



ANGEL CREEK
PRESCHOOL

Where children take their next steps
in education and Catholic faith!

Parent Handbook

2023-2024

180 Samuel Blvd., Coppell, TX 75019

469-359-4787

office@angelcps.org

www.angelcreekpreschool.org

IMPORTANT CONTACTS

Angel Creek Preschool Administration Office

Phone: 469-359-4787

Website: www.angelcreekpreschool.org

Director

Yvette Cudal

email: ycudal@angelcps.org

Assistant Director

Christine Cannon

email: business@angelcps.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.

1 ENROLLMENT

- 1.1 General
- 1.2 Withdraw
- 1.3 Parent and Visitor Code of Conduct
- 1.4 Discharge
- 1.5 Admission Records

2 FINANCIAL OBLIGATIONS

- 2.1 Tuition
- 2.2 Fees
- 2.3 Non Payment
- 2.4 Refunds and Credits
- 2.5 Discounts

3 HOURS OF OPERATION

- 3.1 Calendar
- 3.2 Inclement Weather Days
- 3.3 Emergencies

4 RELEASE OF CHILDREN

- 4.1 Arrival
- 4.2 Inclement Weather Days
- 4.3 Authorized Pick Up
- 4.4 Custody Situation
- 4.5 Cell Phones
- 4.6 Audio/Visual Taping and Photography
- 4.7 Firearms or other weapons

5 FAMILY INVOLVEMENT AND COMMUNICATION

- 5.1 Volunteers
- 5.2 Communication

6 HEALTH/SPECIAL NEEDS

- 6.1 Nutrition
- 6.2 Life threatening allergy students
- 6.3 Medication
- 6.4 Emergency Care
- 6.5 Health Checks
- 6.6 Illness
- 6.7 Student with confirmed COVID-19
- 6.8 Illness occurring during school hours
- 6.9 Plan of care for special needs

7 HEALTH/SPECIAL NEEDS

- 7.1 Emergency Evacuation Procedures
- 7.2 Stormy Weather

8 GENERAL POLICIES

- 8.1 Animals
- 8.2 Blue Communication Folders
- 8.3 Birthdays
- 8.4 Clothing
- 8.5 Promotion of Indoor and Outdoor Physical Activity
- 8.6 Personal Belongings
- 8.7 Rest Period
- 8.8 Staff/Class Assignments
- 8.9 Outside Employment
- 8.10 Toddlers

9 DISCIPLINE AND GUIDANCE

10 PARENT'S RIGHTS

11 OTHER IMPORTANT INFORMATION

- 11.1 Gang Free Zone
- 11.2 Smoking
- 11.3 Keeping Children Safe
- 11.4 Abuse Reporting Law Requirements

12 HOTLINES AND RESOURCES

Our mission is to plant the seeds of faith and form little disciples to be Christ's light in the world. Angel Creek Preschool collaborates with parents to help children take their next steps in education and Catholic faith. We believe in a hands-on play based learning experience to instill a life-long love of learning.



I will learn to write but first I need to...

Imagine
Making up stories when I paint and create will help me to write

Build
I need to use my fingers independently to write

Scribble & Draw
Making marks and shapes to convey my message will help me to write

Manipulate
Using paintbrushes, crayons, pencils and pens will help me to write

Climb
I need strong arm and body muscles to sit up and write

Play with letters & words
I need to be interested in letters and words to write

... and I need someone to show me how important writing is every day!

© 1 WOL Learn Poster Series
www.bookkoola.com.au

2 of 3

Bookkoola

I will learn to read but first I need to...

Rhyme
I need to recognise the sounds that letters make before I can read

Look at books
I need to be interested in words and books to read

Track
I need to follow objects with my eyes to read

Talk
I need an extensive vocabulary to understand what I read

Do puzzles
I need to differentiate size, shapes, lines and directions to read

Build
I need to use my fingers and hands independently to hold books and turn pages

... and I need someone to read to me every day!

© 1 WOL Learn Poster Series
www.bookkoola.com.au

1 of 3

Bookkoola

I will learn maths but first I need to...

Count
Understanding numbers will help me in all areas of maths

Sort & Match
Understanding same and different will help me to classify

Explore
Exploring will help me understand spatial terms like: in front, behind, above, below, left and right

Measure
Measuring will help me understand the concepts of height, length, weight, time and money

Pattern
Making and recognising patterns will help me make maths predictions

Recognise shapes
Recognising 2D and 3D shapes will help me in all areas with geometry

... and I need someone to explore these concepts with me every day!

© 1 WOL Learn Poster Series
www.bookkoola.com.au

3 of 3

Bookkoola

1. ENROLLMENT

1.1 General

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, 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.

1.2 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.

1.3 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.

1.4 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.

1.5 Admission Records

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

*****ALL ADMISSION RECORDS HAVE TO BE ON FILE AT THE SCHOOL OFFICE BEFORE A STUDENT CAN BE ADMITTED TO ANGEL CREEK PRESCHOOL**

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. **Updated immunization records must be turned into the school administration 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. **If any child is unenrolled from Angel Creek Preschool and later enrolled again, we will need an updated Health Statement form completed.**

Vision and Hearing – Pre-K only

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 within 120 days of admission of the current school year. As a service to you, we will host a screening at school before December 1st. 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.

2. FINANCIAL OBLIGATIONS

2.1 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.

Payment is through the Brightwheel app via auto draft from your bank account or credit card. At this time, we are not accepting payments of cash or checks.

2.2 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 \$50 late fee will apply for any payments not received by the due date. 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.

Late Pick-up

Students should be picked up at 2:15 pm each day. A late fee of \$20 per 10-minute interval or part thereof, shall apply after 2:15 pm. Habitual lateness may result in removal from the program, at the discretion of the Director.

2.3 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.

2.4 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.

2.5 Discounts

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

3. HOURS OF OPERATION

September - May
8:30 – 2:00 Monday – Friday

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

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

3.1 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. The school calendar can also be found on the Brightwheel App under the calendar tab. Teachers will send reminders frequently to notify you of important dates.

3.2 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.*

3.3 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.

4.RELEASE OF CHILDREN

To ensure that we have proper documentation each day for who dropped off/picked up your child, each parent and approved pick-up should have their own 4 digit code on that is unique to them, through their Brightwheel account. Do not share our 4 digit code with your spouse, grandparent, nanny or other approved pick up person. If the pick-up person is temporary or has a onetime authorization, we will check them out manually through the office.

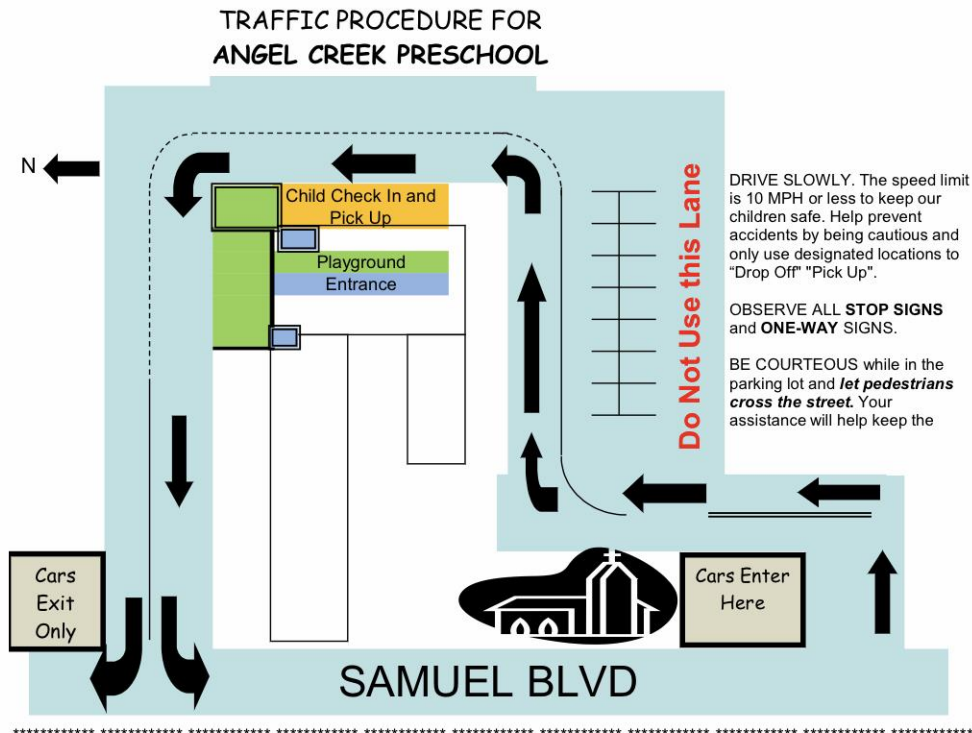
For the safety of all parents, guardians and students, please follow the same traffic flow for morning and afternoon pick up. Do not enter the school parking lot from the northernmost entrance from Samuel Boulevard (across from New Tech High) where the “Do Not Enter” signs are.

Morning Carline is from 8:30am-8:45am. We ask that children arrive to school by 8:45am to establish a healthy morning routine. It is essential that you ensure that your child arrives at school on time to prevent disruption to your child's own learning and that of others.

4.1 Morning Carline 8:30am-8:45am

- Pull all the way up to one of the 4 designated spaces at the drop off location in the parking lot. Do not try to unload your child from the car unless you are at one of the green chairs.
- Put your car in "PARK" - no one should exit a car or approach a car held by a foot on a brake.
- Once your car is in “PARK”, be prepared with your 4 digit code to be given to one of the directors.
- Have your child remain secure until a staff member releases them. **By law children must remain in their safety seat until the car is in “Park”. Your child should remain buckled properly through carline. Please do not have your child in your lap or in the front seat of your car.**
- To ensure that we keep the line moving smoothly in the morning, we ask that parents **DO NOT get out of their cars in the carline at morning drop off.**
- After clearance, an assistant teacher or lead teacher will come around to the driver and/or passenger side of your vehicle to unbuckle your child from their car seat.

- Help us by placing safety seats in the row directly behind the driver’s row, if possible. Children should exit from the driver’s side of the car. This is so your children do not have to walk between cars and into traffic.
- For safety reasons, the teacher will walk in front of your car in the carline if your child is on the passenger side of your vehicle.
- Make sure that your child has on their shoes and socks before you enter the carpool line.



4.2 Dismissal 2:00-2:15pm

- Parents will need to park in one of the parking spaces outside the preschool building.
- The glass doors at the Preschool entrance will be unlocked at 2:00 pm for parents to pick up their child from their classroom.
- Only authorized adults (must be 18 or older regardless of relationship) will be allowed to pick up children from school. The authorized adult will need to give their 4 digit code to the classroom teacher in order to check out their child at the end of the day.
- **Long conversations should be a scheduled phone call or, if needed, a scheduled conference. Be mindful of other parents who may also be waiting to speak to the teachers.**
- Students must be picked up by 2:15pm or they will be sent to the office and parents will be charged a Late Pick Up Fee.

**** 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. ****

4.3 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.

4.4 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.

4.5 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 to use your cell phone when visiting for special events or activities with your child.

4.6 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 *Brightwheel* 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.

4.7 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.

5. FAMILY INVOLVEMENT AND COMMUNICATION

6

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.

5.1 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.

5.2 Communication

Information will be sent in several different avenues in order to support great communication between families and our staff, including the Brightwheel 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: 469-359-4787

ycudal@angelcps.org – Yvette Cudal

- General Information
- Questions, concerns or comments needing immediate assistance
- Communication with the Director or classroom Teacher
- Use of Brightwheel App

business@angelcps.org- Christine Cannon

- Billing questions, comments or concerns
- Updates needed to student files, records, or immunization

- **Brightwheel App**

- Parents and Administration are able to send messages through the Brightwheel App. There is an option to send messages to the teacher and an option to send messages to administration. Messages sent through the Brightwheel App should be for reporting absences, brief comments or questions. Teachers are not able to answer messages during the school day.
- Teachers will also send weekly pictures with brief descriptions of students and their classmates to parents through the Brightwheel App
- Alerts and reminders will also be sent to families through the Brightwheel App

- The school calendar is also posted on the Brightwheel App under the calendar tab

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.

- **Angel Creek Preschool Newsletter**

The Administration Team will send out a bi-weekly/monthly Newsletter to all families at Angel Creek Preschool through the Brightwheel App. The Newsletter will contain information from the office, a summary of events for each class, and a calendar of upcoming events.

- **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 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. However there may be some cases where employees participate in St. Ann ministries and there may be communication through email, social media, or text. While we discourage social networking there may be exceptions to this policy.

6. HEALTH/SPECIAL NEEDS

6.1 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. **Products containing peanuts are not allowed for snack.**

- **Lunches from Home**

Lunches must be provided by the parents. **Products containing peanuts are not allowed for lunch.** 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. **It is required that parents cut all grapes, hot dogs, or hard boiled eggs into fourths, to help reduce the possibility of choking or obstruction of airways for ALL children in our school.** 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 each day your child attends school.**

- **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.

6.2 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.

6.3 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.

Chapstick and hand creams/lotion must be kept in the office and parents must provide a note stating that we may apply the items as necessary.

6.4 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.

6.5 Health Checks

Angel Creek Preschool activities are planned for children that are feeling well.

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.

If your child receives a vaccination, do not send them to school the same day that they receive their vaccination.

6.6 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* 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. Parents must inform the office within 24 hours if your child has been diagnosed

with a communicable disease. The return of students to school after being diagnosed with a communicable disease will be on a case by case basis.

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

DO NOT GIVE YOUR CHILD FEVER REDUCING MEDICINE IF THEY HAVE AN ELEVATED TEMPERATURE AND SEND THEM TO SCHOOL.

6.7 COVID 19 Response

Angel Creek Preschool is following the current CDC guidelines which can be found through the link below. Parents will be notified through Brightwheel of any changes to the Covid 19 Response throughout the year.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

6.8 Illness occurring during school hours

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.

6.9 Plan of Care for Special Needs

Angel Creek Preschool will accept and make reasonable accommodations for students with a variety of special needs. Reasonable accommodations will be provided to a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. 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 your child is in need of special care, a statement of the child's special care needs will need to be on file in the office, which must include:

- (A) Any limitations or restrictions on the child's activities
- (B) Special care the child requires, including:
 - (i) Any reasonable accommodations or modifications
 - (ii) Any adaptive equipment provided for the child, including instructions for how
 - (iii) Symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in care
- (C) Any medications prescribed for continuous, long-term use

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.

7. SAFETY AND SECURITY

7.1 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.

7.2 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.

8. GENERAL POLICIES

8.1 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.

8.2 Birthdays

Each child's birthday will be recognized with a special day during the year. Individual teachers will let parents know when each child will have the opportunity to celebrate. If a child has a summer birthday, their birthday should be celebrated in April or May.

Students may only bring the following treats for their birthday:

-Individual cookies	-Rice Krispy Treats	-Fruit snacks
-Pretzels	-Goldfish	-Animal Crackers
-Muffins		

**Classrooms with food allergies, we will address the parent of the child in the class with their preference for bringing alternative treats for their child to be stored in the office

**Students MAY NOT bring goody bags for the class for their birthday

**Birthday invitations can be distributed at school if the whole classroom is invited

8.3 Blue Communication Folders

Each student will be provided with a Blue Communication Folder that will be sent home each Monday/Tuesday. The folders will contain any notes from the office, Scholastic Book orders, monthly skills sheets, or artwork completed by the student. **Please return the Blue Communication Folder to school the following day.**

8.4 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.

- **Girls Dresses/Skirts**

Girls must wear shorts under their skirts or dresses for modesty purposes.

- **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, BOOTS, 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.

8.5 Promotion of Indoor and Outdoor Physical Activity

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 and insect repellents prior to school hours. 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.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Children will participate a minimum of 60 minutes of moderate to vigorous active play each day. Opportunities for active play may overlap with outdoor play when weather permits.

We will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. Plans include structured or teacher-led activities or games that

promote movement over the course of the day that will support continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When participating in physical activity children's clothing should permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing.

Physical activity may take place in the classroom, assembly room, or on the playground, when weather permits. When weather conditions prohibit outdoor play, physical activities will occur in the classroom or assembly room during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days". Weather condition that would prohibit outdoor play:

- If the outside temperature is above 100 degrees: your child may be limited to 15 minutes of outdoor play
- If the temperature or wind chill is 35 degrees or below: your child may not have an outside playground time
- If there is lightning or severe weather: your child may not have an outside playground time

**weather permitting condition may also be at the discretion of the teacher or administration

8.6 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 in their backpack.*

⇒ *A week supply of diapers, change of clothes and any other regularly needed items should be brought to the school and left for daily use.*

8.7 Rest Period

All classes will be required to provide students with a rest period after their lunch time.

Children will be encouraged to rest/lay quietly on their nap mat but we can not force a child to go to sleep. The school will provide a rest mat for the children to lay on during rest time.

Children may bring a blanket and/or pillow from home to use during rest time. **Items brought from home for rest time will need to be taken home each day and returned to school.**

8.8 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.

8.9 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.

8.10 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.

9. 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;
- Grabbing or pulling a child;
- 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

Violations of these guidelines on school and church property will be subject to review, legal reporting and possible removal of family from our program.

10. PARENT'S RIGHTS

Provider's Guide to Parent's Rights Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility

11. OTHER IMPORTANT INFORMATION

11.1 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.

11.2 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.

11.3 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.***

11.4 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.

12. HOTLINES AND 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)

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**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

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

www.texasuicideprevention.org

Family Violence**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