



NEW CREATION
preschool

**PARENT
HANDBOOK**

2017-2018

NEW CREATION PRESCHOOL

"Love grows here"



POLICIES AND PROCEDURES

Mission

New Creation's mission is to provide each child with an environment to grow spiritually, physically, intellectually, socially and emotionally. Our program provides professional care, supervision, recreation and enrichment activities in a loving and nurturing atmosphere in which your child will develop knowledge and character for their future years. We believe that each child is created in the image of God, (Gen. 1:26-28) and that our program will incorporate and exemplify Christian perspectives.

Purpose

The purpose of this program is to provide a quality early childhood program that will benefit the child, the parent, the church and the community. New Creation Preschool blends solid, Biblical teaching with hands-on learning experiences that fosters the total development of the child. Each child is seen as a unique and special child of God, with potential for growth and development in all areas.

Curriculum

The purpose of our curriculum is to provide a program that allows children to grow and develop as Jesus grew--"in wisdom and stature, and favor with God and men," Luke 2:52.

New Creation Preschool's curriculum provides a range of activities designed to meet the developmental needs of your child. Our curriculum is based on Biblical themes in conjunction with creative learning activities. We will emphasize language, reading, writing and math readiness skills appropriate to your child's developmental stage. Some of the curriculum we use are Horizon, Sonlight, Applebaum, Frog Street Press, and Saxon for science, social studies and math.

Program Summary

Class time will include free play in learning centers, music, indoor/outdoor play, art, circle time, science, math, and handwriting, enrichment time and chapel twice a week. New Creation believes that children learn through play. We work to provide a loving and caring environment where children will develop independence and school readiness skills. Our mission and philosophy is to nourish the gifts that are within each child and provide many opportunities for enhancing their life skills.

School Faculty

Bill Ramsey- Met Church Senior Pastor

Rob Johnson- Met Church Executive Pastor

Amber Saal-Operations Director

asaal@metchurch.com

Dana Webb-Assistant Director of Operations

dwebb@metnewcreation.com

Elizabeth Wood-Assistant Director of Curriculum

ewood@metnewcreation.com

The teaching faculty at New Creation is licensed by the state of Texas. New Creation has earned a certification in early or elementary education and/or has comparable educational training and experience. Throughout the year, teachers and directors participate in professional development programs. These are held both on and off site and are aimed at expanding and improving their teaching skills and enhancing the mission of New Creation Preschool. Our teaching staff is required to receive a minimum of 24 hours of training each year.

We are dedicated to providing a program based on quality and consistency. Faculty and directors are asked to embrace a heartfelt and peaceful approach with children and to uphold the philosophies of the school.

Enrollment

The program director shall review all applications for enrollment. There will be no discrimination due to race or religion. Enrollment is open to any child, provided the preschool can meet the needs of that child.

The following forms must be completed and returned **before** the child can be admitted to class. **Each form must be updated yearly.** Incomplete paperwork will not be accepted. For your convenience, all forms will be located online at www.metchurch.com .

- Enrollment form
- Child Information sheet
- Signed copy of New Creation Preschool's Policies and Procedures
- Current immunization record (**must be updated yearly**)
** It is the parent's responsibility to ensure that their child's immunizations are up to date.
- Health form with physician's signature stating the child can participate in school or preschool program.
- Vision and Hearing Screening for children 4 years and older
- Discipline and Guidance Policy
- Rate Agreement

The application fee & the supply fee are due at the time of registration and are nonrefundable. As part of our enrollment process we invite parents to come and tour our church. Tours are given by appointment only and scheduled on Tuesdays and Thursdays. We encourage parents to bring their child and spend some time observing the classroom meeting the teachers and classmates.

Hours

New Creation Preschool operates on Monday, Tuesday, Thursday and Friday from 9:00am to 2:00pm. The first day of school is September 5th, 2017. The last day of school is May 18th, 2018. The preschool will be closed on holidays, vacations, teacher in-service and inclement weather days observed by Keller ISD. In the event that Keller ISD dismisses early or has half days, New Creation will dismiss at 11am.

New Creation Preschool's Summer Program operates on Monday, Tuesday and Wednesday from 9:30am to 2:30pm. This program will run from June 12th-July 19th, 2017, taking July 4th off.

Arrival

Arrival time is 9:00, with the doors opening at 8:55. Upon arrival, each parent will need to check their child in at the kiosk. You will be given a printed tag, of which you will need to place on your child's back. The main children's doors will open at 8:55 so that you may have time to walk your child to class. Teachers are not prepared to care for your child before 8:55. This is also staff prayer and devotional time. If you arrive early please wait in the atrium while teachers finish their preparations.

We strongly encourage parents to drop off their child by 9:00am each day so that the child can take part in our full educational program. Please be mindful of late arrivals, as this causes a disruption to the classroom activities and teaching.

According to the Texas Minimum Standards, upon arrival each day you **must sign your child in**. Sign in sheets will be located in each classroom. Parents who fail to sign children in or out may be charged a \$5 penalty for each occurrence.

Please remember to put a phone number where you can be reached that day. If you have information concerning your child, please give that information in the form of a note to the teacher. We cannot take responsibility for any child whom a parent/guardian has not accompanied to his or her classroom. After 9:20, the front doors automatically lock. For late drop off you will need to enter through the side doors located to the right of the playground. Please ring the doorbell and we will check your child in from there.

Parking

During drop off/pick up time you may park in the parking lot located in the front of the church. **Please refrain from parking under the awning drop off area. This space must be made available for emergency vehicles and deliveries.**

Pick Up

Upon pick up from our center, the child again must be signed out on their individual Class Sign-In/Out sheet. Pick up time is 2:00. New Creation Preschool is only licensed by the Texas Department of Family and Protective Services to care for children from the hours of 9am-2pm. Any child left after 2:10 will be brought to the office. Any parent

picking up later than 2:10 will be required to pay an over-time charge of \$1 per minute. Late penalties must be paid before the child can return to our care.

AUTHORIZED AND UNAUTHORIZED PICK UP

Teachers must only release children in the following manners:

- (1) For the first 2 weeks, children will be assigned a name tag and parents will receive a "pick up" tag. Parent(s) will be required to show their pick up tag upon picking up their child from the classroom at the end of the day.
- (2) Parents are required to list other authorized adults to pick up their child on the Release Authorization or Child Emergency forms located in the child's file. Therefore, if a person other than the parent comes to pick up a child, the teacher will send the adult to the office where the director or designated person will authorize child release upon verification of the adult's identity through their Driver's License or other photo ID checked against the Authorization Form. Upon verification, the director or designated person releasing the child will accompany adult to child's room and give caregiver authorization to release the child.
- (3) If an unauthorized person comes to pick up the child, the parent is required to have notified the school in writing or via phone (see additional requirements for phone authorizations), prior to the end of the school day. When the adult comes to pick up the child, the teacher will send the adult to the office where director or designated person will authorize child release upon verification of adult's identity through their Driver's License or other photo ID checked against the parent's note or phone call. Upon verification, the director or designated person releasing the child will record adult's information on the Child Release Form and then will accompany adult to child's room and give caregiver authorization to release the child.

Additional phone authorization requirements: Phone authorization is subject to verification by the director or designated person phoning the parent to ensure permission has in fact been granted. If New Creation cannot verify the parent has indeed given permission for a person to pick up your child, we will not release your child until parent or authorized person is able to pick up child.

We cannot deny either parent the right to pick up their child without legal documentation in the child's file.

VISITORS

New Creation will not allow unauthorized visitors to visit your child in their classroom. You must have their name on file for them to be able to visit your child. All visitors must make their presence known and sign the visitor log in. In the event Early Childhood Intervention/EI comes to observe your child, you must first notify New Creation staff.

ABSENCE

If your child is going to be absent for any reason, the parent or guardian is advised to call 817-379-4638 X 301 and leave a message. After 3 consecutive days of absences without notification your child's placement cannot be guaranteed.

PARENT COMMUNICATION

Policy/ Enrollment Changes

- New Creation will notify parents in writing of any changes to our operational policies and enrollment agreement within 30 days of any policy change.
- You may be required to sign, date and return the acknowledgement form of these changes.
- Each year, a new enrollment form must be completed, signed and returned to New Creation to help maintain current information on all children and is required by the state of Texas.
- To ensure our files remain current, parents agree to immediately notify the school in writing, of any changes in telephone numbers, addresses and /or persons authorized to pick up the child.

Open Door Policy

New Creation has an open door policy. You are welcome to visit the preschool at any time during our operating hours to observe your child, our program's activities, the building, the premises, and the equipment without having to secure prior approval, but it is required that you sign in at the office. We want you to look often into our busy, happy, creative classrooms and see your child at play. Since the teacher's first responsibility is to the children, do not expect a conference while classes are in session. Conferences can be scheduled with your child's teacher if you feel one is necessary.

Cell Phones

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

Conferences

Annual conferences for our 3 and 4-year old classes will be held in the spring on an as needed basis. We will discuss your child's progress and achievements.

Parent Responsibilities

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Parents who fail to sign children in and out may be charged \$5 penalty for each occurrence. Please understand that due to liability issues, staff of New Creation is not permitted to take children home from our center.

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

Parent Information

- New Creation has many avenues of communicating information to our parents. We want to verbally share with you as much as possible, however it is not always practical. So in consideration of this fact, we will offer parent information at the sign in desk and in your children's take home folder/weekly newsletters. Information in these areas might include: class schedules, calendars, notes from the classroom, and special events.
- If you have any questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.
- New Creation Preschool is licensed and regulated by the Texas Department of Family Protective Services and we follow the Texas Minimum Standards for Child Care Centers. A copy of the minimum standards for licensed child-care centers and the center's most recent licensing report is available for any parent's review at the preschool desk. You can contact the local licensing office at 817-321-8604 or on the web at www.dfps.state.tx.us

We have joined Remind 101 in an effort to even better communicate with our NC parents. This is a safe and free (although standard text messaging fees may apply) way for our staff to communicate to you as parents/guardians about important reminders such as early release days, school events, closings, etc...

Simply text @2cb9e to 81010 and you will be added to the contact list.

To receive messages via email, send an email to 2cb9e@mail.remind101.com.

Child Abuse Reporting Law Requirements

New Creation staff are required by Texas State law and licensing requirements to report immediately to police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receive annual training regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect.

The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation.

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

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

The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

WITHDRAWALS

If you should choose to withdraw your child, please inform the Director in writing. Teacher notification is not an acceptable procedure for withdrawal. We request a two-week notification. Under extenuating circumstances, you may request for a supply refund if the child's withdrawal is before August 1st. Thereafter, the supply fee is nonrefundable.

GRIEVANCES

At New Creation your child is our top priority. If at any time you feel there is a problem or concern, please bring it to the Operation Director's attention. If there is a need to review and discuss any questions or concerns regarding the policies and procedures of New Creation Preschool, you may contact Amber Saal at asaal@metchurch.com or 817-379-4638.

DISMISSAL OF A CHILD FROM THE PROGRAM

New Creation reserves the right to suspend or expel a child from the program for any reason deemed appropriate by staff. Some procedures that must be taken before exclusionary practices can be considered are:

- Observation from a professional (this may be the Director or trained office staff);
- Documenting incidents;
- A focus on teaching social-emotional skills;
- Implementing environmental modifications;
- Engaging in discussions with parents; and
- Seeking support services from specialists

Illness and Exclusion Policy

In order to provide a safe, healthy environment for all our children, children who are ill must be kept at home. A child is considered ill if:

- (1) The illness prevents the child from participating comfortably in child-care center activities including outdoor play
- (2) The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care
- (3) Oral temperature of above 101 degrees and accompanied by behavior changes or other signs or symptoms of illness
- (4) Armpit temperature of 100 degrees and accompanied by behavior changes or other signs or symptoms of illness
- (5) Tympanic (ear) temperature above 100 degrees this is accompanied by behavior changes or other signs or symptoms of illness;
- (6) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, one or more vomiting episodes in 24 hours, rash

with fever, mouth sores with drooling, behavioral changes, or other signs that the child may be severely ill.

Teachers will conduct a visual health check/assessment of each child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last day of attendance.

We will not admit children who exhibit the following symptoms:

- Fever within the previous 24 hours
- Vomiting and or diarrhea within the previous 24 hours
- Any symptoms of childhood communicable diseases.
- Runny nose with any colored discharge
- Sore throat
- Unexplained rash
- Skin infection
- Pink eye and/or discharge from eyes
- Breathing difficulties

If your child develops a contagious disease, please notify the Director. Parents will be notified within 48 hours by note and by posting in classroom if a communicable disease has developed among children in the classroom.

If your child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices.

Parents or another authorized person need to pick up their child within 30 minutes of the notification. In the event of a *severe* illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, we may call for an ambulance at the parent's expense.

If a child is sent home sick from our program, they may not return until the child is symptom free for 24 hours, or we have a health care professional's statement that the child no longer has an excludable disease or condition.

Medication

Please inform your physician that your child is in part-time preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors.

If medications need to be administered at school, the following conditions must be met:

- Prescription medication will be accepted only if it is in the original container and hasn't reached its expiration date.
- Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container and accompanied with a copy of the information given to you by the pharmacy.

- The parent will be required to fill out the medication forms and enter instructions in to the Daily Medication Log Book, located in the office.
- New Creation will not apply sunscreen or insect repellent to your child. If you feel this is a necessary application, we encourage you to please apply before school.

MEDICATION SHOULD NOT BE LEFT IN YOUR CHILDS BACKPACK OR BAG.

Medical Requirements

1. All children must have a health statement on file **before the start of school.**
2. All children must have an updated immunization record on file by their date of admission to the center. Attached to the end of this handbook is the reference guide to immunization requirements.
3. If you choose not to have your child immunized, you must provide New Creation with the original affidavit from the state of Texas.
4. All children four years and older must have record of vision and hearing screening on file at the center, or a statement from their doctor stating the refusal to perform one.
5. Immunizations-any time your child receives an immunization from the doctor, you must provide New Creation with updated shot records. This is required by the state.

Injuries

The staff will do everything possible to protect your child. However, accidents can and will happen. In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented on an "Ouch Report" and reported to parents when the child is picked up at the end of the day.

If a medical emergency occurs at school, 911 will be called immediately. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

Food Allergies

New Creation has several students with severe food allergies. We have a Food Allergy Emergency Plan form that will need to be completed by the parent and doctor. These forms will be posted in the classroom as well as in their student file. Please be mindful of the risks involved with any exposure to these students. If your child has any allergies, be certain to let your teacher know and notify the office.

Fire and Severe Weather Drills

Monthly fire drills are held at New Creation and other emergency drills are practiced several times a year. All children are expected to participate in these drills.

Fire and Emergency Evacuation Procedures

- 1) Fire Drills will be practiced monthly and at different times during the day. Children must be able to exit the building safely within 3 minutes.
- 2) Severe weather drills will be practiced once every three months. In the event of a tornado warning, your responsibility is to ensure the safety of your children. This includes covering the head with the hands and getting under a desk or table in your classroom. If your room has windows, you will relocate to the designated place on your relocation chart located in your classroom.

Emergency Preparedness Plan

Should an emergency arise, it is important you know that New Creation is prepared to deal with these incidents.

Your cooperation is essential in an emergency.

As we have learned from previous experience, one of our greatest challenges during an emergency is how to manage traffic flow and incoming phone calls from concerned parents and others. Traffic jams and jammed phone lines prevent emergency responders (police, fire, and medical personnel) from providing emergency services in a timely manner.

Below is the Emergency Preparedness Plan designed for New Creation Preschool's staff. Parents are encouraged to read this information carefully. In the event a parent is present in the building during an emergency, New Creation will ask parents to participate accordingly.

During an emergency, the best course of action is to BREATHE AND STAY CALM, know how many children you have, and have your sign in/out sheet in your hands.

If you have children of your own in the facility, but in another classroom, trust that their teachers will take care of them just as you are taking care of the children in your care.

In all situations in this Emergency Preparedness Plan, "Director" refers to Amber Saal. In the Director's absence, the Asst. Director of Operations assumes the role of Director and then designates another staff member as needed. In all situations in this Emergency Preparedness Plan, the Director or designated

person in charge will notify Child Care Licensing and/or the Health Department and /or call 911 as each situation dictates.

Tornado/Bad Weather

- Stay calm. Watch kids, not the situation.
- Grab your flashlight.
- Take all of your children to the Metkids room located in the middle of the Children's facility and sit against the inside walls. This will be familiar to the children since you practice this each time you have a severe weather drill.
- Stay there until advised that the bad weather has passed.
- It can be helpful to quietly sing songs with the children to help them keep calm.
- The Director in charge will monitor local weather stations and the weather alert radio for updates.

Communicable Disease Outbreak

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

Lock Down

(Includes Weapon, Hostage Incident, Intruder, Trespassing, Disturbance)

- The Director, or person in charge, will announce over walkie talkies "Lock Down" or other discrete code and will call 911.

- Upon hearing this, or sooner if you are aware that an intruder has entered the building, calmly tell the children “Rabbits in the hole”; the children will know what to do because they practice this every month.
- All Green and Purple classrooms will proceed to our storage room located by the office.
- All other classrooms will proceed into their bathrooms and lock door.
- Close and lock your classroom doors.
- Turn off the lights.
- If you have reason to believe that no one else in the center is aware of the danger, and can safely do so, use the walkie talkie to calmly announce the code for “Lock Down”.
- Whisper and remind the children that “we are to be very quiet.”
- Do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- Watch children, not the situation!
- If the intruder enters your classroom, do not argue with him.
- The Director, or person in charge, will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- Await further instructions from the Director or emergency personnel.

Accident

- Breathe and stay calm.
- Make sure all children are supervised. If you are alone, tell them to sit down near you.
- Comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- Call the office if you need further assistance. Ask the person in charge to call 911 if needed.
- If the child is bleeding profusely, apply pressure to stop the bleeding.
- If injury is to the head or face, report it to the office immediately-even if it is minor.
- Complete and “Ouch Report”, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Put the “Ouch Report” in your binder located in the office.
- Keep the “Ouch Report” confidential.
- In the event of a serious illness or injury involving an adult, contact the office. The Director will call 911 and/or the person’s emergency contact.

Explosion, Chemical Spill or Gas Leak

That occurs INSIDE the facility

- See procedures for FIRE and OFF SITE EVACUATION AND RELOCATION

That occurs OUTSIDE the facility

- Close doors and lock if possible
- Turn off air conditioner/heater
- Turn off lights, computers, TV, radio, or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director or emergency personnel.
- If you detect a strong odor, show the children how to lift up and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification, if time.

Bomb Threat or Other

- Write down everything the person says.
- Ask where the bomb is.
- Ask when the bomb (or other threat) will “go off” or “happen” and write this down.
- Notify person in charge to call 911.

Off-Site Evacuation and Relocation

- Your primary responsibility is to keep the children safe.
- Keep your sign in/out sheet in your hands or stuff them in your clothing to free up your hands.
- If time allows, gather kids diaper bags or coats.
- Children will be evacuated by walking through the parking lot to all staff members vehicles in order to transport to All Storage or Cook Children’s Urgent Care, depending on what the needs are.
- The Director is in charge of grabbing the cell phone storage bag, overseeing and directing the evacuation process. She is the last person to leave the building.
- New Creation office staff is responsible for taking the Emergency Binder (of parent contact info), the first aid kit, emergency medication, and a charged cell phone. They will also accompany the first class evacuating the facility.
- **All Storage (located on the south side of the Met), has been selected as our 1st option for alternate shelter and parent information center.**

- **The 2nd alternative evacuation and relocation site for New Creation Preschool is Cook Children's Urgent Care 10601 N Riverside Dr., Fort Worth TX 76244. Our pickup area is in the back parking lot off Prestige Rd. 817-347-2600.**
- Director or designated person in charge must check with each staff member to ensure all their children are accounted for at the designated safe area
- After all children and staff have been relocated to the evacuation site and are safe and have had all needs taken care of, the Director and New Creation's office management team will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children including entertaining them with songs, stories, games, etc. at the evacuation site. Watch the kids, not the situation.
- The office staff will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual visual verification for allowing adults to pick up children from the center will be used at the evacuation site. (i.e. only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID).

Fire

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls: line up at the door, please." This should be familiar to them since you say it every month when you practice monthly fire drills. *Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.*
- Get your sign-in/out sheet and keep it with you.
- Director or person in charge will call 911. In the event of toxic fumes or chemical release inside the center, call from another location.
- Make a quick head count.
- Make sure you have everyone.
- Infants: Place all of the children in two cribs.
- Proceed to the proper fire exit and exterior meeting place. (parking area near the playground area)
- Do name/face check once you are outside and check it against your sign-in/out sheet. If anyone is missing, tell the Director or person in charge, or fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of the way of emergency vehicles and the fire) and supervised at all times. Watch out for anthills, broken glass and other hazards.
- Watch the kids, not the situation.

- The Director and management team will do a physical child count.
- The fire department, Director, or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

DISCIPLINE

New Creation uses a positive approach to help children behave constructively with guidance methods such as redirection, planning ahead, positive reinforcement, encouragement of appropriate behavior, and consistent rules that are explained to the children. Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues. New Creation Preschool reserves the right to terminate care for the child for discipline problems at any time.

We have adopted the Discipline and Guidance policy on the following page. You will be required to sign and date the copy that is in your enrollment packet.

Discipline and Guidance Policy for

New Creation Preschool

Name of Operation

- ◆ Discipline must be:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- ◆ A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- ◆ There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

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

My signature verifies I have read and received a copy of this discipline and guidance policy.

Signature

Date

Check one please:

parent employee/caregiver household member of child-care home

DAILY ROUTINES

Lunch

Meals are served in a family style where children sit together with their teachers to visit with one another and eat.

Parents are to provide their child's lunch. New Creation Preschool is not responsible for the nutritional value of the lunch or for meeting the child's daily food needs. We suggest you send finger foods that are easy to serve and easy for the child to eat. Examples include sandwiches, meat and cheese, yogurt, granola bars, fruits and milk. Do not send colored juices or soda. Please provide adequate cooling elements as desired in your child's lunchbox, as we do not provide refrigeration or the means to heat food.

Snack

Snack time is provided daily. New Creation Preschool does not provide a daily snack, so we ask that all children bring a snack from home. We have provided a suggested food list to all parents. Parents will inform teachers of any food allergies.

Dress

We ask that all children wear clothes that are comfortable and washable. While we attempt to protect their clothing during arts and crafts and play periods, children sometimes have accidents. An extra change of clothes and underwear should be sent to school with your child each day. Please make sure to label all belongings with your child's first and last initial. We go outside every day, weather permitting, so please send a coat when needed. No flip-flops please, as we have wood chips on the playground.

Outdoor Play

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

Rest Period

We will offer a daily nap/rest time. Please send a lightweight blanket or napmat with your child's name clearly marked on it.

Toys

Please do not bring toys from home, except as needed for Show and Tell. Comfort toys-bears, blankets, and so forth may be brought if needed and used at naptime. We cannot be responsible for personal items, such as toys, jewelry, bows, etc.

Birthdays

Birthdays are very special occasions in the life of a preschooler. Student birthdays may be celebrated during snack times or at a designated time set by his/her teacher. If you would like to provide cookies on your child's birthday, please contact your child's teacher.

Holidays/Parties

We will celebrate Thanksgiving, Christmas, Valentine's Day and Easter with class parties. Parents will be asked by the teacher to help furnish store-bought cookies, favors, etc. We will enjoy harvest/pumpkin activities during the fall.

Special Guest/Animals

Occasionally, we will be bringing in live animals for special events, such as a horse on Western Day, live bunnies around the Easter holiday, and a petting zoo in the Spring.

Volunteers

Parent volunteers will be needed during the year for special activities. You can sign up to help through your child's teacher. We appreciate your help!

Transportation

Transportation is not something that staff provides other than in an emergency evacuation.

Field Trips

We aim to provide several engaging activities throughout the year that are primarily focused on the theme we are studying. These activities will take place on campus, therefore off-campus field trips will not take place.

Water activities

Our "Splash Day" will include several small water activities to be held on the grassy area of the playground. This may include a small wading pool (less than 2 feet of water) and sprinkler play. Extra supervision will be in place for safety precautions.

DIAPER

Please send at least 4 disposable diapers labeled with your child's first and last name, each day. If your child is being potty trained please send Pull-Ups. Pull-Ups are easier for children to manage with the teacher's assistance.

Be sure to send extra changes of clothes in case of accidents.

POTTY TRAINING

Stage 1 - During the first stages of potty training please make sure you bring diapers or Pull-Ups.

Stage 2 - When your child begins to express the need to use the restroom but still has accidents, please continue to send them in Pull-Ups.

Stage 3 - When continual success with limited accidents is evident, then Pull-Ups will no longer be needed. (No underwear until they have completed this stage)

Every child is different, and potty training happens at different times. Our teachers are willing to help with the process and we ask parents to partner with us as well. The number one priority is a safe and healthy environment for all.

Parent or guardian of these children must bring ample changes of clothing labeled with name of child.

Because of the risk of splashing, and gross contamination of hands, sinks, and bathroom surfaces, rinsing clothes soiled with fecal material increases the risk of exposure to germs that cause infection to other children and caregivers. For this reason, New Creation will send home in a sealed and labeled bag, your child's soiled clothing.

LABEL EVERYTHING WITH YOUR CHILD'S FIRST AND LAST INITIALS

INFANT SAFE SLEEP POLICY

Per Texas State Minimum Standards, an infant is a child birth through 17 months. Below are the safe sleep recommendations of the American Academy of Pediatrics and the Consumer Product. These policies will be followed by all New Creation Staff:

Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

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

REPORTS- you will be receiving reports regarding your child's day at school. This report contains information about their eating, napping and diapering or potty training along with notes about their day.

BITING- If a child bites another child and leaves visible marks, the child will be removed* from the activity and supervised very closely. The teacher and a written notice will inform the parent of the child that bit that day. The child that was bit will be consoled and treated if necessary. The parent of the child bitten will be advised by an incident report. If the same child continually bites, a conference between the Director and the parent will be held to discuss the child's behavior and the best way to proceed.

** Biters will be removed from the situation without dramatic movements, attention, or an emotional response that could provide negative reinforcement to the biter. Teachers can tell the biter that "biting is not OK", "I can't let you hurt your friends." Toddlers in particular may not understand time-out, but the teachers need to make sure that the biter is not near other children until he or she has calmed down and can be redirected to other play.*

All children's records are kept in the director's office.

Parents have the right to breastfeed or provide breast milk for their child. Our seating area in the main lobby is a comfortable place that's made available for mothers to breastfeed their child.

Under Penal Code, any area within 1000 feet of New Creation and the Met Church is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

INFORMATION ON REPORTING CHILD ABUSE

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

CHILD ABUSE HOTLINE 1-800-252-5400

Form 7261 / 3-2004



New Creation Preschool

Schedule of Fees & Tuition

September 5th, 2017-May 18th, 2018
9am-2pm

REGISTRATION FEE (non-refundable) due at the time of enrollment.

Registration fee	\$40.00 per year
Family registration fee	\$50.00 per year

SUPPLY FEE (non-refundable) due at time of enrollment. Only under extenuating circumstances may the supply fee be refunded if withdrawal takes place before August 1st.

Two-day program (Mon. /Thur. or Tues./Fri.)	\$250.00 per year
Three-day program (Mon. Tues. Thur.)	\$310.00 per year
Four-day program (Mon. Tues. Thur. Fri.)	\$390.00 per year

MONTHLY TUITION

2 days a week	\$235.00
3 days a week	\$295.00
4 days a week	\$375.00

Tuition is due the first of each month. A **daily \$10 late fee will accumulate for every day after the 7th of the month. Please make a note of this to avoid the additional charge.** Failure to pay after the 7th may result in withdrawal of your child(ren) at the discretion of New Creation until the balance is paid in full. Please make note of this to avoid the additional charge.

*We encourage all New Creation families take advantage of our tuition autodraft system.

Parents are responsible for payments of all tuition until the school has been notified in writing two weeks in advance that the child is being withdrawn. Checks should be made out to The Met. A tuition mailbox is placed at the sign-in desk as a reminder when tuition is due. Leave checks in the tuition box or mail to The Met, P.O. Box 1328 Keller, TX 76244.

***No month will be prorated because of holidays or bad weather days. The full month's tuition will still be due on the 1st and considered late after the 7th. No month may be "skipped". Payment is required to hold your child's spot.**

***NSF fee for any returned checks is \$25, plus a possible late fee.**

DISCOUNTS

If more than one child is enrolled in the program for the same number of days, a \$20.00 per month discount for each subsequent child will apply.

If yearly tuition is paid in full, a 10% discount will be given.

YEARLY SCHOOL CALENDAR WITH HOLIDAYS AND CLOSINGS

August 31st- Meet the Teacher
September 5th-first day of school
October 9th-no school, Keller ISD closed
November 6th-no school, Keller ISD closed
November 20th - 24th- Thanksgiving Break
December 15th - January 3rd-Christmas Break

January 15th-no school, Keller ISD closed
February 19th- no school, Keller ISD closed
March 12th-16th-Spring Break
March 30th- no school, Good Friday
April 16th- no school, Keller ISD closed
May 18th- last day of school

New Creation Preschool

PARENT ACKNOWLEDGEMENT FORM



Please sign this form and return to the New Creation Preschool's Office

By signing my name I agree that I understand and will abide by the Policies and Procedures of New Creation Preschool.

EXAMPLE

Signature

Date

PLEASE PRINT NAME

Photo Release

Parent hereby grants to New Creation Preschool the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of preschool related photographs or videotaped images of your child for use in connection with the activities of the preschooler for promoting, publicizing or explaining the school or its activities. This grants New Creation, the right to publish such images in the schools newsletter, classroom crafts, school website, child scrapbooks, public relations/promotional materials, and any other school related publication.

I have read this document with knowledge of its legal significance.

Date

Signature

PLEASE PRINT NAME

HSR 7 Reference Guide

Immunization Requirements 2014-2015 School Year

3 year olds and 4 year olds (PRE K)

✓*HIB and PCV not routinely administered to children ≥ 5 years*

of age.

4 doses of DTP, DTaP, DT

3 doses of Polio

1 dose of MMR¹ on/after 1st birthday

3 doses of HIB with the 3rd dose given on/after 1st birthday and at least 2 months since dose #2 **OR** 1 dose on/after 15 months of age

4 doses of PCV² with one given after 1st birthday **OR** 1 dose on/or after 24 months of age

3 doses of Hepatitis B¹

1 dose of Varicella¹ on/after 1st birthday (if the child has **NOT** had chickenpox)

2 doses of Hepatitis A¹ on/after 1st birthday (must allow **18 months** between doses)

Kindergarten – Fifth Grade

✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.*

5 doses of DTP, DTaP, DT with one on/after 4th birthday **OR** 4 doses if one dose is on/after the 4th birthday

4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of MMR¹ on/after 1st birthday

3 doses of Hepatitis B¹

2 doses of Varicella¹ on/after 1st birthday (if the child has **NOT** had chickenpox)

2 doses of Hepatitis A¹ on/after 1st birthday (must allow **18 months** between doses)

Sixth Grade

✓*Ages 7 years and older, 3 doses of DTP containing vaccine with one dose on/after 4th birthday.*

5 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday **OR** 4 doses if one dose is on/after the 4th birthday

4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of Measles¹, 1 dose of Mumps¹ and 1 dose of Rubella¹ on/after 1st birthday

3 doses of Hepatitis B¹

1 dose of Varicella¹ on/after 1st birthday (if the child has **NOT** had chickenpox)

Seventh Grade

3 doses of DTP, DTaP, DT, Td, Tdap with one on/after 4th birthday, **AND** 1 dose of Tdap within the last 5 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of Measles¹, 1 dose of Mumps¹ and 1 dose of Rubella¹ on/after 1st birthday

3 doses of Hepatitis B^{1,3}

2 doses of Varicella^{1,4} on/after 1st birthday (if the child has **NOT** had chickenpox)

1 dose of Meningococcal

Eighth – Twelfth Grade

3 doses of DTP, DTaP, DT, Td, Tdap⁵ with one on/after 4th birthday, **AND** 1 dose of Tdap is required within the last 10 years. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

4 doses of Polio^{5,6} with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of Measles¹, 1 dose of Mumps¹ and 1 dose of Rubella¹ on/after the 1st birthday
3 doses of Hepatitis B^{1,3}
2 doses of Varicella^{1,4} on/after 1st birthday (if the child has **NOT** had chickenpox)
1 dose of Meningococcal

This chart summarizes the vaccine requirements in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative code, which has other provisions and details. [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=B&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=5&ti=25&pt=1&ch=97&sch=B&rl=Y)

*****All vaccine doses administered up to and including 4 days before the minimum interval of age will satisfy school entry immunization requirements**

¹ Serologic confirmation of immunity to Measles, Mumps, Rubella, Hepatitis B, Hepatitis A, or Varicella or serologic evidence of infection is acceptable in place of vaccine.

² Other schedules may apply.

³ 2 doses of adult formulation Hepatitis B (Recombivax) administered to a child 11-15 years old are acceptable if manufacturer and mL are clearly documented.

⁴ Two doses of Varicella are required if student received the first dose on or after 13 years of age. Previous Chickenpox illness may be documented with a written statement

from a **physician, school nurse, or the child's parent or guardian** containing wording such as: *"This is to verify that (name of student) had Varicella disease (chickenpox) on or about (date) and does not need Varicella vaccine."* This written statement will be acceptable in place of any and all Varicella vaccine doses required.

⁵ Doses of DTaP/Polio administered the month of or prior to the 4th birthday are acceptable for students in 11th -12th grade (**students enrolled in school prior to 8/1/04**).

⁶ Polio vaccine is not required for students 18 years or older.

DSHS Region 7

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Revised 03/04/2014

NOTE: This Reference Guide is subject to change depending on immunization requirement changes made by DSHS after the revisi

New Creation Preschool
Met Church
11301 N Riverside Dr.
PO Box 1328
Keller, TX 76244
817-379-4638 ext. 301
newcreation@metchurch.com