



PARENT HANDBOOK

Policies & Procedures

2026-2027

WELCOME TO CHILDREN'S DAY PRESCHOOL!

111 East Heritage Drive

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Friendswood, TX 77546

www.firstbaptistfriendswood.org/childrens-day

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Children's Day Preschool Office: 346-385-9292

First Baptist Friendswood 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 CDP with you and your children!

Pam Kutz

Pam Kutz

Children's Day Preschool Director

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General Information

First Baptist Friendswood Leadership Team

Children's Day Preschool is blessed to be part of the church ministry, and we work closely with First Baptist Friendswood's Pastor, Preschool Director, Financial and Personnel Committees to seek support and advice when needed.

Children's Day Preschool 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 Schedule & Hours

- Two-day classes meet Tuesdays and Thursdays from 9:30-1:30.
- Three-day classes meet Tuesdays, Wednesdays, and Thursdays from 9:30-1:30.

Three-days-a-week is recommended for 4-year-olds for kindergarten readiness

School Days & Holidays

The 34-week 2026-2027 school year begins on Tuesday, August 25, 2026, and will go through Thursday, May 20, 2027.

We use Friendswood ISD's calendar to guide our schedule.

PLEASE SEE OUR SCHOOL CALENDAR OF IMPORTANT DATES AND HOLIDAYS ON PAGE 30 OF THIS HANDBOOK.

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.

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.

Special Care Needs

Children's Day Preschool will provide special care needs students with the accommodation recommended by a healthcare professional, or a qualified professional affiliated with the local school district or early childhood intervention program and will utilize any recommended adaptive equipment that has been provided for the child's use. We will ensure activities integrate children with and without special care needs; caregivers adapt equipment and procedures and vary methods as necessary; and all children are cared for in a natural environment.

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 Page 30 for enrollment dates for the fall semester. Open registration continues until classes are full.

Required Enrollment Paperwork

The following items are required to be filed with Children's Day Preschool before your child may 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 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 approximately 10 months through prekindergarten.

Children entering 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.

Financial Information

Registration and Fees

In addition to the registration fee and curriculum/resource fee, a tuition deposit will be collected at the time of registration. This retainer/tuition deposit is applied to the August and May tuition fee. **Registration is not complete- your child's spot isn't guaranteed- until all fees are paid.**

All Registration Fees & August/May Tuition Deposits are NON-REFUNDABLE.

Fee Chart			
Days	Registration Fee	Curriculum/Resource Fee	Retainer/Tuition Fee
2	\$90	\$170	\$250
3	\$90	\$195	\$305

Tuition

Monthly Tuition	
2 days a week	\$250
3 days a week	\$305

- ***Tuition is paid in 8 monthly payments and is due on the first school day of each month.*** Tuition payments are made September through April. August and May's tuition were prepaid at registration. Tuition is considered late on the 10th of the month, and there is a \$20 late fee.
- ***You will receive a statement via email each month.*** Check your junk folder if you don't receive it.

Sibling Discount

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

Payment Options

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

Make cash/check payments by placing them in 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 CDP building hallway. Payments by check can be mailed. Make checks payable to "FBCF" and write in blue or black ink. You may write "CDP" in the check memo with the child's name.

You may make payments online at www.firstbaptistfriendswood.org/childrens-day

Scroll down and click on the WHITE "Children's Day Pay Online" button. Be sure to include the child's name along with the payment designation in the memo line. Example: Sally Jones, CDP March tuition.

Questions Regarding Payments

Children's Day Preschool statements and payments are submitted to the Church Accountant, **Jennifer Bean**. Please contact her with your payment/statement questions at:

jbean@fbcfriendswood.org or via phone at **281-482-7573**

Insufficient Funds/Late Fee Policy

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

Withdrawal from Program

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. Please notify the CDP 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 missed days, as it causes overcrowding in classes. There will be no reimbursement for emergency closures or severe weather days.

All Registration Fees & August/May Tuition Deposits are NON-REFUNDABLE.

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 school, teachers prepare 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 people 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 Arrival and Early Pick-Up Procedures

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. Ring the bell to be let in 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 and can reassure your child that you will be arriving shortly.***

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.

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 must have a COMPLETE change of clothes, including shoes.*** 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.

Toys and Personal Items

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.

Prohibited Items

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

Animals

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

Potty-Training Policy

Potty-training defined: Toddlers should be able to get to the toilet on their own, sit down, wipe, pull their pants up and down, and be able to communicate to you or a caregiver that they need to go.

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.

Safe Sleep Policy

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

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.

Field Trips

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

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.

Meet the Teacher

Meet the Teacher will be held in August before school starts. The purpose of Meet the Teacher 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.

Parent/Teacher Conferences

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 always 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 346-385-9292.**
- Facebook and Instagram
 - 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 CDP, 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.

- Children's Day Preschool also has a public Facebook and Instagram page.

Notifications and Updates

A written notice will be given to each family if any changes occur that are 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.

Photographs/Videos

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 CDP closed group Facebook page for parents. This closed group only includes active CDP families and teachers.

Children's Day Preschool also has a public Facebook and Instagram page, but no photos/videos are posted without prior written consent of the parents.

Class Parties

School-wide classroom parties and celebrations:

- Pumpkin Party
- Thanksgiving Fun Day
- Christmas Party
- Valentine Party
- Easter Party
- End-of-Year Water Day 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 the class if there will be a special treat for a 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 off church grounds.

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.

Children Drop-Ins

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

Transportation

We do not provide transportation or take children on field trips because all children at this age should be transported in a car safety seat.

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 limited storage.

Questions or Concerns

The Director will be available before and 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.
- If there is still no resolution, the First Baptist Friendswood Leadership Team will be contacted.

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. 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 (3's & 4's) will combine music and Bible once a month for Chapel Time. Parents are welcome to attend.
- 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. Recess and riding-toys time (Toddlers & 2's) are scheduled daily.

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.

Behavior 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.

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 CDP 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

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, red eyes, unusual behavior, vomiting).

Guidelines for Returning to School After 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.

Illness and Exclusion from School

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 occurs. Any child excluded from attendance will not be allowed to return to 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 must report when their child has been exposed to an infection or disease outside of the school.

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. All medications, including insulin, epi pens and inhalers must be in the original pharmacy container with the original prescription label and brought to the CDP Office where they will be safely stored in a secure area 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, CDP 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 Care Plan

If your child has an identified and diagnosed food allergy, we must have a food allergy emergency care 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 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.

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

Depending on the class, 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.

All foods must 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 is cut in half. The teachers do not have time to cut food.

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 Preschool has a nursing room with a comfortable, quiet place to nurse your child or provide breast milk while they are in our care.

Emergency Procedures

Practice Drills

These are held throughout the year, with a minimum of one Fire drill every month and four Weather and Aware/Intruder drills annually.

Aware

All students/staff will clear the halls "HOLD!", return to classrooms inside the building "SECURE!", lock all classroom/outside doors, and continue business as usual.

Intruder

Teachers will “**LOCKDOWN**” the classroom- doors closed/locked, window shades lowered, doors barricaded, children away from the door, and lights off.

Fire

All proper authorities will be contacted. The children will “**EVACUATE**” the classroom following the posted emergency map's directions.

Weather or HazMat

Children will “**SHELTER**” in a protected space indoors until the all-clear call is received.

Evacuation and Relocation

In an emergency that requires CDP to evacuate and relocate to a different location, the children will be moved to the Family Life Center at 202 E. Heritage Drive or The 209 Church Office Building on 518.

Medical Emergencies

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

Inclement Weather

If Friendswood ISD is canceled due to severe weather, Children’s Day Preschool will not be in session. Please listen to local radio or television announcements.

In extraordinary circumstances, CDP may 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 1,000 feet of Children's Day Preschool is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

▪ **Toy Recalls**

- The toy recall list can be found at: www.cpsc.gov/recalls

▪ **Texas Department of Health and Human Services**

- Children's Day Preschool 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.
- All required postings are displayed in the hall across from the Bible Classroom.
- 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 victims 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



2026 – 2027 Calendar

August 20 at 6 pm	Meet the Teacher
August 25	First Day of School
September 10 at 9:45 am	Grandparents Day (4's only)
October 15 and 20	Fall Break
October 29	Pumpkin Party
November 19	Thanksgiving Fun Day
November 24-26	Thanksgiving Break
December 10 at 12:45 pm	Christmas Program (3's & 4's only)
December 17	Christmas Party
Dec 21- Jan 4, 2027	Christmas Break
January 5	School Resumes
January 12	Registration for 2027-2028 (current CDP families)
January 26	Open Registration
February 11	Valentine Party
March 8-12	Spring Break
March 25	Easter Party
May 13 at 6 pm	Pre-K Graduation
May 20	Water Day – Last Day of School