



*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](mailto:office@angelcps.org)

[www.angelcreekpreschool.org](http://www.angelcreekpreschool.org)



## IMPORTANT CONTACTS

**Angel Creek Preschool Director's Office**  
**Director**  
**Assistant Director**

972-462-8779 ext. 1401  
**Karen Ruffner**  
**Yvette Cudal**

Email: [office@angelcps.org](mailto:office@angelcps.org)  
Website: [www.angelcreekpreschool.org](http://www.angelcreekpreschool.org)

**St. Ann Catholic Parish Main Office**

972-393-5544

**Catholic Schools of Dallas**

Website: <https://csodallas.org/>

**Child Abuse Hotline**

800-252-5400

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

**Texas Department of Health and Human Services**

800-582-6036

Website: <https://hhs.texas.gov/>

**Minimum Standards for Child Care Centers Website:**

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>

*Angel Creek Preschool is licensed and regulated by the Texas Department of Health and Human 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 TDHHS 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 1<sup>st</sup> of the current school year, and the discretion of the Preschool Director. No child shall be denied enrollment based upon race, ethnicity, gender, religion, disability or learning differences.

Enrollment each school year is contingent upon receipt of the completed enrollment application, enrollment 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 TDHHS

### **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>

⇒ *There is no available vaccine for Covid-19. If a Covid-19 vaccine becomes available, future considerations will be taken as to whether this will be mandated by the school, for students and for adults having direct contact with the children.*

### **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 1<sup>st</sup> 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 15<sup>th</sup> 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**

### **Enrollment**

Enrollment 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, beginning the first month due.

### **Non-Sufficient Funds**

A minimum \$30 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 between 12:45-1:00 pm each day. A late fee of \$15 per 10-minute interval or part thereof, shall apply after 1:10 pm. 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.



Upon enrollment you should have received a confirmation email from Smartcare with a link to set up your password and PIN. If you did not receive your confirmation email, please contact us at [business@angelcreekpreschool.org](mailto:business@angelcreekpreschool.org).

**LOG IN:**

Open your browser and go to <https://my.smartcare.com>.

Enter your email and password.

Click Login. Your Profile opens by default.

You can access billing and timeline information by clicking on the 3 horizontal lines in the upper left corner.

To Reset Your Password-

On the Login screen, click Forgot Password? - Follow the prompts to reset your password

If you scroll all the way to the bottom of the application there is a link for the users guides for Apple and Android products as well.

**Our preferred method of payment is through the Smartcare app via auto draft from your bank account or debit card. Credit cards will incur a 2.85% convenience fee.**

Should you **not** wish to use the app for payment you may pay by cash or check as follows:

1. Hand delivered to the Preschool Office
2. Auto Bill Pay through your bank's online banking software. Your bank will mail us a physical check. (Check dated no later than the 15<sup>th</sup> of each month due.)
  - **Address:** 180 Samuel Blvd., Coppell, TX 75019.
  - **Pay to Name:** Angel Creek Preschool
  - **Account:** Your child's name, **not** the bank account #.
3. Mail to Angel Creek Preschool at 180 Samuel Blvd., Coppell TX 75019

# HOURS OF OPERATION

September - May  
8:30 – 1:00 Monday – Friday

Class options are based on child's age as of September 1<sup>st</sup>.

Explorers (18 months+) and Investigators (2 years old)

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

Preschool (3 years old) and 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.

⇒ *Due to the Covid-19 Pandemic affecting the repeated fluctuations in schedules and calendars, Angel Creek Preschool will publish their own calendar for the school year 2020-2021. Angel Creek Preschool will plan independently from any other source. However, government or church mandates will influence the decisions that may alter plans.*

## 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.**

⇒ *Weather related closure or delay will continue to follow Coppell ISD and local area recommendations as stated above.*

## Emergencies

In the event of an emergency such as a severe storm, fire, 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

- ⇒ *Children will need to be dropped off in a carline each school day between 8:30-8:45 am each day. The occupants of each car will be screened for good health following the Covid Response Plan procedures.*
- ⇒ *Children will not be allowed to attend school if arrival is after the school staff have completed the morning screening for children arriving on time for the school day and car line is closed.*

## Dismissal

- ⇒ *Children will be dismissed between 12:45-1:00 through a carline.*
- ⇒ *Only authorized adults (must be 18 or older regardless of relationship) will be allowed to pick up children from school and will need to place children in a proper car seat.*
- ⇒ *Teachers will not place children in car seats, and will not be held responsible for the proper use of a car seat.*

***\*\* 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 Child Protective Services or local Law Enforcement. \*\****

## 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 TDHHS 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 local Law Enforcement 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”. TDHHS 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. Turn cell phones off during drop off and pick up and step outside of the classroom to use your cell phone when visiting for special events or activities with your child.

## **Audio/Visual Taping & Photography**

Angel Creek Preschool employees may photograph, videotape or voice record the children during school sponsored activities, for use with class projects and historical photo documentation for parents to enjoy through our *Smartcare* App. These photographs may be placed in publicly visible areas of the school, which are shared areas also used by the St. Ann Catholic Parish.

Please note: 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. Angel Creek Preschool will not be responsible for monitoring photographs or videotaping of such events. You may choose to have your child **not** participate in these programs if you **do not** want your child to be photographed.

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.

As the State of Texas does not prevent videotaping or the photographing of children/youth (with the exception of Senate Bill I, section 26.009, which deals specifically with school districts), it does encourage parental consent. Additionally, current photographs may assist law enforcement agencies dealing with the Missing Children's Program.

## **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. We welcome and invite your suggestions.

⇒ *Special events and activities will include staff and children only, until further notice.*

## **Visitors**

⇒ *Until further notice, adults that do not have a necessity or authorization to be present at the school are requested to remain outside the premises for the health and safety of all staff and children.*

## **Volunteers**

We encourage families to volunteer time and talent. All volunteers must complete clearance information as required by TDHHS 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, including the Smartcare App.

## **Email/Phone**

The school email accounts listed below will be available for you to send questions and comments regarding classroom activities and your child. Information will be given to the teachers as soon as is feasible. 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](mailto:Office@angelcps.org)** –

- **Report absences**
- **General Information**
- **Questions, concerns or comments needing immediate assistance**
- **Communication with the Director or classroom Teacher**
- **Financial questions, comments or concerns**
- **Use of Smartcare Parent App**

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.

### **Website**

Our website [www.angelcreekpreschool.org](http://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 personal email, 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.

### **Snacks from Home**

Parents are required to provide mid-morning snacks for their child each day.

### **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.

### **Water**

Water is provided to the children during snack and lunch. Water is also available throughout the day and drinking enough water is encouraged. Please provide a water bottle or sippy cup.

### **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. Epinephrine 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 Epinephrine. 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 (Epinephrine, 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, TDHHS 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.**

### **Health 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
- Infrared Thermometer reading of 100.0\* Fahrenheit or higher temperature
- 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 72 hours before returning to school.**

**DO NOT GIVE YOUR CHILD FEVER REDUCING MEDICINE IF THEY HAVE AN ELEVATED TEMPERATURE AND SEND THEM 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 Covid – 19, 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 designated storm safety area. 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 area. 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 area has been made, **we will not allow children to be released from our care.** Anyone joining us in the storm safety area, 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, parents and guardians will be contacted 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 TDHHS. 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, special party napkins will be provided for your child to share with classmates at meal time. We do ask that no party bags, cupcakes, cookies or sugary treats be brought to class.

⇒ *Until further notice no invitations will be distributed. Social gatherings outside the school setting and beyond household members, are highly discouraged.*

## 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.

### **Change of clothes**

Parents must provide **2** changes of clothes, labeled and in a large Ziploc bag. These will remain at school and will be sent home if soiled or needing to alternate for change in weather. These bags should include shirt, pants, socks, underwear as appropriate. If your child is still working on potty-training, an extra pair of shoes would be helpful. 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**

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.

### **Jewelry**

Be thoughtful when sending a child to school with jewelry. Angel Creek Preschool and its employees will not be responsible for injuries or loss due the wearing of any jewelry.

### **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 Health and Human 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.

- ⇒ *Children should bring only their snack/lunch box, water bottle or sippy cup and a jacket if necessary. No other personal items will be allowed.*
- ⇒ *A package of diapers, change of clothes and any other regularly needed items should be brought to the school and left for daily use.*

## **Rest Period**

Children will not be expected to have a rest time during our shorter school schedule. (Less than 5 hours.) However, any child that becomes tired, will be offered the opportunity to rest. Teachers will not put children to rest based entirely on a parent request.

## **Staff/Class Assignments**

Small class groups are maintained in an effort to give each child the care and attention they deserve. Every classroom is staffed with 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 requests 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. We do highly encourage efforts to train by age three.

Clearly mark all personal items with your child's name. Do not send Over-the-Counter medications, etc. These are considered medications and proper policies must be followed.

### **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.

### **Lip Balm or ointments, 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](http://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](http://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](http://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](http://www.TexasYouth.org)

### **Texas Adoption Resource Exchange**

Find children in need of adoption.

1-800-233-3405

[AdoptChildren.org](http://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](http://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](http://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](http://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](http://BabyRoomToBreathe.org)

### **Water Safety for Kids**

Information and tips on how to protect children from drowning.

[www.watchkidsaroundwater.org](http://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](http://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](http://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](http://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](http://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/](http://www.oag.state.tx.us/cs/)

## **Drugs / Alcohol**

### **Texas Substance Abuse Hotline**

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

### **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](http://www.dshs.state.tx.us/mhsa-sa-help)

#### **Alcoholics Anonymous®**

Group support to recover from alcoholism.

1-212-870-3400

[www.aa.org](http://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](http://www.al-anon.alateen.org)

#### **Narcotics Anonymous**

Support for those who suffer from drug addiction.

1-818-773-9999

[www.na.org](http://www.na.org)

## **Stress / Anxiety / Depression / Counseling**

### **Texas Runaway Hotline**

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

1-888-580-HELP (1-888-580-4357)    [www.TexasRunaway.org](http://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](http://www.TexasYouth.org)

### **Texas Suicide Prevention**

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

[www.texassuicideprevention.org](http://www.texassuicideprevention.org)

## **Family Violence**

### **Texas Abuse and Neglect Hotline**

Report child abuse and neglect.

1-800-252-5400    [www.txabusehotline.org](http://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](http://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](http://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/](http://www.oag.state.tx.us/cs/)

### **Texas Law Help**

Civil legal information for Texans who cannot afford legal help.

[www.texaslawhelp.org](http://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](http://www.tlsc.org)



## **Parent Handbook of Policies and Procedures Acknowledgement**

I have been provided access to the Angel Creek Preschool Parent Handbook via PDF format 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