

Dear Parents,

Welcome. The School for Little Children was established in 1969 by Sugar Land First United Methodist Church in order to provide preschool education for children ages 6 months through 6 years in a Christian environment.

Our philosophy is very simple. We strive to provide an opportunity for young children to work and play together in a friendly, happy, Christian atmosphere. Children will be encouraged to gain new skills, form good habits and learn to be responsible members of a group. The School for Little Children provides a full, happy, flexible, open-ended program for children who are ready for many experiences. Children will be given opportunities to explore and interact with a variety of materials. They will be allowed to explore through creative art activities, dramatic play, science experiences, music and creative movement.

The children will be guided daily by teachers who are keenly aware of the many opportunities to religiously interpret everyday experiences. The school is regarded as a part of the total program of Sugar Land First United Methodist Church and assists the church in its responsibility to the community to give Christian training.

The School for Little Children works closely with parents through orientation, parent meetings, monthly newsletters and parent conferences to provide a comprehensive program for the whole child: socially, emotionally, physically, intellectually and spiritually.

We sincerely hope your experiences with us will be memorable ones for you and your family. Please take time to read your Parent Handbook for an overview of our special approach to learning for young children, our policies and procedures. Should you have any questions or concerns, please feel free to contact us at (281) 242-KIDS.

We are pleased you chose our school for your children.

GOALS & OBJECTIVES

Curriculum is the total program that a child experiences while enrolled at the School for Little Children. It includes the daily schedule, planned activities, daily routines such as eating and toileting, free play, outside time, creative art, science, music, story time, gross and fine motor activities.

The objective of curriculum planning is to provide activities for all areas of a child's development: physical, emotional, social and cognitive through an integrated approach. Believing that children learn concepts and life skills best with a "hands on" approach, the teachers plan activities that involve the children in experiential learning.

The School for Little Children provides learning in an atmosphere where the child feels loved and accepted for his/her uniqueness. A wide variety of resources are used to plan activities for the children. Themes are planned for the year and teachers meet regularly by age groups to share ideas for implementing the program in their efforts to meet the needs of all the children.

Our goals are to provide an opportunity for young children to live, work and play together in a friendly, happy Christian environment where there are opportunities for the children to gain new skills and appreciation, form good habits and learn to be responsible members of a group.

"Knowledge is not something that is given to children as though they were empty vessels to be filled. Children acquire knowledge about the physical and social worlds in which they live through playful interaction with objects and people. Children do not need to be forced to learn; they are motivated by their own desire to make sense of the world."

**National Association for the Education of
Young Children: Position Statement on
Developmentally Appropriate Practice**

The School for Little Children strives to provide a developmentally appropriate curriculum. Teachers prepare the environment for children to learn through active exploration and interaction with adults, other children and materials.

ADMISSION POLICY & PROCEDURE

We welcome children without regard to race, creed, sex, national/ethnic origin or disability. Within the limitations of our resources, we are committed to assessing the needs of each child who applies for admission and accepting the child if it is beneficial to the child, the other children in the school and the School for Little Children. The progress will be closely monitored so participation in the program can be adjusted if necessary for the benefit of the child and the school.

Registration

Registration begins in February and March of each year. Sugar Land First United Methodist families and families with children in the current session are eligible for early registration. Registration is then open to the public and will continue as long as there are openings in the classes.

A **nonrefundable** registration fee must accompany the application. When classes are full, names will be placed on a waiting list to be called when a vacancy occurs.

Forms

The following forms are required for all children enrolled in the School for Little Children:

- Family History Form:** This form includes information regarding your child that would be beneficial to us in assisting your child's adjustment to the school.

- Physician Statement Form:** This form includes all required immunizations and doses of vaccine that your child must receive to comply with the requirements of the Texas Department of State Health Services. This form must be signed by your doctor. Your child must have been examined by the doctor within the last six months before registering at the school. You are to notify the school in writing each time your child receives an additional immunization so we may add this information to his/her file. **Routine tuberculin skin testing for school entry and day care attendance is not recommended by the Texas Department of State Health Services.**

- Written Authorization to Release Form:** This form lists the names of persons authorized to pick up your child. At least two persons other than the mother and father should be listed in case of an emergency. Your child will not be released to anyone not listed on this form. If there is a change in the person to pick up your child, you must notify the school in writing. **There will be no exceptions.**

-Authorization for Emergency Medical Attention Form: This form lists the name of the hospital to be used in case of an emergency and must be notarized.

-Agreement & Understanding Form: This form acknowledges that the Parent Handbook has been read and that certain information may be shared.

Children's Day Out (CDO)

Children in the CDO program are eligible to enroll for two days each week: Monday and Wednesday or Tuesday and Thursday.

-Infants: This class is for children who are six months old on or before September 1 and are not older than 12 months old.

-Toddlers: This class is for children who are 12 months old on or before September 1 and are not yet two years old.

-Twos: This class is for children who are two years old on or before September 1 and are not yet three years old.

Preschool

Children in the Preschool program are eligible to enroll for two, three or five days each week: Tuesday and Thursday, Monday and Wednesday and Friday or Monday through Friday.

-Threes: This class is for children who are three years old on or before September 1 and are not yet four years old.

-Fours: This class is for children who are four years old on or before September 1 and are not yet five years old.

Bridge Class

This class is for children who are five years old on or before September 1. We realize that not all children mature at the same rate, even though they may be the same age. This class is a reinforcement of preschool skills as well as an introduction to Kindergarten. The Bridge Class offers reading readiness, math readiness and writing readiness. It leads the child along a motivational path designed to show that learning is fun and rewarding. The children have an opportunity to be proficient in self-help skills and completing tasks on a timely basis.

The student/teacher ratio for this class is low. This class meets five days each week to provide the opportunity to teach the child what he needs to fulfill potential growth.

PARENT CODE OF RESPONSIBILITY

The School for Little Children has clear and appropriate expectations of both children and staff. We also have clear and appropriate expectations of our parents. Working in partnership with us, we encourage your involvement, seek your support and understanding and appreciate your hope and vision for your child's future. The school is your child's home away from home. We want your child to feel safe and secure here and we want you to feel welcome at anytime. Your interaction with our teachers, staff and administration translates into improved care of your child. Recognizing the integrity of the relationship between the child, the teacher and the parent, you

- communicate directly with the appropriate teacher should you have concerns or questions regarding your child's progress.
- communicate directly with the Administrative Staff if you have any concerns and/or problems with the operations of the school.
- read everything that comes home.
- be familiar with school rules and expectations.
- make every reasonable effort to get your child to school on time and on a regular basis.
- remember a hurried child is a stressed child.

GENERAL POLICIES

Absences

If your child is ill or going to be absent for any reason, please notify the school office by phone or tell your child's teacher.

Accidents

Our staff is certified in CPR and First Aid. If a minor injury should occur, our staff will administer first aid. An Incident Report will be completed describing the nature of the injury and the first aid procedures applied. The parent will sign this form and it will be filed in our Incident Report file. A copy is available upon request.

If a major injury should occur, our staff will administer first aid, dial 911 for assistance, if necessary, and contact the parents. If the parents cannot be reached, the Director and the student's teacher will transport the child to the nearest emergency room or hospital specified on the child's Emergency Medical Attention Form. The school staff will stay with the child until a parent arrives. An Incident Report will also be completed the same as for a minor injury.

Administering Medicine

We do not administer medicine to children while at school; however, in certain circumstances, special considerations can be made. If medication is necessary during school hours, the medicine must be brought to the school office and a parental consent form must be completed by the parent. **No medication will be given without the written permission of the parent.** The parents must provide written instructions from the physician that includes the medication name, the dosage, time and date to be given. Parental instructions must be consistent with the labeling on the medication. Prescription medication must be in the original container and bear the name of the child to whom it is to be given. The expiration date must be current. Documentation will be made that shows the child's name and medication, the amount given, time given and the name of the person administering the medication. All medications will be stored in a locked container with the child's picture, name and instructions. The Director or Assistant Director will administer medication. If a child requires use of an Epi-pen, it will be administered immediately by the teacher and 911 will be called as well as the parents.

No medication is allowed to be kept in the child's backpack, including inhalers, sunscreen or bug repellent.

Animals at the School

Parents will be notified if animals will be present at the school. The school will ensure that:

- animal(s) will not create unsafe or unsanitary conditions.
- children will not handle animals that show signs of illness.
- staff and children will practice good hygiene and hand washing after handling or coming in contact with animals and items used by an animal, such as water bowls, food bowls and cages.

If you are planning to bring an animal to school to share with your child's class, the office needs two weeks notice to make sure that parents are notified on a timely basis of the visit.

Arrival & Departure

When entering the church parking lot, watch your speed and refrain from using your cell phone.

The teachers are not in the rooms before 8:30 a.m. If you bring your child before this time, you must wait in the hall with him or her until the teacher comes. Before 8:30 a.m. the teachers are busy preparing for the day's activities and gathering supplies. The school will not be responsible for your child before 8:30 a.m. You should not leave your child unattended.

Preschool children may be dropped off and picked up in the carpool line Monday through Friday at 8:30 a.m. and at 12:00 noon. Form a single line from the covered entrance closest to the school office, along the KidsWorld Building, curving toward Rolling Mill. Do not cut in line. A staff member will unload the children from your car. Make sure your car is in park. After dropping your child off in carpool, exit the parking lot on Seventh Street

The entrances of the school near the big and small playgrounds are used to walk your child into the building. These entrances will be opened and monitored at 8:20 a.m., 11:50 a.m. and 1:50 p.m. Monday through Thursday. On Fridays, only the entrance near the big playground will be monitored at 8:20 a.m., 11:50 a.m. and 1:50 p.m.

Always hold your child's hand when in the parking lot.

Once school is in session you may enter the building by ringing the bell at the entrance near the small playground. Someone from the office will let you in the building and will escort your child to class. You may also enter the building using the carpool entrance. As you enter the KidsWorld Building, check in at the school office and we will escort your child to class.

The school is not responsible for buckling a child into a car seat or a seat belt. After your child is loaded in carpool, please move forward or into a parking space to buckle in your child. The school does not keep loaner car seats on hand.

All children must be dropped off to a school staff member. This is accomplished by either using the carpool line or walking your child directly to their classroom. This is for the child's safety.

You must enter the building to pick up students at 2:00 p.m. Monday through Friday. You may use either the entrance by the big playground or the small playground. These entrances are opened and monitored at 1:50 p.m. To pick up preschool students at 12:00 noon on Friday, use the entrance by the big playground. It will be opened and monitored at 11:50 a.m.

Birthdays

Your child's birthday will be recognized in his/her class and you are welcome to make arrangements with your child's teacher to send special birthday snacks. We ask that you buy the snacks brought to school to share with their friends so we may be in compliance with the Health Department. These snacks must arrive at school unopened and in the original container. Remember **balloons and glitter are not allowed at school.**

You cannot send invitations to school for birthday parties unless all children in the class are included.

Change of Address

Parents must keep the school and teachers informed of any changes of address, e-mail address, telephone numbers, cell phone numbers, etc. of your family's home and work information. Please write down the new information and date it before giving it to your child's teacher and the office. Current information is vital in case of an emergency.

Chapel

Twice a month the Preschool and Bridge children will have a special time to experience God's world and learn more about His love. The teachers and children will gather with the music teacher and the school chaplain. This is a time for children to be introduced to Christian stories and songs. Parents are invited to attend anytime.

Child Abuse Policy

The Texas Family Code requires any person "having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect" to report the case to any local or state law enforcement agency and to Child Protective Services. The DFPS child abuse

hotline is 1-800-252-5400. Any suspicion of child abuse or neglect will be documented and reported to Child Protective Services.

Child Care License

The School for Little Children is a state regulated child care facility. We are in partnership with The Texas Department of Family and Protective Services licensing division to provide a healthy, safe and protected environment for your child. A copy of the Minimum Standard Rules for Licensed Child Care Centers is available at the School for Little Children for your review. You may also request a copy of these standards from your local day care licensing office. A list of these offices may be found on their website: www.dfps.state.tx.us.

Our licensing representative, to assure that we are in compliance with these Minimum Standards set out by the state, inspects the School for Little Children regularly. Our most recent inspection report is posted on the bulletin board opposite the school office.

Curriculum

The school's curriculum is based on a system of unit themes that change every week to two weeks. These themes are carried out in all areas of the curriculum: art, science, math, music and language. Some examples of unit themes are: community helpers, dinosaurs, rain forest, farm animals, bugs and rodeo.

Each day our students have an opportunity to learn by exploring in our learning centers. These centers might include: the home center, blocks, art, dramatic play, science, writing and manipulatives. A student's day will also include group activities such as story time, calendar, games and show and tell as well as unstructured time for individual exploration.

Each class participates in a daily music or motor skills class. Our preschool children attending on Fridays enjoy time spent with our Story Lady where they will listen to new and old favorites, be exposed to new vocabulary and new ideas and experiences. Our school day includes playground time where our slide, climbing structures, sand box and riding toys are used. On bad weather days we might substitute special toys, classroom exchanges, a video or a special activity room.

Dress Code

Children should come to school in clothes that are comfortable and easy for the child to handle in the bathroom. Although we try to protect clothing, accidents can happen with paint, so children should be dressed appropriately. When the weather is cold, children should wear warm clothing and jackets to school. We will go outside to play unless it is raining. **Tennis shoes are required for school attendance.**

We ask that you send an extra set of clothing to school for your child. It serves as a change of clothes should your child need it for any reason. It is very important that these extra clothes be current for your child's size and the season.

Emergency Preparedness Plan

The school has an emergency preparedness plan. Our plan covers emergency procedures such as : hazardous material release, tornadoes, hurricanes, fire, power failure and stranger alert.

We follow the Fort Bend school district's guidelines in cases of emergency. If a disaster were to occur, it is important that you listen to the radio or television or check the district's website to see what the Fort Bend schools are doing.

A copy of the school's emergency preparedness plan is available at the school office for you review.

Gang-Free Zone

Under the Texas Penal Code, any area within 1,000 feet of the school is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsher penalties in this zone.

Guidance & Discipline

Believing that ultimate discipline comes from within and does not depend on external reward or punishment to ensure doing whatever needs to be done, we see our task as teachers to involve helping children develop inner discipline. Thus, we must provide reasonable rules, logical consequences for breaking rules and be willing to give more responsibility to the children as they are able to assume it.

- Each child is a precious and important individual who deserves to feel good about himself/herself.
- Children need opportunities to allow them to make appropriate choices.
- Children need limitations that are consistently enforced.
- Children need opportunities to learn responsibilities and fully understand the consequences of their actions.
- When a child exhibits inappropriate behavior, it has been proven that a positive approach to redirecting that child is most effective.

While we must consistently enforce reasonable behavioral limitations, our teachers and staff are trained to respond to inappropriate behavior with insight, sensitivity and skill. Only when children clearly understand their limitations can they learn to make behavior modifications and become responsible for their actions.

In efforts to prevent behavioral problems, at School for Little Children we arrange our classrooms so that children work in small groups and have a wide variety of choices. The range of activities affords children the freedom to become self-directed and experience success. Teachers serve as role models and must skillfully direct behavior along appropriate and positive channels. Children are encouraged to verbalize their feelings so as to learn how to handle strong emotions. Removal from a situation and loss of privileges are methods used to help redirect bad behavior.

Holidays & School Closings

A list of school holidays/closings will be given out at the beginning of the school year. If Fort Bend Independent School District closes school because of weather or acts of nature, the School for Little Children will also close. Announcement of such a closing by FBISD will be via the news media. In addition, if the school is under a shelter-in-place order given by the City of Sugar Land, no one will be allowed to enter or leave the school building until that order is rescinded.

Hours of Operation

The school hours are 8:30 a.m. until 2:00 p.m. Monday through Friday, August 29 through May 24. Should you wish to visit the school during these hours to observe your child or the school's program and activities, check in with the Director or Assistant director in the school office first.

Illness

For the welfare of all children, any child who is sick needs to be kept at home. If your child runs a fever, they should be fever-free without medication for 24 hours before returning to school. If your child has been vomiting during the night or early morning, he should not come to school.

Your child will not be allowed to attend school if he/she:

- has a fever of 100 degrees or over.
- has diarrhea or more than two loose stools during the day.
- has symptoms of a communicable disease.
- has a sore throat or constant cough.
- has a thick, discolored nasal mucus.
- has pinkeye.
- has any contagious skin condition.
- is vomiting.
- is unable to participate in the program.

If a child is not well enough to remain at school, a parent or someone listed on the release form will be contacted. We will expect the sick child to be picked up from the school within the hour after being called. The child is brought to the

school's office and cared for until a parent can come. Please make arrangements in case of an emergency.

Please notify the school if your child has a contagious illness so we can notify other parents.

Childhood Diseases:

- Chicken pox & hand, foot & mouth
- Diarrhea
- Fevers
- Lice

- Impetigo

- Measles
- Pinkeye

- Pinworm
- Rashes (unknown origin)
- Respiratory syncytial virus (RSV)
- Ringworm

- Roseola
- Rotavirus

May Return When:

- after all lesions are crusted
- when stool is firm
- must be fever free 24 hours
- after medicated shampoo & check by Director
- after all lesions are crusted or covered by bandage
- 5th day after rash appears
- on medication 24 hours and without redness or discharge
- after two doses of medication
- after rash has disappeared
- when cough and runny nose has stopped
- on medication 24 hours, then area covered while at school
- when rash is gone
- after diarrhea stops

Late Charges

CDO and Lunch Bunch children must be picked up any time before 2:00 p.m. There will be a late charge of \$5 per child until 2:15 p.m. and \$5 per child for every 5 minutes thereafter. If a parent picks up his/her child at 2:25 p.m., the late charge would be \$15.

Preschool children are to be picked up by 12:00 noon if not enrolled in Lunch Bunch. There will be a late charge of \$5 per child until 12:15 p.m. and \$5 per child for every 5 minutes thereafter.

THE CLOCK OUTSIDE THE SCHOOL OFFICES WILL BE USED TO DETERMINE LATENESS.

If you are late for whatever reason, please call the school. The children become anxious and concerned. Remember, you are a role model for your children.

If a child is not picked up and no designated contact person can be reached, Children's Protective Services can be called after one hour.

Lunch

Children staying past 12:00 noon should bring a lunch and a drink. Lunch boxes should be clearly marked with your child's name. Remember to send nutritious lunches. For information on children's nutrition, refer to the food pyramid at [My Pyramid.gov](http://MyPyramid.gov). Make sure you include food that your child likes to eat. Finger foods that your child is able to feed himself/herself are recommended. The school staff will assist in opening containers and packages.

The school is not responsible for the nutritional value of lunches nor is it responsible for meeting children's daily food needs.

Lunch Bunch

Lunch Bunch is offered Monday through Thursday from 12:00 noon until 2:00 p.m. to children enrolled in Preschool. Children will eat their lunch, play on the playground and enjoy social time with their classmates. Please let the Director know in writing at least two weeks prior if your child is going to make a Lunch Bunch change. This will allow us to schedule our staff to maintain the proper ratios.

Parent Comments

The staff at the School for Little Children are here to provide quality care and developmental and positive learning experiences for each child. It is very important to maintain open communication so we may be aware of your concerns, no matter how small. We must hear your concerns and questions in order to continually improve upon our educational processes. We encourage you to call and/or make an appointment to discuss matters in need of attention. Your praises are welcomed too.

Parent Communication

We work hard to stay in touch with you, our parents. Drop-off and pick-up times limit parent/teacher contact. As a result, we email monthly newsletters and calendars to you. Notes sent home, as well as emails, are used as reminders of holidays and details concerning upcoming events. Classroom lesson plans are posted outside each classroom, as well as on our website.

Changes in teaching staff are minimal. Parents whose children are affected are notified in writing when a staff change is necessary. Every effort is made to ensure a smooth change for the children.

Policy and procedure changes are also minimal. These changes are communicated via the newsletter, written notes or special emails.

It is important to keep your child's teacher informed of special circumstances that arise in your family: parent out of town, an unusual injury, illness or

anything else that may cause a change in your child's behavior or mood. We can give special attention and support to help your child get through difficult times.

Parent Conferences

A parent or parents may request a conference with a teacher and/or the Director whenever needed. The teacher and/or Director will also notify the parents to set up a conference if special circumstances or problems are affecting your child.

Evaluations and conferences are scheduled once a year, usually in the Spring. We take this time to discuss your child's progress and answer any questions or concerns parents may have regarding their child.

Parent Volunteers

The School for Little Children is very happy to have parents help with all the activities and special events. The school schedules volunteers based on the information included on the parent volunteer forms. We realize that at times a parent who wishes to volunteer may not be able to do so because of a younger sibling. We regret having to tell parents that we are not able to allow younger siblings to attend classroom parties. We have found that when a younger child accompanies you, you are unable to give your full attention to the children who are depending on you. Parent volunteers must be able to give their full attention to the children in their care.

Playground Rules

Listed below you will find the rules we observe on our playgrounds here at school.

1. Limit 3 children on tire swing. Must sit.
2. Use stairs only for climbing onto play structure.
3. Slide down feet first and sitting up.
4. No climbing on railings.
5. Sit in swing. Hold on with both hands.
6. No twisting the chains of swings.
7. Pick up your trash before you leave.
8. No pets.
9. Don't kick or throw sand.

Potty Training

It is expected that children entering a three-year-old Preschool class will be potty trained. If parents feel this will be a problem for their child, they should discuss the situation with the Director as soon as possible. Children in Preschool will wear regular underwear, not diapers or disposable training pants. If after two weeks of school the staff feels that a student is not potty trained, the student will be asked to take a leave of absence until potty training is accomplished. The

student's place in class will be held and no tuition will be due during the leave of absence.

For those students in our Children's Day Out program that are potty training, we require cotton training pants, underwear or refastenable pull ups to be worn. Beginning in our Two's classes, we will offer the chance to use the potty to everyone and then require the child to wash their hands. A student has the choice of sitting or standing and we will assist with wiping as needed.

Program Evaluation

An annual evaluation form is given to all parents. We hope you will use this tool to give us feedback on how we are doing and how we can continue to provide quality service in the care and education of your children. Your cooperation is greatly appreciated and needed for a happy, safe environment for everyone. This opportunity to assess the program and staff gives you the ability to anonymously share your concerns as well as your joys and praises.

Referrals

It is the policy of the School for Little Children to make referrals to an appropriate resource person or agency whenever it is considered needed. Referrals may be considered for children experiencing difficulties in the following areas: vision, hearing, speech, health, learning, emotional or behavioral. The school will be ready to serve children with special needs unless meeting their physical, emotional or educational needs places an undue burden on the staff and school resources. If evaluation determines that the school is not able to meet the child's needs, a recommendation will be made to have the child placed in a more appropriate environment.

Releasing Your Child From School

The School for Little Children will release your children only to those persons designated by each child's parent on the Written Authorization to Release Form. Your child will not be released to anyone, including neighbors or best friend's parents, not listed on the form unless the school is notified in writing. The note must include the date, child's name, the name of the person who will be picking up your child that particular date and signed by you, the parent of the child. The note should also list their driver's license number, address and phone number. There will be no exceptions to this rule. Make arrangements now for emergencies and add people to your list before it becomes an emergency.

Religion

Sugar Land First United Methodist Church considers School for Little Children an integral part of the Christian Education Ministry. We welcome children of all faiths. The school does teach religion, but not doctrine. The church believes that each child is a child of God and should have every opportunity to develop

physically, intellectually, emotionally, socially and spiritually to the fullest potential. Children see in their teachers such attitudes as thankfulness, sharing, patience, love, joy, fairness and obedience.

Safe Sanctuary

Sugar Land First United Methodist Church has had a Safe Sanctuary Policy in place since November 2005. The school and the church develop this policy for the safety of everyone.

School Parties

On special occasions you may check with your child's teacher to plan party foods, special treats and fruit juices. Preschool and CDO will celebrate the different holidays during the year with a party. Preschool parents will be notified by their Room Mother of special snacks and favors for the parties that may be contributed. Preschool mothers may choose which party to help with on the Parent Volunteer Form. CDO teachers will provide a sign-up sheet for parents to bring food and favors for parties. When planning for school parties, remember **balloons and glitter are not allowed at school and all food must be store bought, unopened and in the original container.**

Sign In/Sign Out Procedures

Parents are required to leave their child in the presence of a staff member. Students cannot be dropped off at the door of the building. Before leaving in the morning and afternoon a parent or other authorized adult must sign their child in and out on the form located outside the child's classroom. Any authorized adult must be 18 or older. Children will not be released to other siblings or people not authorized to pick up the child. A driver's license or some other picture ID will be requested if the staff does not recognize the person picking up the child.

Once a child has been signed out by an authorized adult, the child is no longer under the care and supervision of the School for Little Children.

If either parent wishes to place restrictions on the other parent's right to pick up a child, the School for Little Children requires legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

The School for Little Children reserves the right to refuse releasing a child into the custody of an adult that does not appear capable of driving safely.

Snacks

All children must bring a snack. Please include a snack from the list on the back of the school calendar. We will provide cold water to drink because it contains no sugar, is not sticky, does not stain clothing and is the best for young children

to drink. On special occasions we will have party foods and fruit juice. Snack time can be a learning experience. It is an opportunity to encourage the children to take turns, share responsibilities, count, learn colors and gain skills.

Splash Day

We celebrate our last day of the school year with Splash Day. It is a favorite day for the children. The children wear swim suits and participate in water activities outside on our playgrounds. Some of our activities include: washing dishes, washing babies, blowing bubbles, making mud pies and playing with shaving cream.

Stay and Play

Stay and Play is offered Friday from 12:00 noon until 2:00 p.m. to Monday/Wednesday/Friday and Monday through Friday Preschool students. Children will eat their lunch, play on the playground and socialize with other children attending on Fridays. Please let the Director know in writing at least two weeks prior if your your child is going to make a change in Stay and Play. This will allow us to schedule our staff to maintain the proper ratios.

Supplies

Children need to bring a change of clothing. Please send extra underwear, if your child is in the process of being fully potty trained. If your child is not trained, please send at least six disposable diapers for the day.

When our students rest they do not have to sleep, but they will rest with music, books or stories. The school provides nap mats. Send a blanket or any other items necessary for security (pacifier, stuffed toy).

LABEL EVERYTHING!

Each teacher will communicate with parents regarding supplies that may be necessary for Preschool classes.

Preschool children will wear an apron each day. This apron serves several functions:

- As a name tag so all staff will be able to call children by name.
- As a note holder to send notes home for parents.
- As protection during messy art or cooking projects.

The school will provide a pattern for the apron or you may order one through the school.

Children in the Bridge class will receive a supply list from the teacher.

Timeliness

Yes, it's true, little ones can actually tell what time it is! Not by looking at the clock, of course, but by their internal clocks that tell when it's snack time or time to play outside. This is why babies cry at 5 p.m. while you are cooking dinner and children want to go to school at 8:30 a.m. on Saturday. This is also why even the smallest changes in routine can upset a child's entire day. Even very young children have an internal sense of order telling them what should happen when.

Our fun and busy day at school starts promptly at 8:30 a.m. with art, center time and free play with our friends. When a child arrives late, he/she might miss activities that can not be made up. While our children can tell time, they can't drive. They are completely dependent on you for timeliness. Help them begin and end their school day in the best possible way!

Tuition

The yearly tuition of eight equal installments is due on the first of each month, September through April. The last month's tuition must be attached to the completed forms returned to us no later than one week prior to the last day of the school year. A 5% discount will be given for total tuition for the school year paid by the first day of school. **All fees and tuition are nonrefundable.** There are two exceptions. A refund would be made for a student leaving before the end of the school year when total tuition for the school year was paid by the first day of school and if a student withdraws from the school before classes begin, a refund will be made of the last month's tuition included with their completed forms **only** if that student's place in class is filled prior to September 30th. (This does not apply to any student withdrawing from the Bridge class prior to the first day of school.)

Tuition will be considered late after the 10th and a late fee of \$5.00 per day may be charged.

To hold a child's position during an extended absence from the school due to illness or vacation, one half of the monthly tuition will be charged. **This is a one time courtesy.**

Thirty days notice in writing should be given to the Director before a child withdraws from the school. If a child withdraws after April 15th, parents will be responsible for the May tuition. If a child withdraws and returns within the same school year, a new registration fee will be charged.

Parents are encouraged to communicate with the Director regarding any unforeseen difficulty in meeting the financial obligations. A payment plan or financial assistance will be discussed when necessary.

There are no reductions made for holidays or weather related closings.

Vision & Hearing

Children four and five years old on September 1 are required by the state licensing department to have their vision and hearing screened. The screenings may be done by your family doctor. A copy of the results must be sent to the school by December 1. We will provide the form for this purpose.

The opportunity to have the screening completed at school will be available in the fall. There will be a charge for this service.

AGREEMENT AND UNDERSTANDING

Once you have read the School for Little Children's Parent Handbook, please sign this sheet and return it with your forms and information needed to complete enrollment requirements.

The parents of _____
(Please print the name of your child and/or children.)

have read the School for Little Children's Parent Handbook and agree to abide by the policies and procedures as outlined in the handbook. We further agree to communicate with the teachers, staff and Director if we have questions, concerns or need more information.

Signed _____
Parent or Legal Guardian

Date _____

Parent Information:

Please sign this form if you DO NOT want information shared with others on the Room Mother's list of children and their telephone numbers and the school directory including addresses and telephone numbers.

Signed _____
Parent or Legal Guardian

Date _____

Please sign this form if you DO NOT want pictures of your child on the website (no names).

Signed _____
Parent of Legal Guardian

Date _____

INDEX

Goal and Objectives	2
Admission Policy & Procedure	3
Registration	3
Forms	3
Children’s Day Out	4
Preschool	4
Bridge Class	4
Parent Code of Responsibility	5
General Policies	6
Absences	6
Accidents	6
Administering Medicine	6
Animals at School	7
Arrival & Departure	7
Birthdays	8
Change of Address	8
Chapel	8
Child Abuse Policy	8
Child Care License	9
Curriculum	9
Dress Code	9
Emergency Preparedness Plan	10
Gang-Free Zone	10
Guidance & Discipline	10
Holidays & School Closings	11
Hours of Operation	11
Illness	11
Late Charges	12
Lunch	13
Lunch Bunch	13
Parent Comments	13
Parent Communication	13
Parent Conferences	14
Parent Volunteers	14
Playground Rules	14
Potty Training	14
Program Evaluation	14
Referrals	15
Releasing Your Child from School	15
Religion	15
Safe Sanctuary	16
School Parties	16
Sign In / Sign Out Procedures	16
Snacks	16
Splash Day	17
Stay and Play	17
Supplies	17
Timeliness	18
Tuition	18
Vision & Hearing	19