

HIS KIDS

PRESCHOOL

Parent Handbook Operational Policies



HERITAGE PARK

BAPTIST CHURCH
281-482-2828

Table of Contents

| | |
|---|----|
| Our Philosophy | 1 |
| Statement of Faith..... | 1 |
| Teacher Qualifications | 2 |
| Parent Involvement..... | 2 |
| Supporting Inclusive Services to Children with Special Care Needs | 3 |
| Open House and Meet the Teacher | 3 |
| Nursing Mothers..... | 3 |
| Nondiscriminatory Policy | 3 |
| Gang Free Zone..... | 4 |
| Class Objectives | 4 |
| Discipline..... | 5 |
| Toilet Training | 5 |
| Dismissal from the Program | 6 |
| Registration, Fees, Tuition and Refunds..... | 6 |
| Security Information | 6 |
| Center Hours and Drop Off..... | 7 |
| Pick-Up..... | 7 |
| Late Pick-Up..... | 7 |
| School Supplies..... | 7 |
| Lunch and Snacks..... | 8 |
| Birthday Treats..... | 8 |
| Show and Tell, Water Activities & Animals..... | 8 |
| Physical Activity, Outdoor Play, Clothing & Sunscreen | 9 |
| What to Bring..... | 10 |
| Emergency Procedures..... | 10 |
| Weather Warnings | 11 |
| Fire or Natural Disaster | 11 |
| Emergency Preparedness Plan..... | 11 |
| Holidays and Scheduled Days Off..... | 12 |
| Communication | 12 |
| Graduation and End of Year Celebration | 12 |
| Immunization Requirements..... | 13 |
| Allergy Emergency Plan..... | 13 |
| Hearing & Vision Screening | 13 |
| Employee Immunizations | 13 |

| | |
|---|----|
| Emergency Medical Release Form | 13 |
| Illness/Health Check | 14 |
| Naps..... | 15 |
| Medication..... | 15 |
| Transportation | 15 |
| Field Trips | 15 |
| Keeping Children Safe | 15 |
| Recalls..... | 16 |
| Parent Code of Conduct, Behavior | 16 |
| Additional Concerns, Notifications and Compliance | 17 |

Our Philosophy

As part of the larger ministry to children at Heritage Park Baptist Church, His Kids seeks to offer the highest quality weekday preschool program in the area. In carrying out this ministry, we are called to respond to the physical, emotional and spiritual needs of our children and their families. We commit ourselves to providing an accepting, loving, healthy, and safe Christian environment for all families in our school.

The purpose of our ministry, in accordance with the ministry of Heritage Park Baptist Church, is to partner with parents in encouraging every child to grow spiritually, academically, socially, and physically to reach his or her greatest potential.

His Kids is a private, non-profit program licensed by the state of Texas through the Texas Health and Services Commission. As a licensed facility, we abide by Minimum Standards for Childcare Centers set by Texas DFPS licensing division. Our center will serve no more than 100 children at one time with state-regulated ratios maintained in each classroom. Parents are entitled to see the following information at any time:

1. Minimum Standards for this facility
2. Most recent Childcare Licensing Inspection
3. Fire Marshalls Report
4. Health Department Inspection

Statement of Faith

We believe in the following:

1. God as Trinity: One living and true God, revealing Himself as Father, Son, and Spirit who are coequal, coeternal, and author distinct but harmonious effects in creation, providence, and redemption.
2. God the Father: An infinite, personal spirit, perfect in holiness, wisdom, power and love who works all things after the counsel of His will and thus infallibly foreknows all that shall come to pass. He concerns himself mercifully in the affairs of men, He hears and answers prayer and He saves from sin and death all who come to Him through Jesus Christ.
3. Jesus Christ: God's unique Son, fully God and fully human, conceived by the Holy Spirit, born of a virgin, who lived a sinless life, performed miracles, and taught us how to live. We affirm as true His vicarious atoning death, bodily resurrection, ascension into Heaven, perpetual intercession for His people, and personal and visible return to Earth at the appointed time.
4. Holy Spirit: Coming forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who trust Jesus Christ, indwelling them as helper, teacher, and guide and granting and empowering all types of biblical gifts for extending the Kingdom of God.
5. The Bible as True: The Word of God, fully inspired and without error in the original manuscripts, was written under the inspiration of the Holy Spirit, faithfully passed down through generations under the superintendence of God, and has supreme authority in all matters of life.
6. True Life: Everyone is created by God and for Him and yet stands separated from Him, being sinners by nature and choice, and therefore also stands under the just judgment of God. True life is found by trusting Jesus and repenting of sin, being regenerated by the Spirit and receiving new life, being given the righteousness of God in Christ and entering His Kingdom. All who do this have a life that is indestructible, even by death, and will never be separated from God.
7. Church: Both universal and local, a living spiritual body of which Christ is the head and all regenerated persons are members which is given local expression in a company of believers in Jesus Christ who are baptized on a credible profession of faith and associated for worship, witness, work, and fellowship.

8. Marriage: A Biblical, covenantal relationship between one man and one woman designed by God to display the love that Christ has for His bride, the Church. Furthermore, it is only in this covenantal in which sexual fulfillment is Biblical, good, and blessed by God. Celibacy and abstinence are Biblical paths for all those who are not married.
9. Transformation: The expectation that every believer should live for the glory of God and the good of humanity by developing blameless character and conduct, practicing faithful stewardship of possessions, and seeking transformation for others.
10. Last Things: The personal and visible return of the Lord Jesus Christ to Earth and the establishment of His kingdom in its totality wherein will occur the resurrection of the body, the final judgment, the eternal gladness of the righteousness and the endless suffering and punishment of the wicked.

Teacher Qualifications

The greatest testimony and influence of each teacher is their daily life. There are several requirements that each teacher must meet:

1. Infant/Child CPR and First Aid
2. Criminal History and Background Check
3. Ongoing training as required by childcare licensing. This includes annual training on recognizing abuse and neglect.

All of our teachers are prayerfully chosen and carefully screened during the hiring process. Our goal is to provide the children with a safe, loving, creative learning environment.

Parent Involvement

Your child's teacher needs to know as much as possible about your child if she is to plan in a way that meets individual needs. Only parents can provide much needed information about a child's experiences, behavior, health and interests. Any family situation that may affect the child's classroom behavior (death in the family, death of a pet, divorce, etc.) may be confidentially shared with your child's teacher or the Director or Assistant Director.

Encourage your child to talk about their time at school. Take time each day to go through your child's papers, crafts, etc. Please also check your child's backpack daily for important papers and notices that have been sent home. Teachers will frequently post notes relating to special activities by the classroom door.

Monthly calendars and newsletters will be sent home with important information about the His Kids program. Please take the time to read those items carefully. If you have any questions or concerns with your child's class or the His Kids program please speak with your child's teacher or the Director or Assistant Director.

His Kids encourages parent participation in our school and parents are welcome to visit during hours of operation. For security reasons please check in at the office upon your arrival. Parents are asked to stay with their child's class unless permission to observe additional classes or activities has been given. Each class will have sign-up sheets for class parties and activities where parents may volunteer.

Supporting Inclusive Services to Children with Special Care Needs

His Kids is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support or have special care needs. When applicable, we will make referrals to outside support services including but limited to, early intervention, speech, occupational, and physical therapy and other types of services, and participate in IEP (Individual Education Plan) or ISFP (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

His Kids will make appropriate accommodations for a child with special care needs as recommended by the child's healthcare provider and/or qualified professionals affiliated with the school district or an early childhood intervention program. Accommodations may include, but are not limited to adapting equipment, procedures, and methods to meet the child's needs in the classroom setting.

His Kids will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with His Kids Preschool employees to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

His Kids will utilize any recommended adaptive equipment that has been provided by the parent or resources/therapists.

His Kids does not provide separate classrooms for children with special care needs. Research has shown that children with disabilities benefit from learning alongside their peers in an inclusive environment. Inclusive classrooms promote lifelong skills such as empathy and compassion as well as increase social-emotional development for all children.

Open House and Meet the Teacher

A meet the teacher will be held in the fall. The purpose of meet the teacher is to provide both the parent and the child the opportunity to meet the teachers and become acquainted with the classroom and their teacher. At meet the teacher parents will be provided classroom policies, procedures, curriculum plans and schedules.

Nursing Mothers

His Kids will provide, upon request, a comfortable place for nursing mothers to breastfeed their children.

Nondiscriminatory Policy

His Kids admits students of any race, color, nationality, religious affiliation or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Gang Free Zone

Texas Law requires that His Kids, as a child care center, notify parents that any area within 1000 feet of this center is a gang-free zone. A gang-free zone is a designated area around a specific location where gang-related activity is prohibited. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law. For further information, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Class Objectives

- Help each child **spiritually** to:
 - Grow in the knowledge of God and His love.
 - Know that Jesus is God's Son.
 - Feel Jesus is their best friend.
 - Know ways that Jesus helped other people.
 - Want to be like Jesus.
- Help each child **emotionally** to:
 - Gradually mature in emotional responses and properly express them.
 - Face and overcome emotional hurdles.
- Help each child **cognitively** to:
 - Develop independent thinking.
 - Broaden their range of interests.
 - Develop language and math powers.
 - Increase concentration.
 - Improve skill areas.
 - Master age-appropriate concepts.
- Help each child **physically** to:
 - Participate in age-appropriate large muscle coordination skills such as running, skipping, jumping, hopping, bouncing, etc.
 - Build fine motor skills such as cutting, tracing, stringing beads, etc.
 - Establish appropriate health habits.
 - Know and follow simple safety rules.
- Help each child **socially** to:
 - Grow in the ability to work and play with others.
 - Respect personal and property rights of others.
 - Develop an attitude of kindness and helpfulness toward others.
 - Accept appropriate individual and social responsibility in a group.
- Provide **creative play** for each child:
 - An informal period for imaginative work and play such as working with art materials, puzzles, blocks, and home living equipment.
 - A regular period for both outside and inside activities.
 - A time for vocabulary building, discovering books, learning letters and phonics, and a beginning awareness of reading.
- Other curriculum areas:
 - Playground equipment for balance building.
 - Playing games.
 - Cooperating, sharing, helping.

- Planning together and accepting all classmates as friends.
- Playing instruments and singing.
- Drawing and painting.
- Observing and discovering their place in God's world.
- Each classroom is arranged into child-oriented learning centers and the children rotate through them in small groups. The children also attend chapel weekly.

Discipline

The word, discipline, comes from the word disciple and the definition of disciple is “to teach”. The first form of discipline we use is redirection. (For example, if a child is throwing rice out of the rice table, the child would be redirected to another center.) Hitting, kicking and more serious behavior results in a time-out. If the time-out proves ineffective, the child will be taken to the office for a time-out with the Director. If the same behavior persists, we will meet with the parents and formulate an action plan. We believe the family plays an important role in training children in proper social conduct and that it is not our place to use any other means to discipline the children in our care. Spanking and any corporal punishment will not be tolerated at His Kids. (As outlined in the discipline and guidance policy you signed)

The following are the disciplinary guidelines we apply consistently and daily

1. Following instructions
2. Respecting one another and their bodies
3. Listening to the teacher and other event leaders
4. Using kind and respectful words when speaking to others

Toilet Training

We understand that children often begin the toilet training process during the two-year-old year and we want to do everything we can to support your efforts. However, we do ask that you wait to send your child to school in regular underwear until they are fully trained (successfully using the toilet with minimal accidents for three or more consecutive days) and are able to communicate with the teacher that they need to use the “potty”.

We strongly recommend that all children entering the three-year-old classes are toilet trained. We understand that this is a developmental skill and that some children may not be ready to be fully trained. However, in those cases we do ask that families are actively working on this skill at home. We require that those children in the three-year-old class that are not toilet trained wear pull-ups and not diapers, so that they may be more easily assisted if accidents occur. All children in the three-year-old class should be fully potty trained by January of the current school year.

All children in the four-year-old classes must be fully toilet trained and able to use the restroom without assistance, including the ability to perform self-hygiene. We do understand occasional accidents may happen and we will work with you during any temporary regression during the first two weeks of school. For those interested, toilet training guidance information is available and will gladly be provided upon request.

Dismissal from the Program

His Kids will make every effort and utilize any available resources to ensure each child is successful in our program. If a concern arises with your child, please speak with your child's teacher or the Director. The teachers and Director will work with the family to put in place a plan of action to work towards a solution. His Kids reserves the right to dismiss any child at any time due to behavioral issues such as hitting, biting, destruction of property, etc.

Registration, Fees, Tuition and Refunds

Registration will be completed through the Brightwheel app. Parents may also be asked to complete a hard copy of the Admission Information form required by the state. Any changes to the enrollment procedure will be communicated in writing and through the Brightwheel app.

Registration and supply fees are non-refundable, non-transferable and are due at the time of registration.

Monthly tuition rates are based on the total number of days your child is scheduled to attend each year. Therefore, the monthly tuition remains the same regardless of holidays or absences.

Tuition is due the first day of each month. A late fee of \$15.00 will be charged for payments made after the 10th of the month.

His Kids reserves the right to dismiss without notice any student with unpaid tuition. Please see the Director or Assistant Director if you have any questions or concerns regarding tuition payments.

Security Information

We use Brightwheel child care management software. Any person you wish to authorize to pick up your child must be input into Brightwheel. Your child will be released ONLY to persons known to be authorized to pick up your child. For the safety of the children, the school reserves the right to ask to see a driver's license and to call the parent if the person picking up your child is not listed in Brightwheel.

His Kids prefers not to get involved in custody disputes. His Kids will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. Please note: As per state law, in the absence of a court order, both parents have equal rights. That being said, it is imperative that all enrollment forms be completed with both parents names and information.

In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the situation. His Kids staff will not be placed in the middle of such disputes.

Please make sure to keep your authorized pick-up list current at all times. Ask the Director or Assistant Director if you need help navigating the software.

Center Hours and Drop Off

His Kids operates from September through May, Monday through Thursday from 9:05 am – 2:00 pm. Our teachers are preparing their classrooms and attending Morning Prayer until 8:50am. Therefore, they will not be available to accept children before 8:50am. When the child is dropped off they must be signed in through the Brightwheel app.

Drop off is from 8:50-9:05. If you arrive after 9:05, please park and enter the door under the covered drive and walk you child down to class. If for some reason, your child is not ready to get out of the car for the teacher, please drive around to the parking lot and walk them in. For efficiency and safety, it is recommended that children exit the car on the passenger side of the vehicle.

Pick-Up

When picking up children, be sure to sign them out on the Brightwheel App. It is very important that responsible adults pick up each child from his/her classroom every class day.

- His Kids staff will release students only to authorized persons listed in Brightwheel. They will ask individuals for proof of proper identification (i.e. driver's license). A copy of the Driver's license will be made by the front office staff to keep record of the individual picking up the child (if different from the typical pick-up person).
- His Kids will not release children to underage siblings, relatives, or friends not listed in Brightwheel.
- Please remember to keep children with you in the hallways at pick-up times. The halls are very busy at these times of day and children can become confused if they are separated from their parents. Do not allow your child to leave the building without you. The parking lot is also very busy. Keeping your child with you will ensure their safety.
- In case of extreme weather we may utilize the drive through drop off area for pick-up. Please make sure your contact information is up to date in the Brightwheel app.
- In an emergency situation please call the office and let us know if someone will be picking up your child that is not on your list in Brightwheel.

Late Pick-Up

If your child is not picked up by 2:10 they will be taken to the office for you to pick up and sign out. Consistent late pick-up (3 or more times per semester) will result in a late pick-up fee of \$15.00 per late pick-up. The clock in the office is the standard time in such cases. **Please call the Director if you are delayed so that your child can be assured that you have contacted the office and will pick him/her up shortly. Call 281-482-2828.**

School Supplies

The registration, curriculum, and supply fees cover basic supplies as well as larger supplies (copier supplies, laminating film and technology) and cleaning supplies for the first semester. A supply fee will be due in January to cover these expenses for the second semester.

Parents may be asked to bring in extra items at the beginning of the school year as well as at other times if such needs arise.

Lunch and Snacks

Parents are required to provide a snack, lunch and drink for their child each day. The snack and lunch should be nutritious and should include items children can eat independently. Please do not send sweets, sodas, juice and food that requires refrigeration or heating. Please send two drinks with your child each day. One cup of water to have throughout the day and a drink for lunch. Please label all cups and containers with your child's name.

Periodically we may offer an optional catered lunch for our children. Menu and pricing will be provided.

His Kids preschool is not responsible for the nutritional value or for meeting the child's daily food needs with parent provided lunches.

Please make sure to feed your child a nutritious breakfast at home before dropping them off at His Kids.

Birthday Treats

At His Kids, we know how important your child's birthday is! We love to celebrate your child's special day at school and we do allow birthday treats to be brought into the classroom to share. The following are guidelines to follow when choosing a birthday treat:

- Please give your child's teacher at least 24-hour notice before bringing a birthday treat.
- Due to the increasing number of peanut/nut allergies, we ask that birthday treats be nut free. This includes all nuts, nut products and products manufactured in facilities where nut products are packaged.
- If you are in a classroom with a severe allergy, please only send store bought items where the ingredients are clearly labeled. Check with your child's teacher for a list of student allergies.
- Please do not send cakes or large cupcakes. This type of snack is extremely messy. Small cupcakes with less icing are a better option.
- Do not send any type of treat or candy that could be a choking hazard for students.
- If your treat requires utensils, please provide those for the class as well.
- Please reserve balloons, favors or goodie bags for home parties.
- If your child wishes to hand out invitations for their home party, please be sure to include all members of the class. Preschoolers do not understand being left out. Otherwise, deliver invitations outside of school.
- Some great birthday treats might be fruit salad, apple slices, cookies, brownies, chocolate pretzels or Rice Krispy treats. The teacher will determine the best time during the day to serve the birthday treat.

Show and Tell, Water Activities & Animals

Children should not bring any toys to school unless the teacher has requested them for Show and Tell. Please do not send war toys or toys depicting violence (guns, knives, tanks, etc.) at any time. All items should be carefully labeled with your child's name.

His Kids may have one splash day each year. Children under 2 years of age will have sprinkler type activities. Children 2 years and older may have sprinkler and splash type activities with no standing water deeper than 6 inches.

His Kids may have opportunities to provide animal experiences for our children. Parents will be notified in advance and interactions will be in compliance with Texas Department of Family and Protective Services (TDFPS) Minimum Standards for child care centers.

Physical Activity, Outdoor Play, Clothing & Sunscreen

His Kids strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. 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. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler age children will participate a minimum of 35 minutes of moderate to vigorous active play each day.

Preschool children will participate a minimum of 45 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

His Kids will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- One or more occasions of active play outdoors when weather permits.
- One or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days". It is

important for parents to check the weather forecast to determine if a light jacket will be needed. If you feel your child will need sunscreen or insect repellent during this time, please apply it at home. If the weather is damp, we may utilize our rain boots for outdoor play.

Our children will be playing outside and participating in art activities each day. They should be dressed in comfortable, washable play clothes in which they can move easily and freely Indoor art activities and outside play activities which may involve dirt, water, paint, etc., provide your child with creative avenues in which they may experience social, emotional, and cognitive growth. Therefore, dressy outfits are not encouraged as they may be difficult to clean and may dissuade children from participating in the many activities offered inside and outside. A change of clothes should be sent to school and will be kept in the child's classroom.

As the weather changes, please make sure to change out clothing so that they are weather appropriate and still fit. Please remember to label all clothing items sent to school with your child's first and last name and always replace the clothes if they are used at His Kids.

What to Bring

Please be sure to label each item your child brings to school with their first and last name.

- Change of clothes in a gallon Ziploc bag in your child's backpack (all classes).
- Monthly supply of diapers (One and Two year old classes).
- A non-spill cup filled with water (One and Two year old classes).
- Water bottle (three and four year old classes).
- Nutritious lunch including a drink, preferably water. (Should include items children can open and eat independently).
- Please send a sweater or light jacket if your child gets cold easily.

Emergency Procedures

Parents will be contacted immediately if your child:

- Has a sign or symptom requiring exclusion from His Kids, including temperature of 100 .
- Has been involved in any situation that renders His Kids unsafe, such as but not limited to a fire, flood, or damage to the facility as a result of severe weather.
- Has been evacuated from the building due to an emergency.

Emergency Drills are conducted throughout the school year.

Parents will be notified of less serious injuries when the parent picks the child up from His Kids. Less serious injuries include, but are not limited to minor cuts, scratches, and bite from other children requiring first-aid treatment by His Kids Staff. An accident report form will be completed for the parent to acknowledge being told of the incident.

If a child requires immediate medical attention the following procedure will be followed:

- His Kids staff will call 911 immediately. (Director or designee will ensure that all other children in the group are properly supervised).
- Give the child first aid treatment or CPR if needed.
- Secure the child in the care of medical personnel. Give emergency forms to medical personnel as needed (allergies, special needs, preferred hospital, physician information, etc.)

- Attempt to contact child's parent or guardian, calling emergency contact persons if needed.
 - All efforts will be made to call parents during the emergency situation by extra staff present but our first priority is to get your child safely into the hands of medical staff.
- If the parent has not arrived at the school, two staff persons will accompany the child to the hospital.

It is extremely important that parents provide accurate and complete information as to how or where they can be reached by phone each day. The information given to us in the Brightwheel app is used to locate you in case of an emergency.

Weather Warnings

Unexpected school closings due to hurricane or other inclement weather conditions will follow any decision of the Clear Creek Independent School District and/or Friendswood Independent School District. In extreme circumstances, His Kids may make its own decision.

If it is announced that CCISD or FISD schools are closed or will be closing early, we will do the same and will be sure to notify parents. If it is announced that CCISD or FISD will have late arrival, His Kids will be closed for the entire day. Please check your local radio station or your local news outlet for such announcements.

In the event a mandatory evacuation is issued, the school will be closed until we feel it is safe to return. **The school will not be required to make up missed days due to a mandatory evacuation in the area.**

Fire or Natural Disaster

In case of fire or a call for evacuation, all proper authorities will be contacted. The children will exit the classroom following the directions of the posted emergency map. The children will remain in the designated safe area until the all-clear signal is received. The children will then return to their respective classrooms. If the emergency results in closing the school, parents will be contacted by the Director and/or teacher and informed where to locate their child. Practice drills are held throughout the year with a minimum of one fire drill every month and three severe weather drills annually.

In the case of a tornado warning, children will be sheltered inside until the all-clear call is received.

In the case of a chemical release, children will "shelter in place" indoors with a/c units turned off and doors sealed. Parents will not be able to pick up their children until the all-clear signal siren. Your local radio station or your local news outlet will make announcements in case of emergency closing.

Emergency Preparedness Plan

Evacuation / Alternate Shelter: If the building must be evacuated, teachers will take their folders with names and phone numbers of each child in their class outside to our central meeting place at the dumpster.

If the property needs to be evacuated we will relocate with children to Acro-Sports at 1800 W Nasa Blvd League City, TX 77573. Acro-Sports buses will transport children and His Kids teachers to Acro-Sports and teachers will wait with the students until parents arrive. The teacher or administrator will call parents to pick up their children when it is safe to do so. Children will be supervised by teachers and staff until all children are picked up. All extra evacuation bags will be brought to Acro-sports. Bags contain, snacks, activities, first aid kits, contact information etc.

Intruder: In case of an intruder, if possible, teachers are to evacuate the building through the emergency exit doors located in each room. If evacuation is not possible, teachers are to close and barricade their doors, put children in a far corner of the room and turn out lights. They are to wait for the all-clear signal from the Director or from law enforcement.

Severe Weather: In the event of severe weather such as tornados, extreme storms, or other unsafe weather conditions or any emergency requiring us to shelter in place, His Kids preschool will move children to the interior hall of the building. If a longer-term shelter is required we will move children to the library and room 146. Staff will have attendance sheets and student contact information.

Hurricanes: We will monitor any weather systems in the Gulf through local news and follow Clear Creek ISD recommendation for closure.

Notifications for emergency situations will be through the Brightwheel app, email, and our His Kids Preschool Facebook page.

Holidays and Scheduled Days Off

Holidays like Christmas and Easter will be observed in the school as Christian holidays with the emphasis on Christ's birth and His resurrection. We also do not stress the scary aspects of Halloween and as such we omit traditional Halloween parties from our schedule. We will have family activities and programs throughout the year.

Our attendance schedule follows the Clear Creek ISD academic calendar. Our calendar may differ slightly in regard to teacher in-service days. A calendar and holiday schedule will be provided to each family.

Communication

Good communication is the cornerstone of a successful relationship between families and the school. We do our best to communicate clearly with our families. We will send home a monthly calendar and newsletter. Your child's teacher will also send home specific information about their class. Please be sure and check your child's folder weekly for this information. We also utilize the Brightwheel app which can use your text or email. This system allows us to update you with any emergency information or school reminders.

Some suggestions to help with communication are:

- Check your child's folder.
- Let us know of any changes in your home or lifestyle. This will help us better understand your child.
- Check the monthly calendar and newsletter to be aware of upcoming activities and deadlines.
- Let us know if we can pray for any specific needs for your family during our morning prayer time. Any requests are completely confidential.
- Talk to your child about his or her day.
- Feel free to call the His Kids office at 281-482-2828 with any questions or concerns.

Graduation and End of Year Celebration

Children in our four year old classes, that are moving on to kindergarten, will participate in a graduation ceremony the last week of school. A reception for family and friends will follow.

Immunization Requirements

Immunizations are required for all children attending childcare in the state of Texas. You must show proof of the required immunizations BEFORE your child can attend His Kids. If a child's immunizations are not current, they may be unenrolled. You may submit an affidavit for immunization exemptions. If your child is on a delayed vaccination schedule, we must have a written plan of action signed by your child's physician if the immunizations are not meeting the Texas Minimum State Vaccine Requirements for Child Care Facilities.

All children must have a Health Statement signed by their physician before admission.

TB testing is not required by the county for children to attend His Kids.

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.
- Possible 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.
- Signed permission (or denial) to post child's allergy in rooms where the child spends time.

Hearing & Vision Screening

Texas State Law requires that each child who is enrolled and turns four by September 1st will need a vision and hearing test and a report must be submitted to His Kids. Children who turn four during the school year will be expected to have this screening completed within one month of their fourth birthday and present the school office with the necessary form completed.

Employee Immunizations

Immunizations are not just for children. Childcare center employees have a unique opportunity to protect children at their place of employment and lessen the spread of vaccine preventable diseases by getting immunized. Vaccine preventable diseases (VPDs) are conditions which are preventable through vaccines available to protect against specific diseases. A list of VPDs can be found at www.cdc.gov/vaccines.

His Kids employees are encouraged to receive vaccines for VPDs listed by the Center for Disease Control and Prevention; however, vaccines are not required for employees.

Emergency Medical Release Form

A medical release form must be completed at the beginning of each school year. Copies of this form are kept in the child's file. This form gives permission to have your child treated in case of an emergency at school. Please update this information as necessary throughout the school year.

Illness/Health Check

His Kids makes a priority of hygienic precautions such as disinfecting toys, diaper changing surfaces, tables, chairs, and frequent hand washing to protect our children against illness and infection. However, even with these precautions, most children will encounter illness and/or infections during the school year.

If a child develops any signs of illness or unexplained rashes at school, a parent or guardian will be contacted, and the child should be picked up within 30 minutes. Please keep all contact information current so that you can be easily reached should an illness occur.

Any child excluded from attendance will not be allowed to return to His Kids until they have been symptom free for 24 hours without medication.

In the event that our children are exposed to an infectious disease at school, there will be prompt parent notification. Parents are expected to notify His Kids when their child has been exposed to infection or disease outside of school.

Your cooperation is needed to maintain a healthy and safe environment for our school.

Please keep your child home if, within the last 24 hours, he or she has:

- Had a fever accompanied by behavior changes or symptoms of illness.
- Had an upset stomach (vomiting or diarrhea) within the last 24 hours.
- Given evidence of a fresh cold (runny nose with yellow/green mucus).
- Been too ill to play outside.
- Has symptoms of contagious disease (headache, sore throat, reddened eyes, unusual behavior, etc.).
- Ringworm.
- Head Lice- If your child is found to have head lice at school, they will be sent home. They will be allowed to return to school after one medicated treatment has been given or they bring a note from the physician saying they are cleared to return to school. We also require that your child is free from all nits before they are allowed to return to the classroom.

Your child may return to His Kids when:

- He/She is free of symptoms of illness for 24 hours without medication.
- The contagious period has passed or after they have been on antibiotics for 24 hours.
- They are able to participate in regular school activities, including outside play.
- You have obtained a health care professional's statement that the child no longer has an excludable illness or condition.

A health check is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance. This check may occur throughout the day and may include taking the child's temperature and asking the child how they feel or if anything hurts.

Naps/Rest time

A supervised sleep or quiet period will occur after the noon meal for all children in the 18 month and two year old classes. Children may not be forced to sleep or be confined in a restrictive device. Children in the 18 month and two year old classes will lay down on their parent provided mat. Each child may bring a blanket and a comfort item for nap time. Each child who does not sleep will be offered an alternative, quiet activity to do while others sleep. Sleep mats may not block entrances or exits to the classroom and may not be set up during other activities. Each mat must have sufficient walk and workspace between them and must be arranged so the teacher can adequately supervise all children in the classroom. Lighting may be dimmed during nap/quiet time.

His Kids does not enroll children 12 months of age or younger.

Medication

Please administer all medicine before your child comes to school. His Kids/Heritage Park Baptist Church will not administer medication including sunscreen and bug spray. The only exceptions are in emergency situations where the uses of Epi Pens, Benadryl, or inhalers are required due to allergic reactions as stated in the allergy plan on file for your child. Additionally, over the counter topical creams may be used if previously provided by the parents. Medications must be in the original containers and will be given only according to label directions and only for the child whose name is on the container. An allergy emergency plan must be on file.

Transportation

We do not transport children for any reason. We may seek emergency transportation to the nearest medical facility during emergency situations. However, we do not transport children otherwise.

Field Trips

We do not take or schedule field trips for our students. We do schedule fun on-site experiences that include community helper visits, volunteers and events that provide fun and educational replacements for field trips.

Keeping Children Safe

Reporting Abuse or Neglect: Texas Law requires caregivers to report suspected child abuse or neglect to the Texas DFPS or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime.

Employers are prohibited from retaliating against caregivers who make reports in good faith. These are also available on the web at www.dfps.state.tx.us or your local Licensing Office at 409-766-5922.

The Director or teacher will notify the Department of Protective Services, and/or the local law enforcement officials, when it appears that a child is being seriously neglected or abused.

Employees are required to obtain a minimum of 24 clock hours of training each year relevant to the age of the children for whom the caregiver provides care. At least one clock hour of annual training must focus on prevention, recognition, and reporting of child abuse and neglect, in accordance with Texas Department of Family and Protective Services, Rule §746.1309 of Minimum Standards for Child Care Centers.

Resources are available at <http://www.dfps.state.tx.us/Training/Reporting/resources.asp> for employees and parents on increasing awareness and prevention of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.

His Kids will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting abuse or neglect.

Local Resources:

Child Protective Services: 800-252-5400

Webster Police Department: 281-332-2426

Harris County Sherriff's Office: 713-221-6000

Recalls

To access Consumer Product Safety Recalls, go to: www.cpsc.gov.

Parent Code of Conduct, Behavior

His Kids expects all parents and guardians to conduct themselves with the highest standards of personal integrity in all aspects of their activities and to comply with all applicable laws, rules, regulations, and His Kids policies.

- Behavior While on Premises

No Smoking or Vaping: Per State Licensing, His Kids is a non-smoking, non-vaping facility. No smoking or e-cigarette is permitted inside the building or on campus at any time.

- Under the Influence (Drugs and Alcohol)

His Kids operates a Drug- and Alcohol-Free environment in accordance with State of Texas DHHS. The use, transfer, or sale of illegal drugs while on His Kids property is strictly prohibited by all persons including any parent or guardian of the children in our care.

- Weapons:

Any and all weapons are prohibited on the premises. Peace officers are exempt.

- Domestic/Custody Issues:

The center may not be used as a mediator for parents to solve visitation issues between separated parents. These guidelines are for the safety of the children and staff in our center.

- Dress and Appearance:

Because little eyes and ears are inquisitive to what they see and hear, clothing choices and language should not be provocative or disrespectful. At all times, parents and guardians are expected to present a clean and neat image and to make the right decision regarding their personal attire and the language that is used while on His Kids property.

Additional Concerns, Notifications and Compliance

Parents will receive notification of any changes in policies via notes sent home, monthly newsletter, email, Facebook posts, Brightwheel and website if needed.

His Kids invites parents with questions or concerns about our operating policies and procedures to discuss those areas with our Director, Paige Wells. You may email paige@heritagepark.org or call 281-482-2828

His Kids is subject to and follows the Minimum Standard Rules for Licensed Child Care Centers prescribed by the Texas Department of Family & Protective Services. A copy of these rules is located in the Director's office and can be viewed anytime online at www.dfps.state.tx.us. Parents are also welcome to review our most recent Licensing inspection report.

Texas Department of Family & Protective Services. 2221 West Loop; Houston, TX 77027 (713) 940-3009.

