



PARENT HANDBOOK

Policies & Procedures

2024-2025

WELCOME TO CHILDREN'S DAY PRESCHOOL!

111 East Heritage Drive

Building B

Friendswood, TX 77546

www.fbcfriendswood.org/childrensday

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Church Office: 281-482-7573

Dear Parents,

Welcome to Children's Day Preschool, an early learning program, at First Baptist Friendswood Church. We are excited and blessed that you have chosen to partner with us for your child's early education. Children's Day Preschool is part of the church ministry. As a ministry, we strive to share the love of Jesus with the family unit while partnering together to enhance each child's growth and development.

Children's Day Preschool is licensed by the Texas Department of Health and Human Services, Child-Care Licensing Division. This handbook has been prepared for you to become familiar with our program's policies and procedures. Please read this handbook carefully. If you have any questions, please feel free to contact us.

We are looking forward to sharing a wonderful year at Children's Day Preschool with you and your children!

Pam Kutz

Pam Kutz

Children's Day Preschool Director

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General Information

Advisory Board

Children's Day Preschool is blessed to be part of the church ministry, and we work closely with First Baptist Church's pastoral leadership team to seek support and advice when needed.

Children's Day Philosophy

Children's Day Preschool is committed to providing a safe, nurturing, and spiritual Christian environment that responds to the individual needs of our children and their families. Using developmentally appropriate curriculum and resources, we enhance each child's growth and development while creating a love for learning and an awareness of God's love.

Educational Goals

Our goals are to:

- Provide a safe and happy environment for the children left in our care.
- Develop the whole child spiritually, physically, socially, emotionally, and cognitively.
- Encourage exploration and discovery through learning centers and an interactive play environment. Children will be given opportunities to enhance learning, creativity, discovery, critical thinking, curiosity, social skills, fine and gross motor skills.
- Promote Christian values through faith-based learning.
- Implement a learning environment in which children learn skills that prepare them for kindergarten and beyond.

School Days & Hours

- Toddler 10-17 months.....2 days a week
- Toddlers 18-24 months.....2 days a week
- Two Years Old as of Sept. 1st2 or 3 days a week
- Three Years as of Sept. 1st3 days a week
- 4 Years as of Sept. 1st3 days a week

Two-day classes are on Tuesday and Thursday from 9:30-1:30.

Three-day classes are on Tuesday, Wednesday, and Thursday from 9:30-1:30.

Three days a week are important for 3 and 4-year-old students to prepare them for kindergarten.

School Calendar & Holidays

Our calendar consists of 34 weeks.

The 2024-2025 school year begins on Tuesday, August 20, 2024, and will go through Thursday, May 15, 2025.

Please see the schedule of important dates and holidays on the back page of this handbook.

We use Friendswood ISD’s calendar to guide our school calendar and determine school holidays.

Admission Information

Nondiscrimination Policy

The Children's Day Preschool program admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school.

Enrollment Information

Classes will be filled on a first-come, first-serve basis. Current Children's Day Preschool students, their younger siblings, and First Baptist Friendswood families have priority in pre-registration. The remaining availability of classes will be filled first from the waiting list, and then enrollment will be open to the public.

See the back page (school calendar) for enrollment dates for the fall semester. Open registration continues until classes are full.

Required Enrollment Paperwork

The following items are required to be on file with Children's Day Preschool before your child can attend school:

- **Admission Form including Emergency Medical Information**
- **Operational Discipline and Guidance Policy Form**
- **Physician's Statement**
- **Updated Immunization Record signed or stamped by physician or clinic**
- **Vision and Hearing for four-year-old children**
- **Safe Sleep for Infants in Toddler A**
- **Allergy Action Plan if applicable**
- **Handbook Acknowledgement Form**
- **Court Documents if applicable**

File Updates

It is important to update your child's records in writing with the Children's Day Preschool's Office should there be a change in address, telephone numbers, immunizations, custody papers, etc.

Age and Class Requirements

Children's Day Preschool has classes ranging in age from 10 months through prekindergarten.

Children entering the Three-year-old and Four-year-old classes should be toilet-trained. Toilet-training is defined as a child being able to tell a teacher that he/she needs to use the toilet, and that he/she can use the toilet with minimal assistance from the teacher. These classrooms do not have changing tables, and accidents lead to sanitation concerns.

Registration & Fees

In addition to the registration fee and a curriculum/supplies fee, a tuition deposit will be collected at the time of registration. This retainer/tuition deposit is applied to the May 2025 tuition fee. The May 2025 retainer fee must be paid by May 14, 2024, to complete fall registration.

Fees & May 2025 Tuition are NON-REFUNDABLE . Registration is not complete until all fees are paid.

Fee Chart			
Days	Registration Fee	Curriculum/Resource Fee	Retainer/Tuition Fee
2	\$90	\$170	\$240
3	\$90	\$195	\$290

Tuition

Monthly Tuition	
2 days a week	\$240
3 days a week	\$290

Sibling discount: 1st sibling \$15 off tuition; additional siblings \$10 off tuition

Tuition is to be paid in 9 monthly payments. Tuition is due on the first day of each month and late on the 10th day. The late fee is \$20. Tuition payments are made September through April. May of 2025 was paid prior, at registration.

Payment Options

Payments may be paid by cash, check, or online.

Make cash/check payments by placing them into a Children's Day Preschool envelope found inside the entry doors. Fill out the front of the envelope with the child's name. Then place the envelope in the locked boxes at each end of the Children's Day Preschool building hallway. Payments by check can be mailed. Make checks payable to "FBCF" and write in blue or black ink. You may write "Children's Day" in the check's memo with the child's name.

Or you may make payments online at www.fbcfriendswood.org/childrensday

Scroll down and click on the RED "Pay Online" button. Be sure to include the child's name along with the payment designation in the memo line; for example, memo: Sally Jones, CD March tuition.

Financial Information

Questions about Payments

Children's Day Preschool statements and payments are submitted to the Church Director of Human Resources, Jennifer Bean. You may contact her with your payment/statement questions at: jbean@fbcfriendswood.org or via phone at 281-482-7573.

Non-sufficient Funds/Late Fee Policy

- A \$20.00 service fee will be charged to an account with a returned check or bank draft.
- Late Payment Fees: \$20 on the 10th

Sibling Discounts

- 1st sibling \$15 off monthly tuition
- 2nd sibling and any added sibling: \$10 month off monthly tuition

Withdrawals

If for any reason you decide to withdraw your child, you must give 30 days written notice to the Children's Day Preschool Director or you will be responsible for the next month's tuition through our automated billing. Please notify the Children's Day Preschool office as soon as possible about all student withdrawals.

Refunds

In enrolling a child into Children's Day Preschool, expenses are assumed that do not change by the child's absence; therefore, we cannot refund, or give credit for days missed due to illness, vacations, or inclement weather days. Tuition pays teachers' salaries, which is based on the number of children enrolled and not the number of children present daily. It is not possible to make up days missed, as it causes overcrowding in classes. There will be no reimbursement for emergency closures or severe weather days. Registration/Supply fees and tuition deposits are non-refundable.

Photographs/Videos

Photographs will be taken at school for school use. Pictures and/or videos of children at Children's Day Preschool may be taken for classroom activities and art projects. Photos and videos of your child may be taken and posted on the Children's Day Preschool closed group Facebook page for parents. This closed Facebook group only includes active families and individuals involved in Children's Day Preschool for the current school year.

No outside publication or display of these photos is allowed without the written consent of the parents. If you do not wish your child to be photographed, please inform the director on the photograph permission form.

Drop-Ins

Children's Day Preschool does not accept siblings, cousins, or friends of enrolled students or staff to drop-in at any time.

Security Cameras

To ensure the safety and security of all children, staff, parents, and our facility, the classrooms and some outdoor areas are equipped with a 24-hour video surveillance system. Cameras are intended to promote the safety/security of people and property and to assist First Baptist Friendswood in reviewing any incident not witnessed by a teacher or Director.

Because we insist on protecting the privacy of all children, parents, and staff, our surveillance system/security cameras are for internal purposes only. Security camera recordings will be periodically deleted by First Baptist Friendswood, as they are on a system with a limited amount of storage.

Transportation

Children's Day Preschool does not provide transportation to any location or take children on field trips because all children at this age should be transported in a car safety seat.

Student Information

Arrival and Dismissal

Since Children's Day Preschool is licensed to operate between 9:30 am to 1:30 pm, we cannot care for children before or after those times. Before the school day, teachers are preparing materials and curriculum; therefore, they cannot give adequate supervision to students. The teachers will not allow a student in the classroom before 9:30 am. After school, the teachers clean up before leaving for the day and are not paid to stay after hours. Please do not drop off or leave a child without supervision. Your cooperation in this matter will be much appreciated.

Pick-Up/Release of Children

- Parent/parent designee must sign his/her child in each morning upon arrival and sign the child out at dismissal.
- Children's Day Preschool staff will release students only to authorized persons listed on the student registration and information sheets. Staff will ask individuals for proof of proper identification.
- If someone different is picking up, please let the front office or the teacher know in advance.
- Children's Day Preschool staff will not release children to underage siblings, relatives, or friends not listed on the student registration information sheets and not designated by you for pick-up.
- All doors will be locked between 9:45 am-1:20 pm. For security reasons, please enter through the front entrance by ringing the doorbell if you come to the school during the day once the doors are locked.

Late Arrivals or Early Pick-Ups

If you arrive after the doors are locked at 9:45 am or before the doors are unlocked at 1:20 pm to drop off your child or pick him/her up, please go to the door closest to the Children's Day Preschool office. Please ring the bell for someone to let you into the school and check-in at the front desk. Your child will

be brought to the office, and you will sign him/her out before you leave the building. Please do not leave valuables in your car during drop-off and pick-up.

Late Pick-Up

If a student is not picked up by 1:40, he/she will be taken to the Children's Day Preschool office. The Director will contact parents and/or emergency contacts to determine who will pick up the child. Consistent late pick-up (3 times) will result in a late pick-up fee of \$15.00 per incident. Please call the office at 346-385-9292 if you are delayed so we are aware of the delay and can reassure your child that you will be arriving shortly.

Clothing

Dress your child in comfortable, washable, play clothes in which he/she can move easily and freely. Indoor art activities and outside play activities which may involve dirt, water, paint, etc., provide children with creative avenues in which they may experience social, emotional, and cognitive growth. **All children should have a COMPLETE change of clothes.** Please label all clothing items with the child's first name and last initial. As the weather changes, check the extra clothing to ensure that it is appropriate for the weather and that it still fits well.

Boots, sandals, Crocs, and jellies are hazardous on playground equipment. Appropriately sized tennis shoes are the best choice for school.

Children who are not potty-trained need diaper wipes and **disposable** diapers or Pull-Ups with **tear-away or adhesive sides** labeled with their first name last initial.

What to Bring

Backpacks should be large enough to fit a change of clothes, lunch box, and a folder without it bending. Items to pack in the backpack:

- Complete change of clothing, including socks and shoes
- Folder (given by the teacher at the beginning of the year)
- Lunch kit with nutritious lunch with water, juice, or milk

- Water bottle or no-spill cup for toddlers
- Disposable diapers or Pull-Ups for 2's being potty-trained.
- Light jacket or sweater

Label all items with the child's first name and last initial.

Prohibited Items

- Weapons, including toy weapons.
- Balloons
- Live animals
- Personal electronic devices, including a smart watch.

Safe Sleep and Rest Time

All parents and teachers of children enrolled in our Toddler A program must read and sign the provided, "Operational Policy on Infant Safe Sleep."

Potty-Training Policy

Due to hygiene and sanitary problems with potty-training, Children's Day Preschool teachers reserve the right to ask parents to continue bringing their child in Pull-Ups with tear-away tabs until he/she can verbalize with their teacher consistently when he/she needs to use the restroom. The atmosphere is different at school than at home, and it might take longer for children to be successful at school. For this reason, we ask that you discuss with your child's teachers the best time for him/her to start coming in underwear. Children should be potty trained by three years old.

The transition to underwear is usually successful after completing three weeks of school without an accident. Please remember to bring a change of clothes, including socks and shoes.

Toys and Personal Belongings

We ask that children bring only items that can be shared with the entire group. Toys brought from home often create problems between children, or they get misplaced. We try to provide all the toys, books, puzzles, and items your child needs for a successful day. "Lovies" for toddlers are accepted. Please place these in the diaper bag to be used when required.

The toy recall list can be found on the following website: www.cpsc.gov/recalls. Our school gets toy recall updates via email, and the director checks for recalls every week and will post preschool-related recalls on the Children's Day Preschool Facebook group.

Water Activities

Children's Day Preschool has one water activity on the last day of school. Children will play with sprinklers, small splash pads with less than one foot of water, a water table for toys, bubbles, etc. for this day of outdoor fun.

Animals

Children's Day Preschool does not allow animals in the buildings at any time.

Field Trips

Children's Day Preschool does not participate in field trips away from the school.

Promotion of Indoor and Outdoor Physical Activity

Children's Day Preschool strongly believes and supports the need for physical activity each day.

Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Physical activity may also have beneficial influences on academic performance.

Staff Information

Teacher Training and Requirements

All the Children's Day Preschool classrooms have a minimum of two teachers. Teacher to student ratios are intentionally lower than state mandates to allow fewer students when teachers work with them in small group lessons. All teachers must complete a minimum of 24 hours of training each year on state licensing requirements and curriculum training. All teachers are certified in Infant and Child CPR, First Aid, and in the recognition and prevention of Child Abuse and Neglect. Each teacher must complete a criminal history background check for Texas and an FBI background check.

Parent Information

Parent Expectations

We acknowledge that the home is the first place of learning for the child and encourage parent/teacher interaction. We would like to build a partnership between Children's Day Preschool families to meet our children's needs.

A parent should:

- Make sure your child attends school regularly and arrives on time.
- Keep your child home when he/she is ill.
- Stay informed of school rules and encourage your child to obey the rules.
- Dress your child appropriately for school and school-related activities.
- In resolving situations, go to the person most closely associated with the issue and move to resolve the situation with him/her.
- Cooperate with teachers and administrators as we work together in the best interest of your child.

Parent/Teacher Conference

Parent/Teacher conferences are available at the parents' request.

Parent Communication

- A monthly calendar is provided with valuable information and upcoming school events for each age group.
- Remind is a texting program to enhance school/parent communication. This APP will be utilized school-wide throughout the year. Each classroom can make class announcements or an individual note to parents who use this program. We will also use this program for school-wide reminders and notifications. We will use this texting program to notify parents in an emergency, such as school closure. One parent or guardian must be signed-up to receive texts through this program.
 - Teachers will not use this program to text parents during the school day. Teachers will not contact parents during the school day unless it is an emergency. Being on the phone interferes with their primary job as teachers. Teachers will not see messages from parents during the school day. The best way to get information to the teachers is to write them a note. If there is an emergency, you can contact the Children's Day Preschool office at 281-482-7573 or 346-385-9292.
- Facebook
 - Parents are invited to join the Children's Day Preschool closed Facebook group. You must identify the child who is enrolled in our program to join. When your child graduates from Children's Day Preschool, so do the parents, and they will be removed from this group. We use this social media page to post important announcements and class reminders (in addition to Remind 101). Administrators and teachers may post pictures for parents to see the fun that was had at school.

Parent Visitation

Parents are welcome to visit at any time during our hours of operation. For security reasons, please enter through the front entrance, sign in at the front desk,

and let the Director know that you are in the building. The parent is asked to stay with their child's class unless permission to observe another class or activity has been given.

Meet & Greet

Meet and Greet (meet the teacher and parent/student orientation) will be held in August before the start of school. The purpose of Meet and Greet is to provide you and your child with the opportunity to meet your child's teachers and become acquainted with your child's classmates and their parents. School and classroom policies, procedures, curriculum plans, and schedules will also be discussed.

Class Parties

School-wide classroom parties and celebrations:

- Pumpkin Parties
- Fall Festival
- Christmas
- Valentine's Day
- Easter
- End-of-Year Celebration

Your help in organizing the parties is always needed and much appreciated. There will be sign-up sheets posted outside each classroom for parents to volunteer for things needed prior to party days.

Birthday Parties: If your child wants to celebrate his/her birthday with cupcakes or cookies in the classroom, please contact the Children's Day Preschool office. We must know ahead of time if you are bringing these items due to allergy restrictions and licensing expectations. Children's Day Preschool must notify the parents in your child's class that there will be a special treat for your child's birthday, including a description of the item shared. Please do this one week before the child's birthday to allow time to complete the notification process. If you would like to send invitations to school for a birthday party outside of school, all classmates must be included. If only selective students are to be invited, the invitations must take place privately and outside of school grounds.

Parental Notifications

A written notice will be given to each family if any changes occur not included in the Monthly Calendar. If changes occur in policies or procedures, a written notice will be given to each family with a request to sign and return as proof of receipt. The same information will be shared through Remind.

Questions or Concerns

The Director will be available before school, after school, and through phone calls or email to help any parent with questions concerning the policies and procedures at Children's Day Preschool. Please allow 24 hours for a response for non-emergencies.

Conflict Resolution

Occasionally, misunderstandings occur. We request that the following procedures are followed:

- All questions, concerns, or complaints should be brought promptly to the teacher, staff, or parent involved. Please be confidential, and do not include others outside of the situation.
- If the situation cannot be resolved, please contact the Director to help resolve the situation.
- If there is still no resolution, the FBC Children's Day Board will help resolve the matter.

Curriculum

Children's Day Preschool uses the growth and development guidelines from the Texas Education Agency in preparation of academic skills needed for education after Pre-K. For curriculum enrichment, we use ABEKA. We offer a play-based learning program grounded in Christian principles and teachings. Each week is divided into a thematic unit that includes age-appropriate learning activities along with a Bible story.

Areas of Development

- Bible Stories - These stories help to create a knowledge of God and His Word. They also help children become familiar with others who knew and served God. In addition to the use of Scripture and moral teaching, Bible stories are shared with children in 2 through 4-year-old classes twice per week.
- Music - Children learn through singing, rhythm, movement, and listening. The goal of the music program is to help each child find joy and excitement through participation in music. Music is also used in the classrooms to assist teaching. Music classes are taught on Tuesdays and Thursdays.
- Chapel Time- Children will combine music and Bible once a month for Chapel Time.
- Educational Development - A thematic approach is used for the week's lessons and enrichment. Learning Centers are utilized. There is also a focus on phonological awareness (working with letters & sounds), beginning math concepts, as well as enrichment in science.
- Physical Movement Education – Movement and exercise lead to good health, self-discovery, and learning to work with others. Our goal is to help children participate in guided and physical activities while building social skills.

Discipline Management

Discipline and Guidance

Discipline is handled using positive guidance techniques including redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior.

Discipline will be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control

Within the Children's Day Preschool program's philosophy of positive guidance, children are given the opportunity to develop self-control, self-esteem, and self-direction. The goal is to provide clear, simple, and consistent limits for children designed to maintain their physical and emotional safety and to create an atmosphere of respect for oneself, others, and the environment. When problematic situations arise, they will be looked upon as opportunities for growth and learning in developing conflict resolution and negotiation skills.

- Children will be treated with respect and kindness.
- Children will be encouraged to take part in problem-solving.
- Children will be guided to work with others in groups.
- Appropriate behavior will be modeled, acknowledged, encouraged, and reinforced.

Expulsion Policy

Biting or Excessive Physical Behavior Policy:

- 1st offense: Time out in the classroom and parents called.
- 2nd offense: Time out in the office and parents called.
- 3rd offense: Child taken to the office and parent called to pick up the child. A meeting with the parents, teachers, and Director will be scheduled to create a behavior plan to help the child be successful.

- 4th offense: Child taken to the office, the parent called for pick up, and a meeting scheduled with the parents, teachers, and Director to review the child's behavior plan. Other available resources for Children's Day Preschool teachers and parents will be discussed to help the student succeed in meeting his/her behavior goals.
- 5th offense: Child taken to the office, the parent called for pick up, and a meeting with the parents, teacher, and Director to discuss whether the child can stay in the Children's Day Preschool program or if expulsion is in order.

Our goal is to partner with parents to help their child succeed; however, we must provide a safe environment for your child, other children, and our teachers. If our program cannot meet your child's needs, we will collaborate with you to find the best possible outcome.

Dismissal from the Program

This program will make every effort and use any available resources to ensure that your child has a successful preschool experience. If a concern arises with your child, the program Director will meet with you to put a plan of action into place. Both parties will work together on the plan to ensure the best possible experience for your child. Suspension or expulsion from the program is possible after all other avenues have been exhausted.

We work hard to build strong relationships with our families. However, if a family's dynamic or behavior creates an unsafe or disruptive school environment, we reserve the right to suspend or expel the family from the program

Medical Information

Administering Medication

Children's Day Preschool does not administer medication unless a child has a life-threatening condition, such as diabetes, a life-threatening allergy, or asthma. If these medical conditions exist, the appropriate Medication Authorization Forms and Action Plans must be on file before the first day of school. These medications must be in the original pharmacy container with the original prescription label and brought to the Children's Day Preschool Office for use in emergencies. Medications must not be expired.

We reserve the right to deny enrollment if we cannot meet a child's medical needs on campus. We will strive to meet each child's needs; however, Children's Day Preschool knows that we may not be the perfect fit for every child and his/her needs. We will work with these families to help them find the aid they need for their child.

Sunscreen and Insect Repellent

Please administer or apply sunscreen and insect repellent before the child enters the classroom. Neither teachers nor employees may apply sunscreen or insect repellent to any child.

Allergy Emergency Plan

If your child has an identified and diagnosed food allergy, we must have a food allergy emergency plan on file prepared by the child's health care professional.

This plan must include:

- *A list of each food the child is allergic to
- *Symptoms if exposed to a food on the list
- *The steps to take if the child has an allergic reaction
- *Signature and date of both the parent and health care professional

Hearing and Vision Screening

All children 4 years old by September 1st of the current school year are required by the State Minimum Standards to have Vision and Hearing Screening. Your doctor can complete this screening and then report the results on the physician's statement.

Illness/Exclusion

Precautions such as disinfecting toys, cribs, diaper changing surfaces, tables, chairs, and frequent hand washing are taken at the school to protect the children against illness and infection. Even with these precautions, most children will encounter infections and illnesses during the year. If a child becomes ill at school- vomiting, diarrhea, fever- the parents will be notified and must pick up their child within 30 minutes. Please keep all contact information current so that you can be easily reached if an illness should occur. Any child excluded from attendance will not be allowed to return to the school until he/she has been free of symptoms for 24 hours. If children are exposed to an infectious disease at school, there will be prompt notification to all parents. In return, parents are to report when their child has been exposed to infection or disease outside of the school. The following are guidelines that enable the school to provide a healthy environment for all the attending children.

Guidelines for Keeping your Child Home from School

1. Keep your child home if he/she has had a temperature of 100.0°F or above during the previous 24 hours.
2. Keep your child home if he/she has vomited or has had diarrhea during the past 24 hours.
3. Keep your child home if he/she has ringworm or lice. A "no-nit" policy is strictly enforced.
4. Keep your child home if he/she has a yellow-green nasal discharge and/or persistent cough unless you have a note from your doctor.
5. Keep your child home if he/she has a rash.
6. Keep your child home if he/she has symptoms of a contagious disease (headache, sore throat, reddened eyes, unusual behavior, vomiting).

Guidelines for Returning to Children's Day Preschool After an Illness

1. Your child can return when he/she has been FEVER FREE for 24 hours (without fever medications)
2. Your child can return when the cold/flu is over and only a minor clear nasal discharge remains.
3. Your child can return when the contagious period has passed, or he/she has been on antibiotics for 24 hours.
4. Your child can return when he/she is able to participate in the regularly scheduled activities, including outside play.
5. A child may return to school after treatment for ringworm with a doctor's note and the rash covered.
6. A child may return to school after treatment for lice whereby he/she will have no live lice or nits present in the scalp.

Food Information

Allergen Friendly Classrooms

Due to the severity of some children's allergies, it may be necessary for some classrooms to be designated free of one or more allergens. If your child is in such a classroom, we respectfully ask that you adhere to this request. If your child brings an item in his/her lunch that contains the named allergen, he/she will not be allowed to eat it, and it will be sent back home. For classroom parties, special events, birthday treats, etc. please send only store-bought items where the ingredients are clearly listed.

Snacks and Lunch

Your child will need to bring an individually wrapped snack each day.

Each child needs to bring a nutritious lunch and a drink (milk, juice, or water) each day. We cannot microwave or refrigerate lunches. In the case of Toddlers and Younger Twos, be sure they have lunches that are easy for them to manage.

Toddler foods need to be cut into bite-sized pieces that are easily swallowed. Grapes should be cut into bite-sized pieces. Hot dogs should be cut in half lengthwise, then each bite-sized piece cut in half. For older children, the drink needs to be small.

Water Bottles

Students should bring a reusable water bottle each day. Please label this with the child's first name and last initial. Toddlers may bring a no-spill cup.

Nursing Mothers

Children's Day has a nursing room in the nursery area with a comfortable, quiet place to nurse your child or provide breast milk while they are in our care.

Emergency Procedures

Fire or Natural Disaster

All proper authorities will be contacted. The children will exit the classroom following the posted emergency map's directions. Each teacher will take the folder with her students' names and phone numbers with her when exiting the building. The children will quickly and orderly proceed to the designated safe areas. The Bible and music teachers will assist the toddlers and twos in leaving the building. The teacher will take attendance once her class is at the designated safe place. The teachers and children will remain in the designated secure areas until the all-clear signal is received, and all will return to their respective classrooms. If the emergency results in closing the school, parents will be contacted by the Director and/or teachers and informed about locating their child.

Tornado Warning- Children will "shelter in place" indoors until the all-clear call is received.

Chemical Release- Children will “shelter in place” indoors with a/c units off and doors sealed. Parents will not be able to pick up their children until the all-clear call is received.

Intruder- Teachers are to keep classroom doors closed, lower and barricade doors, put children in a far corner of the room and turn out lights. They are to wait for an all-clear signal from the Director. Teachers are trained by a Friendswood police officer to manage this type of situation before school begins. Drills will also be practiced throughout the year.

Practice Drills- These are held throughout the year, with a minimum of one fire drill every month and four tornado and “secure in place/lockdown” drills annually.

Evacuation and Relocation

In an emergency that requires Children’s Day Preschool to evacuate and relocate to a different location, the children will be moved to the Family Life Center at 202 E. Heritage Dr. or the new 209 Church Office Building on 518. The teachers will take attendance once the class has arrived. One teacher will contact parents to come and pick up the children while the second teacher will sing songs or tell stories to keep the children calm until parents arrive.

Medical Emergencies

In case of a medical emergency, 911 will be called immediately, and the parents will be contacted next.

Inclement Weather

In the event the public-school attendance for Friendswood ISD is canceled because of storm threats or severe weather, we will not have Children's Day. Please listen for local radio or television announcements.

In extreme circumstances, it may be necessary for Children’s Day Preschool to close when FISD does not. In this case, we will use the Remind texting program and our closed Facebook page to contact parents quickly.

Resources for Parents

- **Gang-Free /Weapon Free Zone**
 - Under the Texas Penal Code any area within 1000 feet of Children's Day is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.
- **Texas Department of Health and Human Services**
 - Children's Day is a state licensed facility. It is subject to and follows the Minimum Standard Rules for Licensed Child-Care Centers prescribed by Texas Health and Human Services. We adhere to strict guidelines to provide your child with the best environment possible
 - A copy of these rules is in the Director's office and can be viewed anytime online at www.hhs.texas.gov. You may also contact the local office for any of this information at **713-287-3238**.
- **Child Abuse and Neglect**
 - All employees are trained each year on awareness and warning signs of children who might be a victim of child abuse or neglect and are **required** by law to report any suspected cases of abuse. Below is the contact information if you would like to talk to someone or report child abuse or neglect
 - **Texas Abuse Hotline 1-800-252-5400** (24 hours a day)
www.txabusehotline.org

School Calendar 2024-2025

August 15	Meet the Teachers (6-7 pm)
August 20	First Day of Class
October 15-17	Fall Break (Aligned with FISD)
October 31	Pumpkin Parties
November 21	Thanksgiving Party
November 25-29	Thanksgiving Break
December 12	Christmas Program 3-4's
December 19	Christmas Parties
Dec. 23 - Jan. 6	Christmas Break
January 7	First Day Back from Christmas Break
Jan. 21	Registration for 2025-26 Returning Students
February 4	Open Registration
February 13	Valentine Parties
March 17-21	Spring Break
April 17	Easter Parties
May 8	Pre-K Graduation
May 15	Splash Day/Last Day of School