in your handbook.

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If you believe that your child is too ill to participate in any of these activities, please keep your child home.

**If your child contracts a communicable disease, it is imperative that parents advise SWWM immediately. The Texas State Health Department requires that we maintain this information on file and, in some instances, report certain diseases to them directly. Additionally, there are some communicable diseases that, should your child contract, you will need to obtain a written physicians' statement prior to the child returning to school.**

By keeping your child home when they are ill, you are helping us maintain a healthier environment for both our children and staff.

### ***Medication***

The school office must be notified concerning the usage of long-term daily medications. It is the parents' responsibility to keep their child's medical information current. We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the Weekday office. A medication request form must be completed by the parent and accompany the medication. No medication will be given without the written permission of the parent. The Director, Administration Assistant or Director in charge are the only persons authorized to administer medication. Record of administered medication is kept in the Weekday office. **No type of medicine or vitamin should be in the child's tote, backpack, or lunch box or placed into their drinks.**

**Medication to be administered at school must be:**

1. In the original container.
2. Labeled with the child's name.
3. Labeled with the date (if prescription medicine).
4. Labeled with directions for the correct dosage to be administered.
5. If prescribed, labeled with the name of the physician prescribing the medication.
6. If refrigeration is needed, medicine will be stored in the kitchen.

Parents with children requiring a daily dosage of medication will need to follow the same procedure as above with the only exception being that medication can be kept on site for the school year. Information pertaining to long-term medication usage will need to be noted by the parent on the medical card. Additionally, the parent will need to fill out an accompanying medication request form. Should the medication be discontinued at any time during the school year, the parent must notify the office and pick up the remaining medication. Long-term medication will be returned to the parent at the end of the school year.

Children suffering with severe food allergies or allergic reaction to ant bites or stings may have medication kept on site at all times for us to administer in the event of a medical emergency. You must follow the steps above for labeling the medication. The parents will be asked to obtain a letter from their child's physician step by step procedure we are to follow in the event of an allergic reaction. The Director may also request that the parent meet with pertinent staff members concerning the child's special needs. If the child requires an Epi-Pen to be on site at all times, we will ask the parent to give a brief demonstration as to its usage. A completed medication request form must accompany the on site medication. The medication and medication request forms are to be brought to the Weekday office.

Children suffering with asthma or reactive airway disease and requiring breathing treatments may have treatments done during school hours. The parent will need to bring the breathing machine and medication request form to the Weekday office and give a demonstration as to the proper procedure for preparation and administration of the treatment. The breathing machine will be returned to the parent at the end of each school day.

**Allergy Information****“We are a peanut free school!”**

SWWM keeps a list of children who have allergies to specific foods (peanuts, etc), who are allergic to bee/wasp stings or have other medical concerns. This list will be posted in every classroom and in our office. It is vital that parents keep us updated regarding their child's allergies, reactions and appropriate remedies. SWWM staff will work hard to minimize the risk of exposure that may cause an allergic reaction in a child. However, we cannot guarantee that a child will not come in contact with an allergen.

## **Vision and Hearing Screening**

All children **four years** old by September 1 must have their vision and hearing **screened within 120 days of the first day of school** (must be completed by the Christmas Holidays). A licensed or certified screener or a health-care professional must conduct the screening. A copy of this record must be kept in the child's folder in the office. We do not provide screening and it is the parent's responsibility to have their child screened and to provide a copy of the screening results for the child's file. If treatment is necessary, the parent must provide follow-up reports for placement in the child's folder.

## **Child Abuse**

As a licensed early childhood facility, Texas law requires us to post the following announcement in our administrative offices:

“Reporting Abuse and Neglect: Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.” [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Failure to report suspected child abuse is punishable by fines and/or confinement.

## **Biting Policy**

MDO: Biting is very common among very young children. It is the inability to communicate that usually causes the problem. When the child bites, he/she will be removed from the situation and the parents of both parties will be notified. The second and third time this occurs, the child will be removed from the classroom, taken to the office, both parents will be notified and the biting child's parents will be called to come and pick up the child. The fourth time the child bites, he/she will be asked not to come back to school until the problem is completely remedied.

Preschool: Biting is sometimes a problem in a preschool setting. These children are usually old enough to have adequate communication skills and the child can express her/himself in ways other than biting. The first time a child bites, the child is removed from the situation and the parents of both parties are notified. The second time the child bites, he/she is removed from the classroom and sent to the office. Both parents are notified and the biting child's parents will be asked to pick her/him up. The third biting incident, the child will be discharged from the school until the problem is eliminated.

## **Parent Visitation**

The center encourages an “open door policy.” The teachers and staff are available to answer questions and help alleviate any concerns parents might have. Parent visitations are encouraged. Please stop by the office and let us know you are in the building. Children appreciate a parent taking time to learn

about and share in their world. Preschool parents are invited to join the class for lunch if it will not have a negative affect on the child. Please give the teacher prior notification so that she can make seating arrangement. Parents are encouraged to volunteer and take an active interest in the daily operations of the school in which your child is an integral part.

An informal Progress Report will be sent home in October to let you know how your child is adjusting to school and give you suggestions as to how you can help your child progress. A parent evaluation form will be sent home during the last month of school. The confidential evaluation will be used as a tool to continually keep the program abreast with the needs of the community.

Open House, special fundraising events and other evening activities are planned during the year and parents are encouraged to attend and/or take an active leadership role in planning and implementing these activities.

### **Breastfeeding Mothers**

Mothers who are breast feeding their infants may come to school any time during the day to feed their infant. Mothers are required to sign in as a visitor at the office. There will be several areas available for privacy such as the prayer room, weekday library, church's counseling office suite; or the mother may stay in the infant nursery.

### **Food**

Good nutrition is important part of our school's program. Snacks will be wholesome, and the children will participate in some food preparation experiences. A light snack with water or juice will be served.

### **Lunches**

Children need a nutritious lunch with a drink. Please send a well-balanced lunch such as ½ sandwich, fruit, cheese, and vegetables. Please avoid chips, sweets, sugared drinks and other "junk foods." We try to teach good nutrition in our classes and we need your cooperation. Send your child's lunch in an insulated lunch container that will keep foods cool. Do not send things that require heating. We do not have the facilities to heat up food!!!! Remember we are a peanut free school; you may want to substitute almond/cashew butter.

### **Parties**

Sign-up lists for parties are available in each child's classroom. Individual classes will need volunteers for Party Coordinator, paper products, food, favors, decorations, clean-up etc.

Birthdays are a special time and we celebrate birthdays ("un-birthdays" for summer birthdays) during our snack times. You are always welcome to celebrate birthdays in the classroom. The teachers must be notified in advance. Please send simple treats such as cookies, brownies or cupcakes instead of cakes (which cause a mess on the children and the floor and causes extra clean up for our teachers). If a child in the class has allergies to specific foods, we ask that

you be sensitive to the child's special needs and make the treats that can be served to the whole class.

We cannot distribute party invitations or gifts to classmates at school. These invitations should be mailed or phoned to students. Refer to your school directory for telephone numbers and addresses of classmates.

### **Arrival and Departure of EXTENDED CARE CHILDREN**

On arrival and departure of the school, parents or authorized adults are required to sign children in at the office and note the time of arrival/departure on the form, this is a licensing requirement. When children are taken to their extended care location, please communicate to the teacher any information that may be important for the care of your child. When your child is picked up at the end of the day, you may receive a note communicating any messages from the teacher or other information that may need to be acted upon for the next day of school. Please make sure you check your child's back pack or bag daily to make sure that it is stocked with diapers, extra clothes, etc. and to make sure you receive all information sent to you by the teacher or school. There will be a late pick up fee charged of \$5.00 after 5:00 p.m. and an additional fee of \$1.00 per minute after 5:15 p.m. Please contact the school if you feel that you may be late to help the teachers prepare for your child's departure.

### **Arrival and Departure of MDO/PRESCHOOL/KINDERGARTEN**

Never drop off a child at the door or at the end of the hall. Always walk the child to the door of their classroom. Teachers will be preparing their room prior to this time, so therefore children are not allowed to go to their room early. Please wait in the area outside the office for the doors to open at 9:00. Please drop you child off quickly so class activities may get started. It is best if you allow the child to walk into the classroom and put up their own bag. We are trying to teach independence and this is the first step. This is not the time for conferences. Please call and make an appointment with the teacher for a conference. Please assure the child that you will be back to get them at the end of the day. Never sneak away. Parents are expected to bring their children to school on time. It is upsetting to your child and the others to be late.

If your child is upset, please do not linger at the door. You are welcome to come to the office and someone will check on your child. Most children are just fine in a matter of minutes. We will notify you if the child does not calm down in a few minutes. Assure your child you are coming back to pick them up and then leave and let the teacher handle the situation. This method seems to work best for most all children.

All MDO and Pre-K parents must come in to pick up their child by 2:00 p.m. Monday thru Friday. All extended care parents must pick up their child by 5:00 p.m. Monday through Friday. **It is a licensing requirement that a parent or designated adult must sign the child out on the log sheet that is at the entrance to each classroom or in the office. The parent must put the time of departure and their initials on the form.** Feel free to briefly talk with the teacher about your child's day, but if you need a lengthy conference, please

make an appointment. Please remember if your child is going home with someone else, you must notify the teacher. If the school has not been notified, we will not release the child!!!!

Children will be taken to the administrative office 10 minutes after the dismissal time, if not picked up by the parent. A late fee of \$5.00 per 5 minutes will be assessed.

Please lock your vehicle and bring your purse inside with you. The school is not responsible for stolen items. Never leave a child in the car unattended or your car running in the parking lot. This is against the law!! Parents must not park at the curbside, crosswalks or handicapped parking (unless you have a permit).

Children will be released only to those adults who have been designated on the student registration form. Our policy is to ask for picture identification if school personnel do not recognize the adult. Children should be picked up promptly at the end of the program day. Late fees will be assessed for late pick-up. If you have not arrived by the time school is out, your child will be taken to the office where you may come and pick them up. If your child is going home with another child, please let the teacher and the office know. We cannot release a child to a minor.

If you need to pick up your child early please let the teacher and the office know in advance if possible. Please check in at the office and we will go get your child for you. If the other children see you picking up your child, they will think it is time for them to be picked up also. This upsets many children and creates a hardship on the teacher.

### **Child Custody/Dismissal Issues**

We are legally unable to refuse visitation or the privilege of picking up a child by a parent unless we have a Certificate of Custody signed by the Court from the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a current signed certified copy of the court divorce decree for your child's file. The decree must be specific as to who has legal custody, visitation rights, and care for the children).

### **What To Bring or Wear To School:**

- small nutritious lunch with juice or milk
- a bag or back pack to bring home papers & art
- a change of clothing in Zip lock baggie (all classes)
- an adequate number of disposable diapers for children that are not potty trained
- comfortable play clothing and rubber-soled shoes that are safe for the playground and motor class

***Please mark all belongings with your child's first name and last initial!***

### **What Not To Bring or Wear To School:**

- candy, gum or carbonated drinks
- toys, unless for “Show & Tell”
- expensive or sentimental items
- silver spoons for feeding infants
- glass containers (except baby food jars) or bottles
- cowboy boots (unless for Western Day) or slick-soled shoes
- toy weapons
- clothing that you mind getting stained or ruined
- fast food brought after the school day begins unless you are feeding the entire class

### **Discipline**

In most cases, discipline for inappropriate behavior can be handled with positive reinforcement and redirection. If negative behavior persists, however, the child will be separated from the situation and placed in a “thinking chair” for an appropriate amount of time after the inappropriate behavior has been explained to the child. The child will need to acknowledge the behavior and make suggestions as to how to act appropriately. Sometimes a child may need to go to the office to “think” if the child has not regained control nor needs further assistance. If this procedure proves ineffective, parents will be contacted for a conference. Good communication between the school and the parents is key to effective discipline. Children who inflict physical harm on another child will automatically be escorted to the office. If the child continues to be aggressive, parents will be notified and the child will be asked to go home. Children will be supervised at all times in an environment designed to provide adequate experiences to engage the child at her/his developmental level to prevent misbehavior caused by either boredom or frustration. The school’s overall policy is one of positive discipline.

### **Fire Drills and Emergency Evacuation**

In accordance with Texas State Law, the center will conduct regular monthly fire drills and practice a severe weather drill at least once every three months. It is crucial to the safety of the children that they learn proper emergency routines. In our efforts to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, and remain in the safety zone area until the “all clear” announcement is made. In our efforts to simulate emergency conditions during severe weather drills, the children are required to enter the hallway and take the “turtle” position for a few minutes. Evacuation plans are posted in each classroom with primary, secondary and safety zones. The children may also take shelter in the Pavilion or Outreach House located on campus.

In the event our facility needs to be evacuated for chemical or toxic fumes the staff will move the children to our designated safe area and alternate shelter; transporting the children by available private vehicles. Our designated safe area is: **Ponderosa Elementary, 17202 Butte Creek, Houston, TX 77090-2322, and Phone: 832-764-8180.**

If Weekday Ministries is required to evacuate more than 2 miles, we will transport our children in private vehicles to **Wildewood Church/Preschool, 5110 Louetta Road, Spring, TX 77379 and Phone: 832-717-0982, Preschool office 281-376-8720**. The staff will make every effort to communicate to the parents, using the emergency telephone numbers on file. We will post the shelter location on the entrance door of Weekday Ministries. If in fact we will need to evacuate to a shelter other than our primary and secondary safe areas, we will call the Red Cross to advise of our location points.

### **Smoking**

Spring Woods United Methodist Church is a smoke free facility. Smoking is not permitted in the facility or around children.

### **Gang Free Zone**

This school is in a designated "gang free zone."

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our program is a violation of the law and is therefore subject to increased penalty. No gang emblems, dress or other paraphernalia is to be worn or allowed on the school campus.

### **Dress Code**

Please send children to school in comfortable clothing and clothing that you don't mind getting dirty. Remember they will be coloring, painting, getting on the floor and playing outside. Children can be uncomfortable in clothing when they are told "not to get dirty." They worry and become discouraged about staying clean. Clothing such as overalls, body suits as well as zippers, buttons and straps are difficult for a child to take off and put on for those that are potty trained. For the children that are not potty trained please be considerate of the teachers and send the child in something that is easy to take on and off to change their diaper.

Always send a coat on cool days. The children will be going outside on most days.

**Shoes** are very important. **Children must wear closed-toed shoes.** Make sure the shoes have a rubber sole for playground safety. On the days the child will have Motor, please send them in tennis shoes. Boots are not allowed except on Western Day. Please do not ask the teacher to change their shoes before or after going outside. The child should not bring inappropriate shoes to school!

## **Toilet Training**

Children not yet potty trained by two years of age, should receive encouragement. This center cannot encourage a child that is not ready. A child is ready when she/he is able to either show or tell the teacher that she/he needs to go potty on his/her own. The center does not have the staff to be able to take a child to the restroom every half hour; however, potty breaks will be taken on a regular basis. Please make sure the child has been introduced to potty training at home. The center will not force or scold a child not ready for toilet training. **Children should be potty trained by the time they begin the preschool (3 year olds). We do not accept Pull ups as being potty trained.**

## **Rest Time**

All children (infants, toddlers and twos) in the MDO Program are required to rest in the afternoon. Infants will sleep in assigned cribs with sheets and blankets provided by the school. Toddlers/Twos will rest/sleep on cots with sheets provided by the school, parents are to supply blankets. According to the Texas Minimum Standards for Day Care Centers, mats must be comfortable, waterproof and flame retardant. Older children (threes/fours/fives) may bring a towel or blanket from home for his/her mat. Blankets and towels will be sent home weekly for laundering. Three year-old classes will also need a mat for a short rest period. Please send a mat with a king size pillowcase with a small blanket if your child would feel more comfortable. Please label everything with your child's name. Four/Five-year olds are required by Licensing to have a "quiet time" after lunch. Mats will not be required, please bring a large beach towel.

## **Personal Belongings**

To insure that children will not be disappointed with lost or broken toys, children are not permitted to bring toys from home to use in the classroom. On rare occasions, the teacher may allow children to bring a toy for "Show & Tell." Special opportunities for sharing will occur during the year. Items lost at school are not the financial responsibility of the school; however, every effort will be made to find the item. Never send any item to school that does not have the child's name on it.

## **Conferences**

Contact between parents and teachers is very important. The teacher is interested in knowing facts related to a child's well being. Parents are requested to inform the teacher of such matters as the birth of a new baby, stress and strain in the home or other information that might affect the child. This will help the teacher deal with the child's feelings and actions in the classroom.

In the fall, an informal Progress Report will be sent home to let you know how your child is progressing and give you suggestions on working with the child at home. Conferences may be requested at any time.

### **Conferences with Director**

If at any time you need to discuss concerns or issues with the director, you may call and make an appointment to speak directly to the Director. Your conference will be confidential; documentation will be taken and appropriate measures will be discussed. The Director will communicate any decision directly with the parent. If at any time a parent feels their issues or concerns were not addressed, you may contact the Weekday Board Chair to further discuss any concerns.

### **Notification of Policy Changes and Updates**

Parents will be notified in writing concerning any and all policy changes during the current school year to the Parent Handbook or Licensing Standards that will affect current policies and regulation. Written notification will be in the form of a parent's letter, information in our monthly newsletters and posted on the school's information bulletin board. Policies that require a response from parents will require parents to sign a form acknowledging receiving and understanding the information. The signed form will be a part of their child's file and records.



**Spring Woods Weekday Ministries**  
**1711 FM 1960 West**  
**Houston, TX 77090**  
**P.O. Box 73564**  
**Houston, TX 77273**  
**281-893-2241**