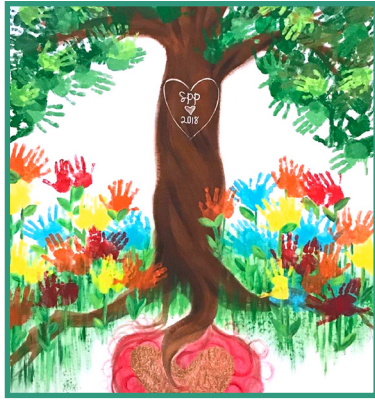


2023-2024 Parent Handbook



Established in 2003, Preschool Pals marked its 15th anniversary in 2018. To celebrate, every child in the school participated in making the beautiful tree painting pictured by using his or her hand print as leaves or flowers. It serves as a personal symbol of one of our goals, which is to grow each child in the love of God. This painting is hanging in the Preschool Pals office, so stop by and take a look at our masterpiece!

It is a joy to serve these little ones, and we pray you will feel the love and care poured into each child as we discover the unique qualities that make them each a masterpiece of God!

TABLE OF CONTENTS

Welcome	1
Curriculum	2
Enrollment	4
Drop-Off & Pick-Up.....	6
Daily Needs	9
Health & Safety	11
Special Events	14
Behavior	15
Legal	16
Calendar of Events.....	18
Index.....	19

CONTACT INFORMATION

Kelley Wilkinson, Director
kelleyw@stonebriar.org

Jenn Bollom, Assistant Director
jennb@stonebriar.org

Tonnya Blaylock, Administrative Assistant
tonnyab@stonebriar.org

Phone: 469-252-5370 | Fax: 469-252-5421



If you have any questions regarding any policies in this handbook, please use the information above to contact us.

Welcome



Dear Parent/Guardian:

We welcome you and your child to Stonebriar Preschool Pals (SPP). We hope that your child's experiences will be happy and wholesome.

Note: Whenever we refer to "parent" in the *Parent Handbook*, we are also referring to legal guardians.

Our classrooms are a busy, happy, noisy, and creative place where your child learns through play. We want you to understand the validity of play and the importance of what your child is doing. We offer a relaxed, casual setting designed to meet the needs and interests of each child.

We want you to know and understand our goals for your child. SPP is designed for children 18 months through 4 years old, or 5 years old in our transitional kindergarten, with the following goals:

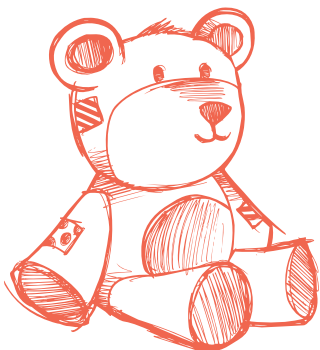
- To give each child the loving care and guidance children need in their formative years in a safe and secure environment.
- To provide the atmosphere and the learning experiences necessary to grow spiritually, mentally, emotionally, socially, physically, and academically.

Close cooperation and understanding among parents and staff is the best assurance for a successful experience for your child. Please call or stop by the office any time you have questions or concerns, and we will happily meet with you. We want you to know that the SPP program strives for excellence in the areas of teaching, safety, and welfare of the children.

As part of the Stonebriar Community Church Family Ministry, our mission is to partner with families as a nurturing, biblical community to provide child-relevant/age-appropriate opportunities to evangelize, instruct, and equip children to enjoy God for the rest of their lives.

We thank you for allowing us to join with you in providing loving and nurturing care for your child. Parents and teachers working together can help each child develop to his or her full potential. We look forward to having your child in our school.

The Stonebriar Preschool Pals Administration



Curriculum

HOURS OF OPERATION

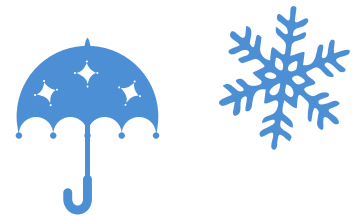
Hours: 9 a.m. to 2 p.m.

Ages: 18 months to 4 years old (by September 1), or 5 years old if not in kindergarten. We continue to accept children as they turn 18 months old throughout the school year if openings are available.

Days: Two days per week—all ages	Tuesday/Thursday or Wednesday/Friday
Three days per week—all ages	Tuesday/Wednesday/Thursday
Four days per week for three- and four-year-olds	Tuesday/Wednesday/Thursday/Friday
Transitional Kindergarten (TK) for five-year-olds	Tuesday/Wednesday/Thursday/Friday

The 2023–2024 SPP program operates from August 22 to May 10 and follows the holiday schedule for Frisco ISD. We will not hold classes on the following dates: November 20–24, December 22–January 9, and March 11–15.

In the event of school closing due to bad weather, our make-up days would be April 25 and 26. If bad weather days are not used, we will not have classes on April 25 or 26. If FISD does not make up their bad weather days, we will follow their decision.



INCLEMENT WEATHER

If Frisco schools are closed, SPP will not hold classes. Please listen to the radio or television in the event of bad weather to get a report on the schools that will be closed. You can go to friscoisd.org for up-to-date information about school closings. SPP will follow the Frisco elementary schools in the event of delayed openings. If FISD classes are delayed, SPP will begin classes 30 minutes after the time FISD classes begin. (For example: if FISD classes start at 10 a.m., SPP classes would start at 10:30 a.m.)

PROGRAM

In order to begin reading and performing other academic tasks, the child must first gather meaning from his or her world and develop an awareness of concepts.

To gather meaning from his or her world, the child must have many satisfying sensory and motor experiences—touching, feeling, smelling, hearing, and seeing. The child interprets the sensory experiences and perceptual development follows, which is a prerequisite for developing the mind.

Each child will participate in a variety of age-appropriate activities such as:

- Working with paints, play dough, crayons, blocks, and other age appropriate manipulative materials.
- Water table play.
- Story time, poems, drama, and books.
- Learning to share, take turns, plan, work, and play with others.
- Learning to respond rhythmically to music, singing, and listening to appropriate music.
- Learning good health habits.
- Activities for large muscle development like crawling, jumping, and running and climbing outside.
- Time and room to explore, experiment, discover, play, and be a child.
- Daily Bible teaching goals and stories that are relevant to their daily lives.

We use a Bible based curriculum called *WEE (Weekday Early Education) Learn*. The curriculum is planned around themes with age-appropriate learning centers. We offer music and chapel for all ages in a fun environment. Music has an emphasis on movement and singing, and chapel is a special time to hear Bible stories in a group setting. Three-, four-, and five-year-olds will learn basic Spanish with units such as Greetings, Numbers, Colors, Alphabet, Food, Parts of the Body, Family, Clothing, Transportation, and Ocean Animals. Computers are added for the four- and five-year-olds. The computer education program will teach taking turns, eye-hand coordination, following instructions, and concepts such as over and under, left and right, colors and numbers, and problem solving. We also use an alphabet curriculum called *The Letter People* for the three-year-olds and *Frog Street Press* for the four- and five-year-olds. Library resources, with a good selection of literature, have been added to the program to supplement the curriculum and enhance a love for reading.

There will be quiet times during the day for whispers, rest and relaxation, hugs, and times of feeling very special. There will also be times of involvement when there is a special closeness between children and between teacher and child. SPP strives to provide a happy, clean, and safe environment for each child.

Parents will be notified by email of any policy or operational changes.

Staff

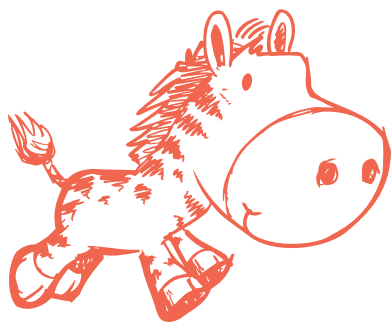
The SPP Staff is comprised of Christians providing loving and understanding care for each child. They are committed to the development of each child academically, spiritually, mentally, emotionally, socially, and physically. Parents will find the SPP Staff are people of prayer—praying often for one another and for the children in their care. *The SPP Staff believes that caring for children is a privilege and a ministry.* They are required to take Continuing Education classes in Early Childhood. Training topics may include discipline, classroom management, health and safety, planning age-appropriate activities, and special needs. All staff members have CPR/First Aid and Food Handlers certifications.

PARENT-TEACHER COMMUNICATION

If you have a question or concern about a situation, first try to talk with the teacher or person involved in the situation. In most cases, any question or concern can be addressed at that level. If you think the situation needs further discussion, please contact the SPP office. A meeting will be arranged with the parent(s), teacher, and administrative staff.

SPECIAL NEEDS

Prior to enrollment in SPP, the parent and the SPP Director will talk together to assess SPP's ability to accommodate any special needs. The Preschool classroom is often the first place where a child's unique learning/processing skills and sensory differences are noticed. Early intervention can be a vital tool in assisting children with possible learning differences. SPP is committed to provide guidance and walk alongside our families when we begin to notice that a student may benefit from an evaluation either through the school district or by private services.



**Our staff believes
that caring for
children is a privilege
and a ministry.**



Enrollment • • • • • • • • • •

TUITION

Tuition can be paid by check, money order, cash, credit or debit card, or automatic withdrawal through Tuition Express. (If paying in cash, the parent should have the exact amount—the office does not keep cash on hand.) Payments can be mailed, paid at the SPP office between 8:30 a.m. and 4 p.m., Monday through Friday, or dropped off at the main church office window between 8:30 a.m. to 5 p.m., Monday through Friday. Cash payments may only be made at the Preschool Pals window.

TUITION EXPRESS

Tuition Express is a service that will process tuition fees automatically from the financial information on file that has been provided by the parents. It will draft tuition payments on the fifth of each month after 2 p.m. (or the first business day after the fifth if it falls on a weekend or holiday).

While parents have the option of paying in person by cash, check, or credit card, if tuition has not been paid by the fifth at noon, then it will automatically be drafted from the information on file. This serves as a “back up” for parents so that no late fees are assessed.

Each family must have a Tuition Express form on file as a “back up”, whether they plan to pay in person or let payment be drafted from their account automatically. You can use a bank account or credit/debit card to keep on file with Tuition Express. You may also make a direct payment by credit or debit card through the parent portal at www.myprocare.com.

Tuition in the SPP program is divided into nine equal payments. The first payment is due August 1, and the remaining payments are due the first of each month through April. If enrollment begins after August, first and last tuition payments will be due upon enrollment.

A late fee of \$20 will be assessed after the tenth day of the month. If the fees are not paid by the tenth of each month, SPP reserves the right to refuse school services until full payment is received. Repeated delinquency may result in withdrawal from the program.

A \$20 service charge will be assessed for each returned check or declined debit/credit card.

The first month’s tuition must be paid and your account must be in good standing before the child may attend class at SPP.

Registration:	Annual		\$150
Supply Fee:	Semi-Annual	Two Day	\$75 in September & \$75 in January
		Three Day	\$100 in September & \$100 in January
		Four Day	\$125 in September & \$125 in January
Tuition (first child):	Monthly	Two Day (W/F)	\$280
		Two Day (T/Th)	\$305
		Three Day	\$365
		Four Day	\$445
		TK	\$485
Sibling Discounts:	\$20 discount for each additional child off their monthly tuition.		



INCOME TAX INFORMATION

The parent needs to keep the canceled checks or receipts. This is the information needed for the income tax form: Tax ID #75-2780864. You will also be able to view your account activity, make payments, and print out your own statements for tax purposes, etc. from our Tuition Express parent portal by signing up at www.myprocare.com. Stonebriar Preschool Pals can e-mail or print receipts and statements upon request.

ENROLLMENT

Ages: The child must be at least 18 months to 5 years of age (as of September 1) and not enrolled in kindergarten.

Enrolling: Children may enroll any time during the year as long as space is available.

HOLIDAYS, FAMILY VACATIONS, OR ABSENCES

The annual tuition is based upon the number of class days offered versus calendar days per month. Whether a student is in attendance or not, a classroom spot is reserved for him or her so there is no credit of tuition for family vacations or absences.

MAKE-UP DAYS FOR ABSENCES

No make-up days are given for absences. SPP is licensed to handle only a certain number of children per day in each classroom so we cannot schedule children registered for other days.

PARENT INFORMATION CHANGES

Any time there is a change of address, telephone number at home or at work, or e-mail address, the parent needs to notify the SPP office *immediately*. The change of information on the child's original paperwork must be written by the parent *only*.

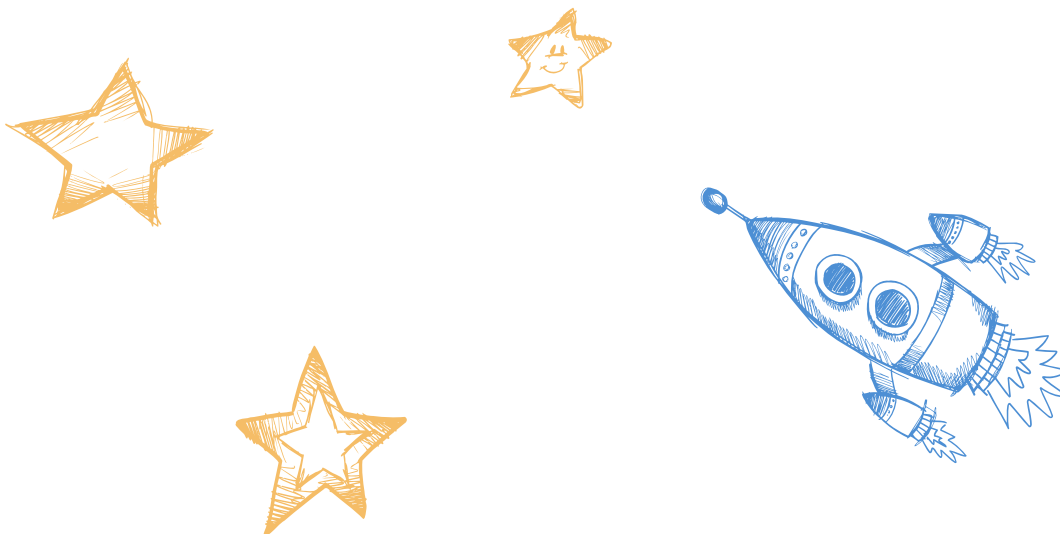
WITHDRAWAL FROM PROGRAM

SPP requires a 30-day paid withdrawal notification.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the SPP Office in writing (we cannot accept a verbal notification) at least one month before the withdrawal date. You may either pick up a Withdrawal Form from the SPP Office to complete, or e-mail tonnyab@stonebriar.org. If you e-mail your request, you will receive a return e-mail acknowledgment stating that we received your request. If you do not receive this return e-mail, then our office did not receive your request and you need to re-send. **We require a 30-day paid notification of withdrawal.**

Registration fees are nonrefundable. Any refund of tuition is given only after the one-month paid notification has been met and any past due balance has been paid. If withdrawing after March 1, your pre-paid tuition will be non-refundable. The 30-day paid withdrawal notification will still be required.

SPP reserves the right to refuse admittance to the program or to ask for the removal of a child from the program at its sole discretion.



Drop-off & Pick-up

Scan the qr code to watch our carpool video.



or [click here](#)

ARRIVAL & PICK-UP TIMES

Please enter the carpool line using the far south entrance from either Parkwood or Legendary.

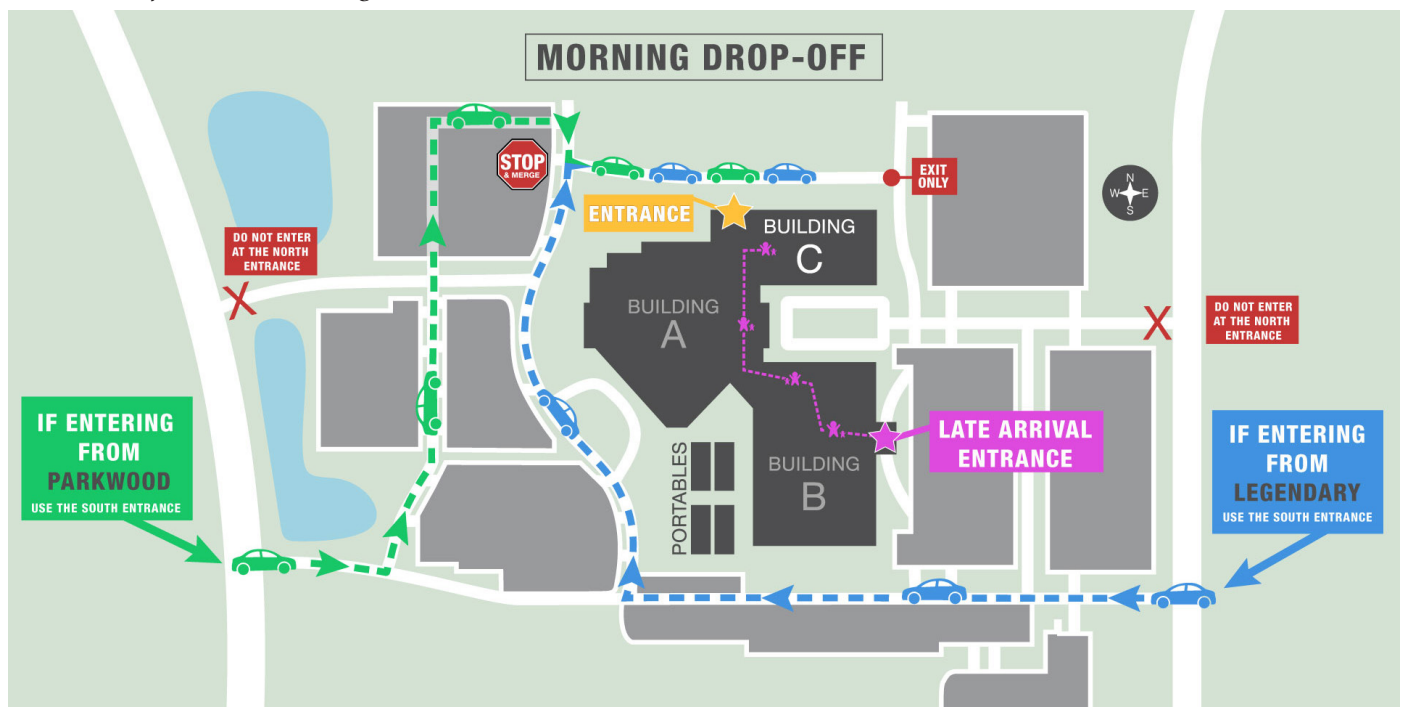
If entering from Parkwood: Look immediately for a sign directing you to the carpool line.

If entering from Legendary: continue straight to the west side (the Parkwood side) of the church and follow the sign directing you into your carpool line.

The two lines will merge into one line at the stop sign as you approach the north side of the church. Please take turns, one car at a time, as you merge. Do NOT merge from any other area into the already established line.

Arrival:

Drop-off will be at the North doors of building C and begin at 8:45am and end at 9:15am. The North door entrance will lock at 9:15. If you arrive later than 9:15, you must drive around, park in the parking lot, and enter the church through the covered entrance at building B. From there, you walk through the building and up to the SPP office on the second floor of building C where the SPP staff will check in your child and bring them to class.

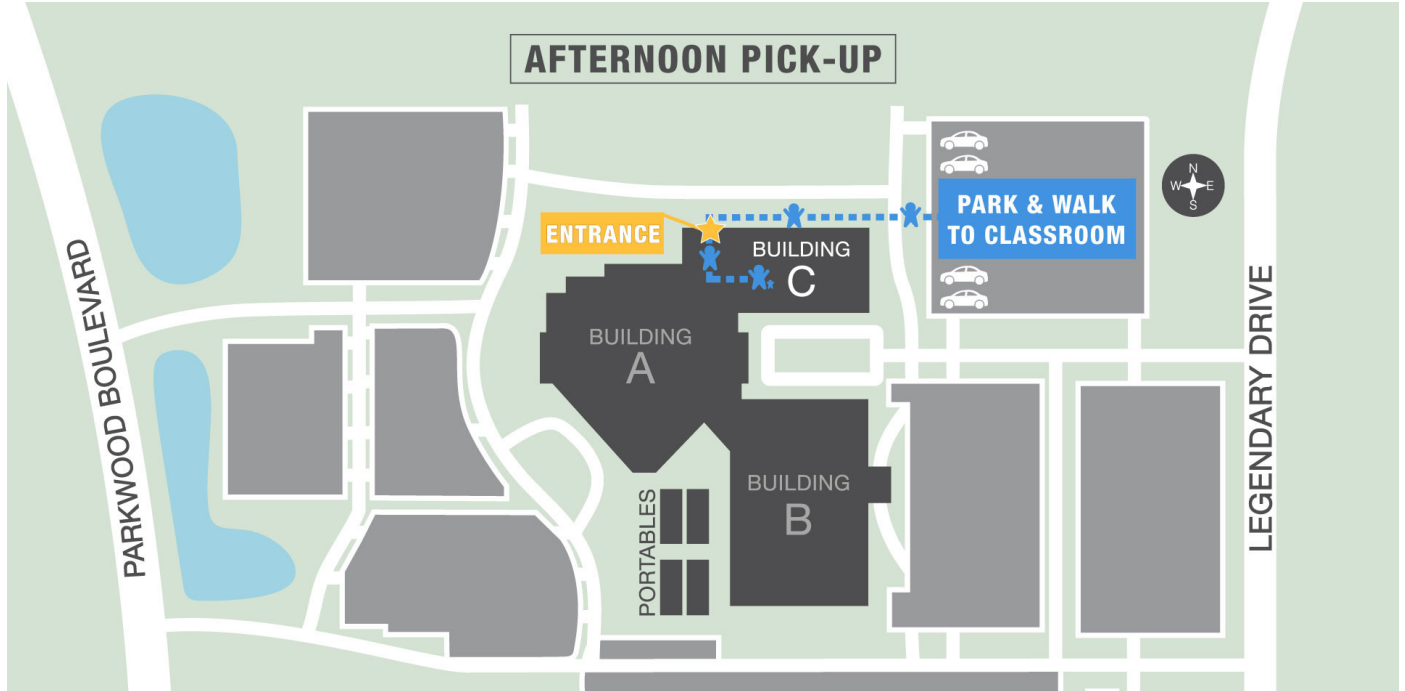


Pick-Up:

School ends at 2 p.m. Parents will park in the parking lot by the playgrounds and walk down the side of building C to enter at our preschool entrance. Parents will pick up their children at their classroom, scan the QR code, and sign them out on their phone. If you have a 4-digit code but do not have the app on your phone, you will need to sign out the child on the printed class list and then go downstairs and give the code to one of the SPP staff with an i-pad stationed by the doors as you exit the building. The staff will then electronically sign them out on the Ipad.

Late Pick-Up:

The North doors will unlock at 1:45 p.m. and school ends at 2 p.m. If your child has not been picked up by 2:10 p.m., a \$20 late pick up fee will be assessed and drafted from the information we have on file. If a child has not been picked up by 2:30 p.m., the late fee will increase to \$40 to be drafted that day. Please contact the SPP office when you know you will be arriving late. **Please understand this notification does not relieve you of a late fee.**



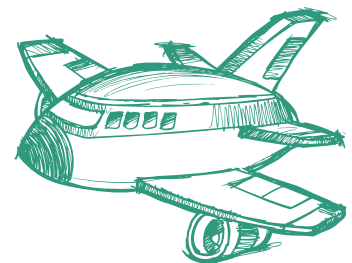
SIGN-IN & SIGN-OUT APP

An invitation to download the Procure app will be emailed to each parent’s individual email account. Please download from separate accounts so that the app can give you each an individual identification code. This app will be used for daily sign-in and sign-out of your child and is provided to parents only.

When you arrive in the drop-off line, we will hold up an iPad with a QR code that you will scan with your phone through your Procure app. This will bring up your child’s name for sign-in and sign-out. If you forget your phone, you will also have an assigned 4-digit ID code you can tell us and we can sign-in your child for you.

Other adults that the parent authorize to pick up a child will have a 4-digit code assigned to them. That will be assigned when they are entered from the enrollment form you submit or added later in the year through email or note. You can locate authorized pick-up codes in the parent profile section of your app. It is the parent’s responsibility to give the individually assigned pick-up codes to any authorized pick-up people.

If the parent has alerted us of a last-minute pick up but that person does not have a code, we can provide an alternative sign-out through our iPad. ID must be provided.



AUTHORIZED ADULTS

SPP will allow only parent-authorized individuals to pick up children.

1. The parent must put the person's name on the "pick-up authorization" portion of the child's enrollment form.
2. To authorize another adult after enrollment, the parent may write a note and bring it to the SPP office, send an email, or send us a message in the Procure app.
3. The parent may call the SPP office and give a name and description of the individual. (This is done only in an emergency situation.)
4. The authorized individual must have picture identification (i.e., driver's license) to show at pick-up before the child will be released.
5. Authorized adults will be assigned a personal 4-digit code in the parent's Procure account. The parent must provide this code to the authorized adult.

If a parent or legal guardian has custodial rights, a copy of the court order must be on file in the office showing that the other parent or legal guardian is not legally authorized to pick up the child.

PARK & WALK

When dropping off or picking up outside of the carpool times, the parent should park, enter through Building B (look for the covered drive), and walk the child to the SPP office. For safety purposes, **it is imperative that the child and parent stay together at all times when arriving at and leaving school.** This includes staying together in the elevator or stairs. No running ahead!

Do not leave a vehicle with the engine running. Do not leave siblings or other children unattended in a vehicle at any time. Please do not bring sick children into the school to pickup a well child from school. Be careful not to park in spaces designated for handicapped persons. Do not park in fire lanes. Those parking in state-required handicapped spaces or fire lanes risk a parking ticket with a hefty fine from the local police.

It is your responsibility to park legally while on the premises.

PARENT ID CARD

Two ID cards per family will be issued at "Meet the Teacher" or upon registration. In the event that a parent enters the building other than arrival and pick-up times, the parent must show the SPP parent ID card to the administrative assistant at the front desk. Having an ID card will eliminate the sign-in procedure at the church front office. ***2023-2024 ID cards will be yellow. Any ID card from previous years will not be accepted.***

VISITORS

Visitors are required to sign in and out at the SPP office.

TRANSPORTATION

SPP does not provide transportation for children to and from home.

Daily Needs

FOOD

All children in the SPP program should bring lunches from home, including a water bottle or sippy cup (one for snack and one for lunch). The parent should provide the child's lunch from home and understands SPP is not responsible for its nutritional value or for meeting the child's daily food needs. Please include an ice pack in the lunches to keep food fresh. Lunch boxes should be **clearly labeled on the outside**.

Snacks are provided. Snack menus are posted monthly outside each classroom. *If your child has food allergies and needs an alternative snack, the parent is required to provide that daily.* Due to the wide variety of allergies, SPP will not be responsible to provide alternative snacks.

SPP is a nut-free center. Please do not pack peanut butter sandwiches or other peanut butter "look-a-likes" or food items containing nuts of any kind. Also, please check labels on packages to make sure items were not processed in a facility that processes nuts.

Birthday and Special Occasion Treats: Food items must be store bought. They must be brought in the original packaging including the label. Items with labels stating the product has been *processed* in a facility that processes nuts are not allowed. Please ensure it is free of nut products. Let your teacher know what you plan to bring as a birthday celebration item. The teacher will notify parents in advance about any class cooking or food-related activity.

DIAPER BAGS/BACKPACKS

Parents need to provide a *full-sized backpack* to transport their child's items to and from school. A child-sized backpack is not large enough to accommodate everything needed. The diaper bag/backpack is to be sanitary and kept clean, or SPP will need to request that the parent bring the child's items in a plastic bag. If the child is not potty-trained, enough disposable diapers, wipes, and/or pull-ups for one day should be sent. *Please label your child's diaper bag/backpack on the outside.*

Scan the qr code to watch our "what to bring to school" video.



or [click here](#)

Extra Clothing: Each child should have *two complete sets* of extra clothing in his or her backpack/bag. This includes underwear, socks, and shoes. The parent should change the size of the clothing based on the child's size and season.

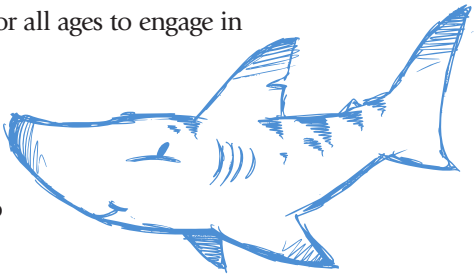
CLOTHING FOR SCHOOL

The child should wear comfortable, washable, sturdy clothing. Using layers of clothing works very well. Shoes are required on the playground. Shoes help prevent stubbed toes. Children trip and fall more easily with sandals and flip-flops. Closed-toe shoes/tennis shoes are recommended. If girls wear skirts or dresses, it is recommended that they wear bloomers or shorts underneath.

State minimum standards require that all children wear diapers, pull-ups, or underwear daily. This is for hygiene purposes in the classrooms and on the playgrounds. If your child comes without underwear and there is none in the backpack, parents will be called to bring some to school or take the child home.

Weather will vary during the day, so please send a sweater or jacket. If the temperature outside "feels like" 35 degrees Fahrenheit or higher, we will go outside. If weather prevents outdoor play, we provide indoor spaces for all ages to engage in unstructured physical activity.

Please do not dress children in expensive clothing or expensive jewelry. We cannot be responsible if clothing gets dirty, or if a child loses a piece of jewelry. Because of the activities and outside play, we recommend that your child wears clothing that will allow him or her to participate in all activities.



BLANKETS/PACIFIERS/LOVEYS

Children in the SPP programs ages 18-months to 3 years old are allowed to bring a special blanket, pacifier, or lovey for nap time. These items are to be taken home at the end of each day. Be sure to put the child's name on it.

NAP MATS/TOWEL

18 months/2-year-olds need a nap mat for nap time. It can have a blanket attached or a separate blanket rolled up inside. Be sure to label the nap mat on the outside to be visible to the teacher.

3-, 4-, and 5-year-olds only need to bring a bath/beach towel for rest time. Rest time will only last 30 minutes for this older age group.

TOYS FROM HOME

SPP requests that parents leave all toys at home or in the car. A child may bring a toy for a specific classroom event. The teacher will notify you of these events. The toy should have the child's name on it. Guns, war toys, and other toys of destruction and/or aggression are not allowed at SPP.

Before bringing special show-and-tell items, parents should talk to their child's teacher.

PHYSICAL ACTIVITY AT SCHOOL

Minimum Standards requires 30 minutes of outdoor play, weather permitting, or an indoor area of free play allowing the children to use small and large muscles. Toddlers and two-year-olds will have an additional 30 minutes and three-, four- & five-year-olds will have an additional 45 minutes throughout the day of moderate to vigorous physical activities. These will include structured and unstructured playtime for the children.

LABELS

Label everything the child brings to SPP so belongings are not easily lost. Laundry markers, commercial labels, and masking tape in an emergency all work well when labeling. All jackets, loveys, water bottles, sippy cups, and clothing must be labeled. All nap mats, lunchboxes, and backpacks must have a label on the outside.

PETS/ANIMALS

Please, no pets or animals at SPP. They cannot be in a classroom except on a rare occasion with special permission from the SPP office. If your pet is in the car during carpool, please restrain them while your child is getting out.

Health & Safety

healthWILLNESS

Each child's health is a matter of major importance. Before the first day of class, every child must have a completed medical form and a signed emergency medical treatment form on file in the SPP office.

The child's immunization record must be current, complete, and documented by a state-approved verifiable record. The immunization record must be signed by a doctor or medical professional. This signature can be handwritten, a signature stamp from the doctor's office, or an electronic signature. The immunization record must also include the doctor's printed name, the office practice name, address, and phone number. It is the parent's responsibility to provide the SPP office with updated immunization records as they are acquired.

SPP will also acknowledge the original notarized copy of the state of Texas affidavit exempting your child from immunizations. This original copy must be kept on file in the SPP office. If you choose a delayed immunization schedule with your child, you must provide a notarized affidavit of exemption until those immunizations are administered and an updated immunization record is provided to the SPP office.

Four- and five-year-olds must also provide proof of vision/hearing screening; results must be kept on file in the SPP office.

If a child appears to have symptoms of illness while at SPP, the parent will be notified and the child must leave. *If the parent cannot pick up the child immediately, then SPP must have the name of an authorized individual who can.* A \$20 late fee will be assessed if the child is not picked up within one hour. While waiting to be picked up, the child will be separated from the other children.

The parent must notify the SPP office immediately when their child has a communicable disease (i.e.: COVID-19, lice, rotovirus, chicken pox, hand-foot-and-mouth disease, flu, etc.). The parent needs to call each day the child is ill and will not be attending school. The office also needs to know the type of illness. If you have a question about your child's diagnosis, please call the SPP office. SPP is required to notify the other families in your child's classroom and other classes they share specials with of the communicable disease, but we will not disclose the parent or child's name.

Each communicable disease has a contagious period. Please contact the SPP office about when your child can return to school based on his or her illness.

Please be cautious with siblings when it comes to communicable diseases. If a sibling is displaying any symptoms of illness, please take precautions and keep your child at home so as not to potentially infect another class.

SPP may find it necessary to modify the illness policies during flu or other similar related outbreaks.

SPP follows the requirements of the Collin County Health Department. Currently, TB testing is not a requirement.

COVID QUARANTINING

If a family member has a confirmed case of Covid, please keep your SPP student home for 5 calendar days to watch for the development of symptoms in order to protect the classroom from possible exposure.

If an SPP student has a confirmed case of Covid, please notify the SPP office immediately. We will notify the parents in the class to be watchful of symptoms. We will not be quarantining the classroom.

An SPP student with a confirmed case of Covid must stay home for at least 5 calendar days and until symptoms are improving. They must also be fever-free for at least 48 hours without the use of fever-reducing medications before returning to school.

KEEPING A CHILD HOME

The child *may not* be at SPP if he or she has one or more of the following symptoms:

- A fever, or has had a fever during the previous 24-hour period. A fever is defined as a body temperature of 100° or above (without medicine).
- Diarrhea, or has had diarrhea in the previous 24-hour period. (Diarrhea is defined as 2 or more loose stools within a 1-hour period)
- Vomiting, or has vomited in the previous 24-hour period.
- A heavy green nasal discharge.
- A congested cough.
- Symptoms of a possible communicable disease. Symptoms may include sniffles, reddened eyes, sore throat, headache, abdominal pain, fever, rash, or change in normal behavior.

Children cannot be kept inside while their class is outside on the playground. If a child is too sick or otherwise unable to go outside, he or she should be kept at home.

WHEN THE CHILD MAY RETURN

Children may return to SPP:

- After they have no fever for 24 hours *without* the use of a fever reducer such as Tylenol.
- When there has been a confirmed case of flu, after they have no fever for 48 hours *without* the use of a fever reducer such as Tylenol. This 48 hour policy will also apply to confirmed cases of Covid when the fever is present.
- After they have no diarrhea (loose stools) for 24 hours *without* the use of medication to control the loose stools.
- After they have not vomited for 24 hours *without* the use of medication to control the vomiting.
- After the child is determined by the SPP director to no longer be contagious after having a communicable disease or being exposed to a communicable disease.

MEDICATION

No medication will be given at SPP by SPP staff. This includes, but it is not limited to: breathing treatments, over the counter medications, vitamins, and cough drops. The only medications that will be administered by SPP staff are related to life-threatening allergies accompanied by EpiPen or rescue inhaler. Sunscreen and/or bug spray must be applied to a child before coming to school if desired. SPP will not apply these products.

SPP does not maintain or administer unassigned EpiPens to use on any child. Parents must provide a child's EpiPen if it is needed. The EpiPen must be provided in its original box with the pharmacy label, and the label must include the child's name, doctor's name, and administration instructions. An allergy form should also be included, which will be provided by the SPP office.

Diaper rash prescription cream or over-the-counter diaper cream that is clearly labeled with the child's name can be administered by SPP staff. Please let your child's teacher know you have sent it to be used for that day.

Do not add any medications to your child's drinking cup and then send it with them to school. Please refrain from placing "gummy" vitamins in your child's lunchbox. This is for the safety of your child and the other children in the classroom.

ACCIDENTS/INJURIES

In case of an accident or injury, we will administer first aid and make an assessment of the situation. If the injury requires emergency medical attention, we will call 911 first and then the parent. We will notify the parent of the incident. An *Occurrence Report* is filled out by the teacher and will be signed by the administration and emailed to the parent or presented to the parent for a signature at pick-up. The original report will be kept in the child's file in the SPP office. A copy of this report will be provided to the parent.

SANITIZING

We want to do everything possible to keep a healthy and clean environment. All table tops, furniture, counters, bathrooms, door handles, and toys are sanitized throughout the day.

Hand washing with soap and water is preferred to hand sanitizer and will be performed multiple times throughout the day.

EMERGENCY PREPAREDNESS PLAN

All Staff is required to be familiar with all emergency procedures. All SPP staff maintains current CPR/First Aid certification. Emergency phone numbers and evacuation plans are located by each phone in the classroom.

In case of injury to a child:

- One teacher stays with the injured child and administers first aid. The other teacher takes the rest of the class away from the area and notifies a member of the SPP office staff for help.
- All teachers will remain CALM
- A member of the SPP office staff will assess the situation and notify the emergency contacts. If needed, 911 will be called first, then we will contact the parent.

Fire/Emergency Evacuation of the building:

In the event of a fire in the building, teachers will calmly get the students out by using a pre-planned escape route to a designated safe space. Teachers will not take time to put on jackets or remove dress up clothes. We will get out as quickly as possible.

Fire drills will be practiced monthly to ensure the children feel confident in exiting the building so quickly.

In the event the building needs to be evacuated for fire or other hazardous reason, SPP staff and students will take shelter across the parking lot at:

Hunt Middle School

4900 Legendary Drive, Frisco, Texas

Tornado:

Teachers will quickly and calmly line the children up and move to the designated area. The entire school will meet in an indoor playroom. This is in the most interior part of our building and has no windows, so we will be as safe as possible.

We will practice a tornado drill at least 5 times per year. This makes the students comfortable with the process of what we are doing and how to do it quickly.

The SPP office will send either a note on ProCare or an email to let you know when we practiced a tornado drill. We want you to be aware so you can speak with your student about it and see if they have any questions or concerns.

Lockdown:

We will practice this drill in order to be fully prepared in the event of any situation where it may be safer for the children to remain in their classrooms vs. exiting to a new location. We practice this drill at least 5 times per year.

The SPP office will send you a note on your ProCare app or an email to let you know that we practiced the drill that day. If you ever have questions about these drill procedures, please call the office to ask. Our main goal in planning and practicing these drills is to keep your child safe in any event while they are at school.

We have practice drills for safety and we want to make sure the children understand what we are doing. We will talk about it in class but always want to make you aware so your family can have more discussions at home.

Special Events

PARENT INVOLVEMENT/VOLUNTEERING

Each year a Room Parent, or group of Room Parents, helps plan for seasonal activities in their child's classroom at Thanksgiving, Christmas, Easter, and the end of the year.

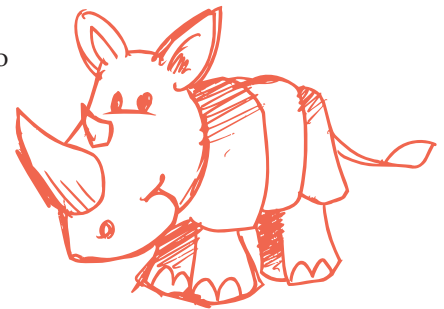
Parents are encouraged to help during Staff Appreciation Week, April 2-5. This is a week when staff is shown how special they are by receiving goodies and notes of encouragement, praise, and appreciation. Gifts are not required or expected during this week. If you are interested in helping, the Special Events Coordinator will contact you with information as to what you need to bring or how you can help.

Parent volunteers are needed to help with cut outs and various jobs to assist teachers. *Home Helpers* is an option for parents who prefer to take projects home and return them to SPP.

SCHOOL PICTURES

Individual student pictures will be taken in the fall and offered as a package for parents to purchase through the photographer.

Class Group pictures will be taken in April and will be available for purchase through the photographer.



HOLIDAY ACTIVITIES/PROGRAMS

Children in the three-year-old, four-year-old, and TK classes will perform a musical at Christmas and the end of the school year. These musicals will be performed during regular school hours. Parents and loved ones are invited to attend. Please see the calendar on page 17 for musical week. Your child's specific performance day will be communicated closer to the event.

Behavior

BEHAVIOR ISSUES

Occasionally it becomes necessary to guide a child into a more acceptable behavior, such as when the child is hitting another child, hurting himself/herself, or destroying property. When this happens, the following guidelines will be followed:

1. Redirect the child with another activity.
2. Talk to the child about the inappropriate behavior.
3. Talk to the child about making good choices.
4. Remove the problem—the toy, anything that is broken, etc.
5. Cool-down time in the classroom.
6. Cool-down time in the SPP office.
7. SPP director or assistant director–child discussion.
8. SPP director or assistant director–parent–teacher conference.
9. In extreme cases, the child may be asked to leave SPP. (See “Principles of Discipline” for additional information.)

CLASSROOM RULES

1. Be kind to yourself and others.
2. Take care of the classroom.
3. Listen to the teachers.

PRINCIPLES OF DISCIPLINE

1. Be a good listener and observer.
2. Speak kindly, quietly, and on the child’s level.
3. Identify what is important and emphasize it.
4. Identify what is unimportant and forget it.
5. Childproof the environment.
6. Identify limits that are appropriate and necessary. Once limits have been established, they should be clearly defined and consistently maintained.
7. State suggestions or directions in a positive, specific form.
8. Give children choices only when you are prepared to accept the child’s decision.
9. Acknowledge the child’s perception or reaction.
10. Acknowledge your own feelings.
11. Unconditionally accept the child, although the behavior cannot be condoned or may have to be redirected. Try to empathize with the child.
12. Try to understand and deal with the cause of the child’s behavior.
13. Avoid motivating a child by making comparisons between one child and another or encouraging competition. Emphasize progress toward self-improvement.
14. Help child to recognize and accept logical or “natural” consequences of behavior. Avoid creating a dependency on artificial rewards or bribes. Empty threats or promises are meaningless.
15. Recognize that a child begins to identify (think, feel, and behave as though the characteristics of the model belong to them) with significant people in their lives.
16. Attack the problem rather than the child with a problem.
17. In some situations, “I” messages may be more appropriate than “You” messages.
18. Note that basic principles of communication hold true in sensitive or controversial areas.
19. Know your own limitations.

—Dixie Crase

Legal

LIABILITY INSURANCE

SPP is covered by secondary liability insurance through American Church Group of Texas Insurance Company.

ECCN

SPP is a member of the Early Childhood Christian Network. ECCN is an association that provides professional and personal development for church weekday preschool programs.

EQUAL OPPORTUNITY POLICY

SPP does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, or any other SPP administered program.

GANG FREE ZONE

SPP is a gang free zone. The Texas Penal Code indicates that area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

WEAPONS

Firearms and all other weapons of any kind are prohibited on the premises.

COURT ORDERS

If SPP is notified of a court order impacting your child, our staff will adhere to that court order without exception. SPP is required to have a copy of the court order on file in order to enforce it.

CHILD ABUSE & NEGLECT

Child abuse is defined as non-accidental physical or mental injury caused by the acts or omissions of the child's parents or caretakers.

- Physical abuse: non-accidental physical injury to a child.
- Physical neglect: failure on the part of the child's caretaker to provide adequate food, clothing, shelter, or supervision.
- Emotional maltreatment: belittling and rejection of the child-not providing a positive emotional atmosphere.
- Sexual abuse: sexual exploitation of a child done for the sexual gratification of the offender or another person.

Child Abuse Hotline: 800-252-5400

SPP is legally responsible to report any suspected child abuse. Our staff is required to receive a minimum of 1 hour of training each year on prevention, recognition, and reporting of child abuse. If we suspect child abuse, we will follow required guidelines to contact DFPS. By State regulations, the child abuse hotline number is posted in the classroom.

If you have concerns about a child suffering from abuse or neglect, please notify the Director immediately or contact the Texas Department of Protective and Regulatory Services at www.dfps.state.tx.us, or the Collin County Child Advocacy Center, 2205 Los Rios Blvd., Plano, TX. 75074 or by phone at 972-633-6600 (caccollincounty.org).

PARENTS' RIGHTS

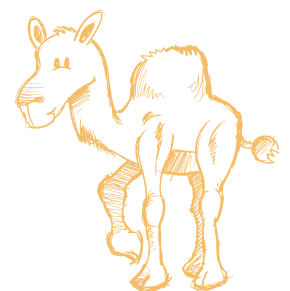
Parents may . . .

- Enter and examine SPP during its hours of operation with or without advance notice.
- Review SPP's publicly accessible records (located in the glass case in the upstairs hallway by the 3-year-old classes).
- Review SPP's written records concerning the parent's or guardian's child.
- Receive from SPP the commission's inspection reports for our school and information on how to access SPP's compliance history online.
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child, provided that:
 - » Video recordings of the alleged incident are available;
 - » The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - » The parent or guardian or any other child in the video receives prior notice from SPP.
- Obtain a copy SPP's policies and procedures handbook.
- Review SPP's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by SPP.

STATE-LICENSED

SPP is licensed by the Texas Health & Human Services Commission and is in compliance with their rules and regulations. To view these minimum standards, go to www.hhs.texas.gov. Annual inspection reports are available in the SPP office upon request.

Texas Health & Human Services Commission: 535 S. Loop 288, Suite 2001, Denton, Texas, 76205
214-583-4253 or 1-800-252-5400



2023–2024 Calendar

■ 1st & last day of class
 ■ SPP closed
 ■ Special event
 ■ Enrollment for 2024–2025

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- August**
- 7 Parent Orientation (video e-mailed)
 - 17–18 "In person" meet-the-teacher (by appointment)
 - 22 1st day of school for T/T, 3-day, and 4-day classes
 - 23 1st day of school for W/F classes

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- September**
- 1 No school | FISD staff development day
 - 4 Labor day | Church closed
 - 7–8 Room Parent meeting in Lobby at 9:20 a.m.
 - 25 Hearing/Vision screening (by sign-up only)

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- October**
- 6 No school | FISD staff development day

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- November**
- 1–3 Individual Pictures
 - 16–17 Classroom Thanksgiving Feasts (with parents)
 - 20–24 Thanksgiving Holiday

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- December**
- 14–15 SPP Christmas Musical (3's & 4/5's)
 - 20–21 "Happy Birthday Jesus" Parties (with parents)
 - 22 Christmas Holiday starts

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- January**
- 1–9 Christmas & New Year's Holiday
 - 10 SPP first day back to school (W/F, 3-day, 4-day)
 - 11 SPP first day back to school (T/T classes)
 - 15 MLK Day | Church closed
 - 18–19 SPP Registration Info Meetings in lobby at 9:20 a.m.

- February**
- 5 Online # registration | **Current** SPP Families
 - 6–9 **Current** SPP Families turn in 2024–2025 SPP Enrollment Forms
 - 12 Online # registration | Open to the **Public**
 - 13 Classroom Valentine's Parties (T/T classes)
 - 14 Classroom Valentine's Parties (W/F, 3-day & 4-day)
 - 15–16 Fun With My Family Event
 - 15 SPP Open Registration & turn in forms | 7 p.m. (For Public)
 - 16 No school | FISD staff development day
 - 19 President's Day | Church closed

- March**
- 11–15 Spring Break | No school
 - 27–28 Class Easter Parties (with parents)
 - 29 Good Friday | No school | Church closed
 - 31 Easter Sunday

- April**
- 2–5 SPP Staff Appreciation Week
 - TBA SPP Class Group Pictures
 - 18–19 SPP Spring Musicals (3's & 4/5's)
 - 25–26 No school (These days will be used as bad weather make up days, if needed)

- May**
- 9 Last day of school for T/T and 3-day classes
 - 10 Last day of school for W/F and 4-day classes
 - 13 Clean-up Day | 9 a.m.–2p.m.

Index

absences 5
accidents/injuries 12
arrival & pick-up times 6
authorized adults 8

behavior issues 15
blankets/pacifiers/loveys 10

child abuse & neglect 16
classroom rules 15
clothing for school 9
contact information ii
court orders 16
covid quarantining 11

diaper bags/backpacks 9

eccn 16
emergency preparedness plan 13
enrollment 5
equal opportunity policy 16

fire 13
food 9

gang free zone 16

health/illness 11
holiday activities/programs 14
holidays, family vacations, or absences 5
hours of operation 2

inclement weather 2
income tax information 4
injury 13

keeping a child home 12

labels 10
late pick-up 7
liability insurance 16

lockdown 13

make-up days for absences 5
medication 12

nap mats/towel 10

parent id card 8
parent information changes 5
parent involvement/volunteering 14
parents' rights 17
parent-teacher communication 3
park & walk 8
pets/animals 10
physical activity at school 10
principles of discipline 15
program 2

sanitizing 12
school pictures 14
sign-in & sign-out app 7
special needs 3
staff 3
state-licensed 16

tornado 13
toys from home 10
transportation 8
tuition 4
tuition express 4

visitors 8

weapons 16
when the child may return 12
withdrawal from program 5

