



*Where children take their first steps
in education and Catholic faith!*

Parent Handbook

180 Samuel Blvd., Coppell, TX 75019

972-462-8779

office@angelcps.org

www.angelcreekpreschool.org

IMPORTANT CONTACTS

Angel Creek Preschool Director's Office

Director -

Assistant Director-

Business Manager-

972-462-8779 ext. 1401

Karen Ruffner

Beth Edwards

Elisabeth Cole

Email: office@angelcps.org

Website: www.angelcreekpreschool.org

St. Ann Catholic Parish Main Office

972-393-5544

Child Abuse Hotline

800-252-5400

Website: <https://www.txabusehotline.org/Login/Default.aspx>

Texas Department of Family and Protective Services (TDFPS)

800-582-6036

Website: <http://www.dfps.state.tx.us/>

Minimum Standards for Child Care Centers Website:

http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Angel Creek Preschool is licensed and regulated by the Texas Department of Family and Protective Services. We follow the Texas Minimum Standards for Child Care Centers. A copy of the policies is available for review from the school office or on the TDFPS website. Feel free to discuss any concerns or suggestions regarding the policies or procedures with the director. A copy of our most recent licensing inspection and a copy of Minimum Standards for Day Care Centers are both available for you to review.

This document is proprietary information of Angel Creek Preschool and is subject to confidentiality laws.

ENROLLMENT

Participation at Angel Creek Preschool requires an annual enrollment. A child's placement is based on the child's age as of September 1st of the current school year, and the discretion of the Preschool Director. No child shall be denied enrollment based upon race, ethnicity, sex, religion, disability or learning differences.

Enrollment each school year is contingent upon receipt of the completed enrollment application, registration fees, immunization records, health statement and signed Parent Handbook. The Enrollment Application and signed Parent Handbook Agreement are not meant to serve as contracts guaranteeing service for any duration.

Parents are required to notify Angel Creek Preschool immediately, should any of the information collected at the time of enrollment, or any time thereafter, change. Failure to do so may result in the child(ren) being discharged from the program and forfeiture of any money collected.

Withdrawal

Angel Creek Preschool must be notified in writing two weeks prior to withdrawing a child from our program. If a two week notice is not given, the parents are financially responsible for 2 weeks of tuition following the last day of attendance. Failure to notify the office regarding an absence lasting more than 5 days is grounds for automatic discharge.

Parent and Visitor Code of Conduct

Parents and visitors may come across confidential information about our program, our staff and students. All information received from Angel Creek Preschool must remain confidential at all times. Breaching confidentiality may result in discharge of your child(ren) and forfeiture of any money collected.

Parents and visitors must respect the presence of children when on our campus. Refrain from threatening, abusive or aggressive type language and behavior at all times towards any person.

Discharge

Angel Creek Preschool reserves the right to discharge any child from the school for any of the following reasons:

- Failure to observe Angel Creek Preschool policies and procedures.
- Failure to observe applicable St. Ann Catholic Parish policies and procedures.
- Behavior which is a threat to the safety, or emotional wellbeing of the children or adults
- Physical or verbal abuse of children or adults.
- Special needs which cannot adequately be accommodated by our employees or facility.
- Non-payment or excessive late payment of fees or tuition.

Angel Creek Preschool reserves the right to discharge any parent or child at any time with or without cause. Refunds of fees, tuition and money collected may not be granted.

Admission Records

- All information on the Enrollment and Release Forms
- Parent Handbook Acknowledgement
- Current Immunization Records and Health Statement as required by TDFPS

Immunization Records

Current immunization records must be on file before a child is allowed to attend class. Documentation must have been validated by a physician or other health-care professional with a signature or stamp and include the month, day and year the child received each vaccination. Immunization records should be updated at each well-child visit to your child's doctor.

Children may be enrolled that have not received immunizations due to various medical issues or personal beliefs. Formal exemptions will be accepted. Speak with the director for specific guidelines if you wish to file an *Exclusion of Compliance Affidavit*.

Adults having direct contact with the children are encouraged, but are not required, to update their immunizations for vaccine-preventable diseases as recommended by the Center for Disease Control (CDC).

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

Health Statement

A current health statement, signed by a physician, must be on file before a child is allowed to attend class.

Vision and Hearing

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36 requires: All children 4 years of age by September 1 of each school year must undergo a vision and hearing screening before December 1st of the current school year. As a service to you, we will host a screening at school before December. A small fee may apply. The screening must be completed by your child's physician or a licensed screener if you do not wish to participate in the school screening. Children of all ages may participate in the screening. A record of the screening must be kept on file.

Tuberculin Testing

Tuberculin Testing is not required in the Dallas County at this time.

FINANCIAL OBLIGATIONS

Tuition

Tuition payments are due by the 15th of the month prior to attendance. Tuition rates are reviewed and subject to change on a yearly basis. Nine consecutive payments are due for the months of September –May beginning in August. Payments must be made to **Angel Creek Preschool**. Receipts will be given for cash payments.

Fees

Registration

Registration fees vary based on the number of days your child enrolls in the program. This is an annual nonrefundable fee.

Late Fees/Tuition

A \$20 late fee will apply for any payments not received by the due date. Please notify the Director prior to due date if an untimely payment may occur. All delinquent accounts will be automatically charged late fees.

Non-Sufficient Funds

A minimum \$25 fee will apply for Non-Sufficient Funds (NSF). All NSF checks must be replaced and any additional fees reimbursed. Returned checks will not be re-deposited. Parents will be responsible for reissuing a second check. If a second NSF check is received, then all future tuition and fees must be paid by cash, money order or cashier's check.

Late Pick-up

Students should be picked up at 2:00 pm each day. A late fee of \$15 per 10 minute interval or part thereof, shall apply after 2:10 pm. For early pick up, fees shall apply after 12:10. Habitual lateness may result in removal from the program, at the discretion of the Director.

Non-Payment

Non-payment of fees or tuition is grounds for immediate dismissal from the program. Timely payments are essential for the continued success of Angel Creek Preschool. If you anticipate difficulty with payment on time, please discuss arrangements with the Director, immediately.

Refunds and Credits

Refunds or credits are not made for days missed due to family vacations, illness, early release or days off related to unscheduled school closings. Missed days will not be made up. No refunds or credits will be made for any fees or tuition already collected.

Discounts

A 10% discount is given off of the tuition of any siblings to the oldest child enrolled.

HOURS OF OPERATION

September - May

9:00 - 2:00 Monday – Friday

Class options are based on child's age as of September 1st.

All age classes may be combined for more day options.

Explorers (18-24 months)

- Tuesday/Thursday

Investigators (2 years old)

- Monday – Friday
- Monday/Wednesday/Friday
- Tuesday/Thursday

Preschool (3 years old)

- Monday – Friday
- Monday/Wednesday/Friday
- Tuesday/Thursday

Pre-K (4-5 years old)

- Monday – Friday
- Monday/Wednesday/Friday

Calendar

Angel Creek Preschool observes all school holidays and closings on the Coppell ISD and St. Ann Catholic Parish calendars. You will receive a school calendar at the beginning of the school year. This calendar will outline special events, important activity days and specific dates when school will be closed. Teachers will send reminders frequently to notify you of important dates. You may also find this information on our website.

Inclement Weather Days

Angel Creek Preschool will remain closed when Coppell ISD determines that closure is advisable due to weather conditions. If Coppell ISD has a delayed start time Angel Creek Preschool will not open. If Coppell ISD issues an early school closure due to inclement weather conditions, Angel Creek Preschool will close immediately. These hours will not be rescheduled or reimbursed. **For updates on school and church closings stay tuned to your local TV stations and websites.**

Emergencies

In the event of a serious emergency such as an earthquake, fire, storm, or loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrived.

RELEASE OF CHILDREN

Arrival

Classes begin at 9:00 am each day. You may walk your child to class at 8:55 am – 9:10 am. After 9:10 am the doors of the school will be locked and you will need to sign in through the church front office. For your convenience you may also drop your child off using our Morning Carpool line. **Morning Carpool line begins after the first two weeks of school and is available for Preschool and Pre-K children only. Younger students will need to be walked to class.**

Children must be signed in and out by the custodial parent or guardian or adult person approved by the parent or guardian. Parents who fail to sign in or out and document accurate times may be charged a \$5 penalty for each occurrence. Teachers will sign in the children arriving through carline. Children must be signed in/out by someone 18 years or older regardless of relationship.

Dismissal

Regular dismissal is 2:00 pm each day. Children must be picked up by 2:10 pm. In support of good communication opportunities between families and teachers, **there is no afternoon carpool line.** Children must be signed out from their classrooms at the end of each day.

Explorers and Investigators may schedule to pick up their child at 12:00. The family will be issued a special pass to show in order to enter the school during the day. Children must be picked up by 12:10 each day.

Without an assigned pass all parents will have to enter through the church main office during operating hours.

*** Please bring younger children inside with you when dropping off or picking up your child. It is required by law that any incidents of a child being left unattended in a car, or not being secured into a booster seat or proper seat belt be reported to the police or CPS. ***

Authorized Pick up

Children will be released only to persons designated in writing on the child's enrollment form. Parents must notify the school in writing to authorize any changes. Unfamiliar persons picking up a child will be asked to show picture identification. Teachers will not release a child without proper information. Children will not be released to any minor.

All information will be kept confidential. Angel Creek Preschool will only release records and other pertinent information with written authorization of the parent/legal guardian, as required by TDFPS or under court order.

Custody Situations

Angel Creek Preschool 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: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. In the event that a custody dispute takes place on our property, the Coppell police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk or disruption to our facility or staff, Angel Creek Preschool has the right to terminate care.

Cell Phones

Your children deserve your undivided attention when saying “goodbye” or “hello”. TDFPS has passed regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance. We request that cell phones not be used during drop off and pick up times. Both are extremely important times of the day for your child to transition. Please step outside of the classroom to use your cell phone when visiting for special events or activities with your child.

Photographs

During certain public open events and programs such as, but not limited to, Social Nights, Holiday Rotations, Celebrations, and Pre-K Graduation, photographs may be taken by parents and visitors. Please try to request permission from a student’s parent when reasonable during classroom activities; otherwise do not use your phone to take pictures of children other than your own during such school activities. We sometimes have children involved in identity protection, please respect their safety.

Firearms or other Weapons

Peace officers as listed in 2.12 of the Code of Criminal Procedure and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm on duty may have firearms and ammunition on the premises of the child-care center. For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center.

FAMILY INVOLVEMENT AND COMMUNICATION

Family involvement is essential to the continuing success of our program. We encourage all family members to share time and talent, and visit the preschool throughout the year. We welcome and invite your suggestions and participation in events and activities.

Visitors

Parents are welcome to visit the preschool anytime to observe their child without prior approval. Parents must sign in at the main church office and inform the director of your presence. If a parent wishes to stay and spend time with their child during regular activity time parents must have a volunteer clearance as required by TDFPS.

Volunteers

We encourage families to volunteer time and talent. All volunteers must complete clearance information as required by TDFPS and Safe Environment Training as required.

Communication

Information will be sent in several different avenues in order to support great communication between families and our staff.

Email/Phone

A school sponsored email account will be available for you to send questions and comments regarding classroom activities and your child. Teachers will not have access during the school day so immediate questions, comments and concerns should be directed to the main email account. All correspondence will be monitored by the preschool administration. Teachers may not share private email accounts or phone number with current clients. Teachers may also be reached by phone at the school office number.

Office Phone: 972-462-8779

Office@angelcps.org –

- **Report absences**
- **General Information**
- **Questions, concerns or comments needing immediate assistance**
- **Communication with the Director**

Business@angelcreekpreschool.org –

- **Financial questions, comments or concerns**

Folder

We will send home a folder each day for your children to carry any special notes or announcements for you to review. In turn we ask that any non-urgent communications be passed back in the same folder. Tuition checks may be placed in the zipper pouch included in the folder.

Concerns

When you have questions or concerns, we ask that you first communicate with your child's teacher. If the teacher's response is inadequate or unsatisfactory, please contact the director. Please let us know if there is some particular way we can help your child, if something unusual or disturbing has happened at home, if you are to be out of town and your child will be staying with a sitter or relative during this time, any changes in address or phone numbers, or if your child contracts a communicable disease.

Conferences

Teachers are available for conferences upon requests. These should be scheduled through the office so proper supervision can be arranged for the students. Parents should make arrangements for childcare if the child will not be attending class during a conference. The director is also available for conferences upon request. Please do not use email or phone for conferences. This allows us to give you proper attention and time.

Website

Our website www.angelcreekpreschool.org is another great place to receive information. We update the website during inclement weather or other school changes. There are several links to resources for parents regarding "Giving Back" programs and support services. You may also access our special Parent Portal.

Cyber Identity/Social Networking Web Sites

Employees of Angel Creek Preschool are prohibited from participating in social networking with current parents and children. This includes, but is not limited to Facebook, Twitter, and Instagram.

HEALTH/SPECIAL NEEDS

Nutrition

Parents are responsible for meeting their child's daily nutritional needs. Angel Creek Preschool does not prepare meals and is not responsible for meeting the daily nutritional needs of each child. All children will be encouraged, but not forced to eat.

Lunches from Home

Lunches must be provided by the parents. We do not have the capacity to refrigerate or heat any food or beverage items for students. Parents are responsible for seeing that all perishable items are packed appropriately. Any lunch items not eaten and able to be reasonably repacked will be left in the lunch box to be taken home. Label all food equipment with your child's name.

Preparing child-friendly food that your child can manage independently will help with this. Cut all grapes, hot dogs and other appropriate foods lengthwise, to help reduce the possibility of choking or obstruction of airways. Candy and carbonated drinks should not be included in your child's lunch.

Snacks

Parents are required to provide mid-morning snacks for the entire class on a rotating schedule. TDFPS requires us to verify that any meals and snacks provided by a parent and shared with other children meet the needs of children who require special diets. Therefore, snacks must be store bought and labels must be available. Parents will be notified if there are any children with restricted diets in the classroom. Children with severe food allergies may still wish to bring their own snack each day as a precaution.

Water

Water is provided to the children during snack and lunch. Water is also available throughout the day and drinking enough water is encouraged.

Breastfeeding

Angel Creek Preschool will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

Life Threatening Allergy Students

Several students with life threatening allergies attend Angel Creek Preschool each year. It is our intention to provide a safe environment for these children. EpiPens and emergency medications will be easily accessible to all caregivers.

It is imperative to note that our classrooms are shared by multiple groups throughout the week. Student's allergy precautions and detailed information will be posted along with the child's photo, in each classroom and will be viewed by others. Parents must sign a waiver for the child's information to be posted, in order for the child to safely participate in our program.

Preschool staff members are trained in First Aid, CPR and use of EpiPens. Angel Creek Preschool, St. Ann Catholic Parish, ministry or participating individuals will not be held liable for any medical issues related to a possible contamination and will not be held liable for damages for an act performed in administering care. We do ask parents of all children to abide by any restrictions set within individual classes and within the preschool program.

Peanut Allergies

Peanut allergies – the food allergy that claims more lives each year than any other – is our most common. A child with a serious peanut allergy can suffer a reaction merely by touching a peanut-containing food or contaminated item.

To eliminate classroom to classroom policy confusion, and after careful consideration regarding the continual shared spaces and equipment, we have the following school wide safety guidelines in effect:

PLEASE

- Do not send any peanuts, peanut butter or foods containing peanuts or peanut products to school.
- Read all food labels and avoid sending foods with the following or like warnings:
 - “May contain Peanut or Tree Nuts”
 - “Processed on shared equipment with Peanuts or Tree Nuts”
 - “Manufactured in a plant with Peanut or Tree Nuts”
 - “Contains Peanut or Tree Nut Ingredients”
 - Any similar label
- If your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands have been washed with **soap and water** before arriving at school.

Water alone does not do the trick!

We trust you understand how deeply important respecting and adhering to these guidelines is for these children and their families. This is not a life style choice but a **life-saving choice** that these families must learn to navigate.

Medication

No medications shall be administered at any time. Exceptions will only be made for emergency medications (EpiPen, emergency asthma medications). Emergency medications must be in the original container labeled with the child's full name, be current with expiration date and will only be given as recommended in writing by a doctor. All medication prescriptions must be issued in the United States.

Emergency Care

In case of critical illness or injury requiring the immediate attention of a physician the following contact procedures will be followed:

- Give child first aid treatment or CPR as needed
- Contact Emergency Medical Services
- Contact the child's parent
- If parents cannot be notified, the emergency contact on file will be notified

Any injury/illness occurring at school that requires the care of a physician must be reported to the school and documented. A copy of an incident report will be given to the parent, TDFPS and kept in the child's file. Minor injuries occurring at school will be documented and the parent will be informed at the end of the school day with a copy of the documentation.

Angel Creek Preschool is designed for well children.

Well Checks

Angel Creek Preschool staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they are required to point this out to the parent at that time and to notify the administration. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

Illness

According to the Texas Department of Family and Protective Services:

No child may be admitted to class if one or more of the following exists:

- Noticeably sick
- Oral temperature of above 101 degrees or
 - A Tympanic (ear) temperature of above 10 degrees or
 - Axillary (armpit) temperature of above 100 degrees
 - Temporal temperature of above 100.3 degrees (*this is used at school*)
- Symptoms and signs of possible severe illness such as
 - lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling
 - behavior changes, or other signs that the child may be severely ill
- A health care professional has diagnosed the child with a communicable disease.

A child must be symptom free and fever-free (without the aid of medication) for 24 hours before returning to school.

Children who do not feel well, have a fever or cannot comfortably participate in all classroom and outdoor activities should be kept home from school. Also if a child's health issues result in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care, the child may not be present at school.

If a child becomes ill while at school, the director will request the parent or other authorized person arrange for the sick child to be picked up from school. Parents are expected to arrive to care for their child as soon as possible or arrange alternative care within 1 hour, or standard late fees may apply. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, Angel Creek Preschool may call EMS at the parent's expense.

Due to the safety and health concerns of other students please inform the office as soon as possible if your child has been diagnosed or shows symptoms of a communicable disease. Your child's personal information will be kept confidential. By reporting this information you will help protect the other children in our program. These diseases which include but are not limited to measles, mumps, scarlet fever, chicken pox, etc., may be reported as required by the state of Texas to the local health department. A child diagnosed with a communicable disease must have written documentation from a health care professional indicating when the child is able to return to school.

Plan of Care for Special Needs

Angel Creek Preschool will accept and make reasonable accommodations for students with a variety of special needs. It is important that parents inform the director of any special needs their child may have. By doing so, the appropriate school team can work with the family to develop a Plan of Care that will assist all parties in making the best choices for the child.

If reasonable accommodations cannot be made within the Angel Creek Preschool program, it may be necessary for Angel Creek Preschool to terminate the enrollment of the child. This will be at the discretion of the Director. If reasonable accommodations cannot be made, Angel Creek Preschool may help families find outside resources to assist them whenever possible.

SAFETY AND SECURITY

Emergency Evacuation Procedure

Detailed emergency procedures are on file in the preschool office and are available for review anytime. Fire drills are practiced monthly. Severe Weather and Lock-Down drills are practiced every three months.

In the event that the Angel Creek Preschool facility or environment poses an immediate threat to the children, the children will be moved to an alternative, safer and secure location on the St. Ann Catholic Parish grounds.

Angel Creek Preschool and St. Ann Catholic Parish have made an agreement with *Coppell Early Care and Education* to use their facility, in the event that we must evacuate the St. Ann Facility and grounds. *Coppell Early Care and Education* is located at 103 Samuel Blvd., on the northwest corner of Samuel Blvd. and Sandy Lake.

If immediately necessary, children will be transported by car to safety. In all situations children will be cared for until a parent or guardian arrives. Due to the nature of the emergency it may be necessary to transport children to the nearest hospital or medical facility for evaluation and care.

Stormy Weather

The weather is monitored throughout each day. If a Severe Weather Watch is posted we will begin to prepare the children and teachers to anticipate the need to move to our Storm Safety Room (Lecture Hall). It is possible that we will move the children and teachers prior to any Severe Weather Warnings. Our decisions will be based on the need for calm and safety of the children in our care.

If a Severe Weather Warning is posted or sirens are sounding we will immediately take shelter in the Storm Safety Room. Parents, other caregivers and siblings are welcome to come inside and join the children in order to ensure safety. Please do not sit outside during a severe storm warning. We have witnessed extreme damage in the past and do not wish anyone to be unsafe.

Once the decision to move to the Storm Safety Room has been made, **we will not allow children to be released from our care.** Anyone joining us in the Storm Safety Room must abide by the directions of the school and church administration. Once the threat of severe storms has passed as determined by the school and church administration your children may be signed out and released to your care.

After any emergency or relocation of children and staff, when it is safe to do so, phone calls will be made to parents and guardians to advise them of the next phase of the emergency plan.

GENERAL POLICIES

Animals

Throughout the school year animals may be present in the classrooms. All animals will be screened and meet the requirements of the TDFPS. A notice to parents will be posted when an animal is present.

Birthdays

Each child's birthday will be recognized with a special day during the year. Individual teachers will let you know when your child will have the opportunity to celebrate. If your child's birthday falls in July or August your child will get to celebrate in September. If your child's birthday falls in June they will get to celebrate in May. In addition, we request that you bring in special party napkins to share with classmates at meal time.

We do ask that no party bags, cupcakes, cookies or sugary treats be brought to class. If you are hosting a party outside of school hours, we are happy to distribute invitations. All children must be invited to the party otherwise invitations will need to be distributed by you to the other parents outside of school.

Clothing

Send your child to school in clothes that are comfortable for learning and exploring. We do go outside in fair weather so please bring labeled jackets as necessary. We do not base our decisions to go outside on temperature alone. Alternate indoor activities are available if needed.

Change of clothes

Children should pack a change of clothes, labeled and in a large Ziploc bag. We love to let the children get messy – some may take this more literally than others and may need to freshen up before the end of the school day.

Shoes and accessories

Children should wear closed shoes with rubber soles (no sandals or Crocs). Our playground surface is mulch. Help protect their little toes. Hard, slick soled shoes are not ideal as the floors of the classrooms and auditoriums where they dance and move can be slippery. High heels, earrings and drawstrings can all increase chance of injury. Angel Creek Preschool will not be liable for injuries due to improper clothing, shoes or accessories.

Water Activities

Children will have daily access to a water table outside and may often have water activities inside. A change of clothes will be helpful for any spills.

Outdoor Play

Outdoor play is a regular part of our daily routine. Children should be prepared to play outside some part of every day. We do love to splash in rain puddles and experience making snow angels so please dress your child appropriately. Apply sunscreen prior to school hours. Children are back indoors prior to lunch time. Do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. If weather does not permit outside play we often have access to our auditorium. For safety please have your child wear rubber soled, solid play shoes.

Personal Belongings

Label all items brought to school with your child's name. In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Angel Creek Preschool employees are not responsible for lost or broken personal toys. Exemptions from this rule - A small stuffed animal for use during naptime for children in the Explorer and Investigator classrooms and specifically requested Show & Tell items.

Rest Period

All children will have a rest period after the lunchtime meal. This time will allow the children to regroup and rest after a busy day at school. Children are not required to sleep, and sleeping children will not be forced to wake up. A rest foam/plastic matt will be provided. **Children should bring a small blanket to school.** A beach towel also works well. Pre-K children will have Library Day once per week as a quiet rest time alternative when appropriate.

Staff/Class Assignments

Small class groups are maintained with approximately 10-14 children, in an effort to give each child the care and attention they deserve. Every classroom is staffed with two caring and trained professional teachers. Annual training is required of all staff including 24 hours of Developmentally Appropriate Practices, CPR and First Aid, emergency preparedness, and the protection of children.

Teacher requests may be made in writing however, classroom assignments are based on each individual child's chronological age, developmental age, emotional age, and physical age; and are at the discretion of the Director. We follow the state of Texas age requirements to initially assign age groups. Specific request are not always able to be fulfilled or guaranteed.

Outside Employment

Due to liability issues, employees of Angel Creek Preschool are not permitted to take children home from our center. Employees of Angel Creek Preschool are prohibited from employment or contractual agreements with parents of children enrolled in the program outside those sponsored or supported by Angel Creek Preschool. This includes, but is not limited to babysitting and/or nanny-type, or other non-childcare related positions. If prior relationships were formed prior to a child's enrollment exemptions may be made with approval from the Director. Employees should not have additional employment or be involved with other activities that could interfere with providing their best performance for the preschool program.

Toddlers

Diapers and Toilet Training

Include plenty of diapers for younger children and disposable training pants if your child is toilet training. Dress children who are not toilet trained in clothing that will easily accommodate diaper changing. Children do not need to be toilet trained to participate in our program, we do however highly encourage efforts to train by age three.

Clearly mark diaper bags on the outside and all items included in the bag with your child's name. Do not send Over-the-Counter medications, etc. in the diaper bag. These are considered medications and proper policies must be followed. It is a good idea to have a separate bag for school and home so these items do not accidentally get sent to school.

Creams/ Ointments (for diapered children only)

Written consent must be given initially, if you want teachers to apply diaper ointment or creams. Permission is implied thereafter if ointments or creams are included in the child's diaper bag or backpack. Ointments and creams must be clearly marked with the child's name and directions for use must be clear. No unlabeled or foreign products will be allowed.

Chapstick, Lip Balm, Sunscreen, Bug Spray (other non-emergency products)

Students should not bring in any medications or products to personally apply or request of the teachers to apply, unless needed for emergency care, as stated under medications, or diaper changing use. **These products should be applied prior to school hours.**

Biting

Biting is a common and normal developmental issue for younger children. The best way to deal with biting is consistency between providers and parents. Biting may occur for multiple reasons. Proper communication will help determine why a child is biting. The director and teachers will work with parents when biting becomes a problem. We will make every attempt to solve the issue as soon as possible.

DISCIPLINE AND GUIDANCE

Discipline must be:

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

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements, *and/or engaging child in another appropriate activity* and;
- Using brief supervised separation or time out from the group when appropriate for the child's age and development which is limited to no more than one minute per year of the child's age, *in order for the child to regain self-control*.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps or toilet training;
- Pinching, shaking or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive or profane language;
- Placing a child in a locked or dark room, bathroom, or closet; and
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

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

OTHER IMPORTANT INFORMATION

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. Angel Creek Preschool is a GANG FREE ZONE.

Smoking

Smoking of any type such as but not limited to, cigarettes, cigars, e-cigarettes, vaporizers, pipes, is not allowed anywhere in the presence of children or on the premises when attending a school sponsored event or during school operating hours.

Keeping Children Safe

Information regarding keeping children safe is posted on the parent board. ***If you have any concerns regarding the safety and wellbeing of someone you know, or you are concerned about risks within your own family, please call for help.***

ABUSE REPORTING LAW REQUIREMENTS

Angel Creek Preschool staff are required by the Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional abuse, neglect, or exploitation. Staff members are trained annually to recognize and report suspicions of abuse. We are committed to increase awareness of prevention and intervention of abuse by offering training, literature and connections with community resources to families.

The staff may not notify parents when the police or CPS is called.

Leaving a child in a car unattended, not securing a child in a seat belt or booster seat as required by law, unexplained marks or bruises on opposite sides of the body, and severe child hygiene issues or untreated medical issues are all examples and are not limited to the required reasons for a staff to call to the police or CPS.

Angel Creek Preschool staff members are If you need assistance with possible abuse, neglect, or sexual abuse, you are encouraged to seek help. Call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

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

HOTLINES & ONLINE RESOURCES

Emergencies

Dial 911

Hotlines

Texas Abuse and Neglect Hotline

Report suspected abuse and neglect.

1-800-252-5400

TxAbuseHotline.org

Texas Runaway Hotline

Counseling, services, and referrals for runaway youth and their families.

1-888-580-HELP (1-888-580-4357)

www.TexasRunaway.org

Texas Youth Hotline

Services and counseling for youths and family members in times of stress.

1-800-210-2278

www.TexasYouth.org

Texas Adoption Resource Exchange

Find children in need of adoption.

1-800-233-3405

AdoptChildren.org

Texas Poison Control Center Network

Don't wait for the victim to look or feel sick—call poison control. Always call 911 if a victim is collapsed or not breathing.

1-800-222-1222

www.poisoncontrol.org

Parenting Skills

National Parent Hotline

(1-855-4A PARENT or 1-855-427-2736)

Texas Adoption Resource Exchange

Find children in need of adoption.

1-800-233-3405

AdoptChildren.org

Family Compass

Parenting and family programs in the Dallas area.

Texas Education Agency

Life skills classes and resources for teen parents.

Child Development Information

Born Learning

Information for parents, grandparents, and caregivers to make learning fun.
www.bornlearning.org

Texas Early Childhood Intervention

Support for families with children with disabilities and developmental delays.
1-800-628-5115

Infant Sleeping Death Prevention

Get information and tips on how to put an infant to sleep safely.
BabyRoomToBreathe.org

Water Safety for Kids

Information and tips on how to protect children from drowning.
www.watchkidsaroundwater.org

Texas Baby Moses Hotline

Information on the Baby Moses Law, which protects parents from criminal prosecution when they deliver an unharmed child to a designated emergency infant-care provider.
1-877-904-SAVE (1-877-904-7283)

Food / Clothing / Housing

Catholic Charities

Food, housing, and educational programs that help strengthen families.

The Salvation Army Emergency services including food, shelter, and clothing, and rehabilitation aimed at self-sufficiency.

Women Infant and Children (WIC)

Nutrition help for low-income pregnant and breastfeeding women and for infants and children up to age five.
1-800-WIC-FOR-U (1-800-942-3678)
www.texaswic.org

2-1-1 Texas (Texas Information and Referral Network)

Dial 2-1-1. No matter where you live in Texas, you can dial 2-1-1 and find out about resources in your local community. It's the number to call when you don't know who to call.

Your Texas Benefits

Apply for food, medical, and cash benefits.
YourTexasBenefits.com

Jobs / Childcare

Goodwill Industries

Help for people with disabilities and barriers to employment to get training and find jobs.

Jobs

Texas Workforce Commission

Job readiness training and job search programs, and assistance with child care vouchers.
1-800-822-7526
www.twc.state.tx.us

Child Care

Texas Child Care Search

Search for regulated child-care facilities to keep your children safe.
1-800-862-5252
www.txchildcaresearch.org

Texas Attorney General

Child Support Division

Services for parents who wish to obtain or provide support for their children.
1-800-252-8014
www.oag.state.tx.us/cs/

Drugs / Alcohol

Texas Substance Abuse Hotline

1-877-9-NO-DRUG (1-877-966-3784)

The Partnership for a Drug-Free Texas

Drug and Alcohol Information

Texas Substance Abuse Hotline

Mental health and substance abuse services.
1-877-9-NO-DRUG (1-877-966-3784)
www.dshs.state.tx.us/mhsa-sa-help

Alcoholics Anonymous®

Group support to recover from alcoholism.

1-212-870-3400

www.aa.org

Alanon and Alateen

Support for friends, family, and teens of alcoholics.

1-888-4AL-ANON (1-888-425-2666)

www.al-anon.alateen.org

Narcotics Anonymous

Support for those who suffer from drug addiction.

1-818-773-9999

www.na.org

Stress / Anxiety / Depression / Counseling**Mental Health Crisis Hotlines****Texas Runaway Hotline**

Counseling, services, and referrals for runaway youth and their families.

1-888-580-HELP (1-888-580-4357)

www.TexasRunaway.org

Texas Youth Hotline

Services and counseling for youths and family members in times of stress.

1-800-210-2278

www.TexasYouth.org

Texas Suicide Prevention

Get in touch with your local crisis line for other ways to help.

Please call 1-800-273-TALK (8255)

www.texasuicideprevention.org

Family Violence**Texas Council on Family Violence****National Domestic Violence Hotline**

1-800-799-7233

Texas Abuse and Neglect Hotline

Report child abuse and neglect.

1-800-252-5400

www.txabusehotline.org

Childhelp® National Child Abuse Hotline

The 24/7 hotline offers crisis intervention, information, literature, and referrals.

1-800-4-A-Child (1-800-422-4453)

www.childhelp.org

National Domestic Violence Hotline

24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.

1-800-799-SAFE (1-800-799-7233)

www.thehotline.org

Legal Assistance**Texas Attorney General****Child Support Division**

Services for parents who wish to obtain or provide support for their children.

1-800-252-8014

www.oag.state.tx.us/cs/

Texas Law Help

Civil legal information for Texans who cannot afford legal help.

www.texaslawhelp.org

Texas Legal Services Center

Assistance and training for poverty-law advocates and their clients in the areas of litigation support, education, and communication.

www.tlsc.org

Texas Department of Family and Protective Services



**Parent Handbook
of Policies and Procedures
Acknowledgement**

I have been provided access to the Angel Creek Preschool Parent Handbook via PDF format on the school website at angelcreekpreschool.org and offered a printed copy. I acknowledge that I have read, understand and agree to abide by all of the guidelines, responsibilities and the operational policies and procedures of Angel Creek Preschool.

I agree with and will support Angel Creek Preschool's guidance and discipline policies.

I understand the policies and procedures stated in the handbook are a general list of rules and guidelines and are not considered comprehensive. An opportunity to ask questions regarding these policies and procedures is available. All rules apply to adults and children.

I have also been provided with access to contact information if I should need support or resources for my family, or another family that may benefit from this information, at the end of the handbook.

Student Names (list all enrolled children here)

Parent/Guardian Signature

Date