

DAY SCHOOL

First United Methodist Church of Hurst

Parent Handbook

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First United Methodist Church of Hurst

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Hours of Operation:

Monday –Thursday 8 a.m. – 3:30 p.m.

September–May

August 2018

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EDUCATION AND CLASSROOM PHILOSOPHIES

Mission Statement

The First United Methodist Church of Hurst Day School provides an exemplary educational program for young children in a positive, Christian environment through interactive experiences that promote physical, social, emotional, cognitive, and spiritual development.

Philosophy

Our program is based on the knowledge that young children are active learners, involved in a process that uses all their senses as they talk, work, play and create with other individuals and materials. Professionally trained teachers plan activities and create stimulating learning environments appropriate for the different developmental stages of a child's life. Each child's growth and education are nurtured in a stimulating caring learning environment. Creativity and a strong sense of identity are developed as children are helped to feel good about themselves and their abilities. Appreciation and acceptance of diversity is encouraged as an integral part of all center activities. Our center recognizes that working closely with parents through two-way communications and the establishment of mutual respect and support is necessary for our program to be successful.

Play Based Classroom Environment

It might appear that your child is "just playing." However, according to the latest research in brain development, children learn best through play. Dr. Bruce Perry, Chief of Psychiatry at Texas Children's Hospital, states in his article entitled, *Curiosity, Pleasure and Play: A Neurodevelopmental Perspective*, "Play, more than any other activity, fuels healthy development of young children." Classrooms are arranged with a variety of interest areas that provide opportunities for each child to move freely based on their curiosity and interest level. Learning centers include books, blocks, art, puzzles, science, manipulative materials, dramatic play, emergent writing and sensory exploration. During center times, children have the opportunity to practice making decisions, following directions, working independently or cooperatively with friends and learning the care and use of materials.

Infant and Toddler Programs (2–35 Months)

The infant and toddler programs provide warm, nurturing atmospheres in which teachers play and talk with children as they care for their needs. Teachers care for children in a manner that assists them in developing trust in their surroundings and in their caregivers. Lesson plans for these age groups are centered on developmental milestones and include multiple sensory activities and outdoor play. Teachers provide stable, consistent routines based on each child's individual schedules for eating, resting, and playing. Toddlers are encouraged to develop

independence while maintaining a sense of security through encouragement and activities centered on weekly themes.

The Day School follows the guidelines set forth by the TDFPS Minimum Standards regarding safe sleep for infants. All mattresses for cribs fit snugly inside of the crib. Additional padding or bedding is not allowed. Blankets are not allowed for children under 12 months of age. If an infant falls asleep in a restrictive device such as a swing, we will remove the infant from the device and place the infant in a crib unless we have a signed statement from a health care professional stating that the infant sleeping in a restrictive device is medically necessary. Infants not yet able to turn over must be placed on their backs in a crib. A swaddled infant may not be laid down in a crib or any other surface to rest at any time. Pacifiers with anything attached to them (animals, ribbons, etc.) are not allowed.

Preschool Program (3–5 Years of Age)

The daily activities of preschool children focus on units of study that are interesting and meaningful to young children. Their schedules provide opportunities in both group and individual learning settings. Stories, music, language experiences and unit study discussions take place in groups. Children choose learning center activities in which they may work alone, in pairs, or in small groups. Teachers facilitate learning by providing experiences for the children to explore and be successful as they move throughout the classroom.

Lesson Plans

Teachers in each classroom develop and post lesson plans that provide information about the week's activities, developmental milestones and objectives that will be enhanced through selected activities.

Chapel

Weekly chapel is scheduled for children in the toddler, two, three and four year old classes. Chapel introduces the children to Christian values and beliefs through Bible stories, songs and finger plays.

Potty Training

Independent toileting is an important part of a young child's development. A child's readiness and the parents' wishes guide teachers as they assist children in accomplishing this developmental task. Please furnish disposable diapers or side opening pull-ups for children not yet potty trained. We strongly recommend that your three-year-old be potty trained by the time school starts. Our older classrooms are not equipped for diaper changing.

FAMILY INVOLVEMENT AND COMMUNICATION

Relationship among Families and Staff

Parents are the most significant adults in a child's life as they are a child's first teacher. Because you know your child better than anyone, Day School depends on you to help us learn about your child through parent questionnaires, communications and interactions.

Open Door Policy

We welcome parents to visit the Day School at any time during our hours of operation to observe their child, the Day School operations, and activities. Please come by the Day School office to sign in and receive the Day School Visitor nametag that we provide visitors for the safety of the children and teachers. Please sign out and return the nametag as you leave the building.

Parent Orientation/Child Visitation

Prior to the first official day of school, a parent orientation meeting is held in the evening with the director and teachers to review the handbook. In addition we will have a separate time for your child to attend Meet the Teacher. This will hopefully make the first day more enjoyable and help with a smoother transition to a new classroom environment. If you have questions or concerns that are not addressed at the parent meeting you can make an appointment with the director to discuss them.

Parent/Teacher Communication

Please inform your child's teacher of any changes in your child's daily routine, such as a family illness, move to a new home, an addition of sibling, death or a separation that might affect your child's day at school. The Day School will contact parents after a child is absent for two consecutive days with no word from parents.

For your information, a daily schedule is posted outside of each classroom door. Teachers will send home a written report each day for children 2 and under.

Please notify the Day School office IN WRITING if there are any changes in your address and/or phone number.

Parents will be notified of any changes to classrooms, staff, policies, etc. by email, text, and/or written correspondence sent home.

Privacy, Confidentiality, and Social Media

Your child's privacy is important to the Day School. Please remember that children are listening at all times and we must be conscious of what we are saying to others in front of them. Children can often misunderstand what is being said openly and this can be hurtful to their mind, self-esteem and spirit. All concerns about children should take place in private. If you have a concern please do not communicate with your child's teacher about this at drop off or pick up times. Please schedule a meeting with your child's teacher for another time during school hours.

Please do not post pictures of your child's class online through any social media site. Some parents do not give permission for their child's photo to be published.

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled in the fall and spring semester for Pre-K classes. This conference is a time for teachers to share information with parents about their child's developmental milestones. Parents or teachers may request a conference at any time.

Parent Participation

We are always excited to have parents participate in our Day School activities through volunteering and sharing a particular skill or hobby. If you wish to participate in this way please contact the Director or Assistant Director. Once this has been done the Director or Assistant Director will discuss options with the teachers and make arrangements for your visit. Please remember to obtain a Visitor's Pass in the Day School office when visiting the school.

Program Evaluations

In the spring semester an evaluation of the Pre-School program is given to all families. Your input is an important part of making our program better. In addition, the Day School director and assistant director are always available to receive feedback from parents and welcome constructive criticism.

Day School Advisory Committee

The primary purpose of the Day School Advisory Committee is to formulate policies that will enable the center to fulfill its mission. It has general charge and control of affairs, funds, property, curriculum and evaluation of the center. The Board reports to the Church Council of the First United Methodist Church of Hurst.

REGISTRATION AND TUITION GUIDELINES

Registration and Supply Fee

A **\$75 non-refundable registration fee and a supply fee** are due with your child’s application. Registration Fee will increase to \$100 after April 30 of the upcoming school year. The total annual supply fee is due by August 22 for the upcoming school year. The supply fee is refundable until June 1. The rates are based on the number of days in attendance:

	<u>Regular school day 9-2</u>	<u>Before/After School Care 8:30-9; 2-3:30</u>
2 days a week	\$160	\$20
3 days a week	\$240	\$40
4 days a week	\$320	\$60

Children are placed in classes according to their kindergarten entry age group which is their age as of September 1 of the current year. Families re-register each spring to provide an opportunity to update enrollment information and change enrollment days attended. Once enrolled, children are assured a place in our program the following year, but we cannot guarantee that your first choice of days will be available.

We hope that every child will spend the whole year with us, however we realize that for various reasons families may have to withdraw from the program. **Day School requires a 30 day written notice before withdrawing from our program or you will be charged for that month’s tuition.**

Tuition Payment

Your full tuition payment is due on **the first day of each month** that your child is scheduled to attend our program. Families will receive a \$10 discount on each additional child enrolled in the program. No adjustments will be made for days missed and days cannot be exchanged or made up.

Cash, credit, checks, money orders, or bank drafts should be made payable to FUMC Day School with your child’s first and last name and the reason for the payment written on the payment (for example, John Smith, January tuition and supply fee).

Late Payment/Insufficient Funds Fee

Any payment received after the 10th of the month will be charged a **\$10 late fee**. If payment is 20 days late there will be a \$25 fee. If tuition is paid late you will need to come by the Day School office to set up a payment plan. If the payment is more than one month late your child may be at risk for dismissal from the Day School until the balance is paid in full. There will be a service charge of **\$20 on all returned checks**. After the second returned check in a calendar year all tuition payments will be required to be made by money order or cash.

OPERATIONAL POLICIES

Hours of Operation

Monday-Thursday: 8:30 a.m. – 3:30 p.m.

Admission Requirements

Each child enrolled or admitted to child care centers must meet applicable immunization requirements specified by the Texas Department of State Health Services. In accordance with DFPS regulations, a completed immunization record must be on file with the Day School office **by the date of admission** or your child will be unable to attend. Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health.

Parents are required to submit the **original immunization record** to be copied by the Day School. Updated records should be submitted to the office after additional immunizations have been administered.

Parents will be notified in writing of any changes regarding admission requirements.

Arriving at School

Arrival time is 8:55 a.m. for regular school hours, and 8:25 for Before School Care. Prior to 8:55 a.m. teachers are preparing the classroom for the day and are not able to complete their duties if children are in their room. All children are expected to have eaten breakfast before arriving at the Day School. The hall doors and back entrance doors are locked at 9:15 a.m. and unlocked at 1:45 p.m. After 9:15 a.m. please enter through the Day School office by the playground. Always check in at the Day School office and obtain a visitor badge. Return the badge and check out as you leave the school.

Separation Anxiety

Some children experience separation anxiety upon arrival. If this occurs, it is important to establish an arrival routine with your child and then leave his/her sight quickly. Staying with the child often makes the separation more difficult. You can watch and listen by the window, however the window is a two way window and the children can see you so please be discreet.

Reporting Absences

If your child is going to be absent, please notify the office as soon as possible. If your child is ill please notify the office as to the nature of the illness, particularly if it is contagious. Make up days cannot be offered for any type of absence. Please do not contact your child's teacher directly.

Sign In and Sign Out Procedure

Parents are required to sign their child in and out each day. You will be given a Family Code to be used on the tablet assigned to your child's classroom. It is imperative that you sign your child in upon arrival and sign your child out upon departure every day. You **MUST** provide a cell number in which the teachers can reach you at all times for any emergency including illness and school closings. This documentation is a DFPS licensing requirement and also serves to provide the center with accurate classroom attendance.

Late Departures

If there is an emergency or you are unable to be at the center to pick your child up by the scheduled dismissal time, please call the Day School office. Someone from the office will reassure your child that you are coming but have been delayed. You will still be responsible for any late payment. There is a late charge of \$10 per family or carpool after 2:10 p.m. and \$1 for each minute after 2:11 p.m. Please pay cash or make a check payable to Day School.

Guidance Methods

The Day School program uses a variety of positive guidance methods in order to help children learn self-control while maintaining their self-esteem. Cooperation is promoted by maintaining a balanced schedule of activities suited to your child's developmental needs and the establishment of a positive classroom environment.

Teachers work closely with parents to gain an understanding of each child and to determine which guidance methods will work best for his/her child. The classroom teachers will set clear limits, use positive redirection, give children choices between acceptable behaviors and reinforce positive behavior through encouragement. The use of words and/or sign language by the children is encouraged to solve problems with other classmates. Parents are expected to follow the Day School's positive guidance methods while on the school grounds when disciplining their own child.

When correcting a child's behavior, the teacher's response is individualized and appropriate to the child's level of development and understanding. The Day School's aim is to direct the child toward acceptable behavior and self-control.

Challenging Behaviors

It is our hope that the Day School staff and parents will establish a relationship that will foster close communication and support in dealing with all aspects of a child's behavior. If a child repeats a challenging behavior, the center uses the positive guidance methods described above as well as conferencing with other staff members who have previous experience with this child, the parents of the child, and Day School administration. Day School makes every effort to understand children's needs and modify classroom activities so that each child is successful.

Expulsion/Removal from School

In the event a child displays uncontrolled and continuous inappropriate behavior that threatens the well-being of classmates, disrupts the classroom excessively, or puts his/her own safety along with other student safety at risk, a meeting will be held with the parents. The director and one or more members of the Day School Board will determine whether or not the child will be allowed to remain in the school.

Biting

Biting is a form of communication in young children. Day School's low staff to children ratio allows teachers to anticipate possible biting situations and diffuse them quickly, however biting still can occur. Parents of both children are informed in response to a biting incident. It is important to let the child know that they hurt the other child and we understand that sometimes this is the only way non-verbal children can communicate. Our staff often introduces sign language to help the child communicate in a manner other than biting.

Outdoor Play

Outdoor play is an important part of the curriculum and is essential to children's health. Opportunities for physical exercise can be best provided during outdoor play. We will provide water for the children to stay hydrated while on the playground. Children are expected to bring a labeled water bottle to school every day so they can stay hydrated while in the classroom. Bottles with removable twist caps are prohibited because of the choking hazard.

The children will go outside as scheduled unless it is raining or the temperature prohibits it. After an illness your child needs to be well enough to play outside before returning to school. We are not staffed to allow a child to stay indoors while the remainder of the class is outside.

Special Information for Infant and Toddler Parents

For the health and safety of our babies, Day School limits the amount of traffic through the nursery. By limiting traffic, parents can all be assured that the babies will play on a cleaner floor and not be in danger of being stepped upon. Parents are asked to give their child's bag to the teacher at the half door for them to put away. Please place your infant in the teacher's arms after you have said your good-byes and given any last minute hugs. At dismissal the teachers will hand your child and his/her belongings to you.

The Day School does not allow infants to sleep in a restrictive device such as a swing or car seat. If an infant falls asleep in a restrictive device the infant will be removed and placed in a crib. Infants will be placed on their backs to sleep and will not be swaddled for sleeping purposes. An exception to all of these may be made with a completed Sleep Exception Form which includes a signed statement from a health-care professional stating that the above is medically necessary. Except for a tight fitting sheet the crib must be bare for infants younger than 12 months of age.

Items to Leave at Home

Children should leave toys at home. Children may bring “discovery” items to share with the class with teacher approval. Valued possessions from home can cause problems with sharing and may be lost or broken. Any items brought from home will be put away at the teacher’s discretion until dismissal time.

Appropriate Dress for School

Your child’s safety is our primary concern. Children should be dressed in comfortable, washable play clothes every day for all activities. Please be sure that your child’s shoes fit correctly and that they are appropriate for running and climbing. **Closed toed sneakers or tennis shoes are best for climbing and playing.** Poorly fitting shoes may inhibit your child’s physical development. Please do not send your child in western boots, sandals, or flip flops as they are inappropriate for pre-school activities unless it is a special occasion. In that case please send closed toed shoes for playground activities. If your child is potty trained she will need to wear shorts under her dress.

Shirts should cover the child’s midriff. Jewelry (necklaces and dangling earrings, etc.) is not permitted as it may be a safety/choking hazard. Parents are responsible for keeping extra weather-appropriate clothes in their child’s bag. This is particularly important for those children who are toilet training, but also required for all children in case of accidental food, water, or creative project spills.

If any of these policies conflict with your cultural practices please discuss your wishes with your child’s teacher.

Labeling/Lost and Found

Please label **all** clothing and items (including coats, blankets, lunch kit items, etc.) that your child brings. All items left at the Day School will be put in the lost and found basket in the director’s office. At the end of each month, any items that are not labeled and unclaimed will be donated to a charitable organization.

Children’s Birthdays

Simple recognition is given to each child on his/her birthday. If you wish to bring a special birthday snack, please coordinate this with your child’s teacher. This is not intended to be a birthday party for your child. All birthday treats must be store-bought with an ingredient list posted on the package. No homemade goodies are allowed.

Please check with your child’s teacher or the Day School office for suggestions and allergies. No gifts are to be exchanged, but the honoree’s family may give the Day School a book to commemorate the occasion. If you bring invitations to a birthday party inside the Day School building there must be one for every child in your child’s room.

SAFETY AND SECURITY

Emergency Drills

Every effort is made to provide a safe, healthy and happy environment for your child. Day School has policies and procedures in place for emergencies such as a fire, severe weather, etc. Each staff member receives training about these procedures to insure the children's safety. Day School meets all state requirements for fire and safety practices. Fire drills are scheduled monthly, and inclement weather drills are every three months. Primary and secondary evacuation routes and relocation plans are posted inside the door of each classroom. Staff members receive CPR and first aid training annually.

Relocation Plan

In the event that the Day School needed to be evacuated, our relocation site is at the church owned house at 537 Elm St.

Inclement Weather

Day School will follow Hurst-Eules-Bedford Independent School District's lead for closing during severe weather. Closing Day School will be at the discretion of the director. In the event that HEBISD has a delayed opening, **Day School will open one (1) hour later than HEBISD.** (For examples, if HEBISD opens at 9 a.m., Day School will open at 10 a.m.) Day School will not make up any days missed due to inclement weather.

Children cannot legally be in care at any licensed facility without a working phone or running water. If telephone or water service is interrupted, we will close Day School. If the electricity goes out during the school hours, *we will close Day School if power is not restored in one hour.* If the electricity is out at the beginning of the school day, we will open only if the power is restored by 9:30 a.m. Then, we will open 30 minutes **AFTER** the power is restored to allow the staff to prepare their rooms for the children.

Emergency Preparedness Plan

An Emergency Preparedness Plan is available on request in the office or through each teacher.

Procedure for the Release of Children

Children are released only to parents or designated persons. The Day School office must have prior authorization from a parent via phone call, email or written documentation before a child will be released to someone other than the designated persons listed on the admission form. Verification through a photo i.d. is required and a photo copy will remain on file. If anyone comes to pick up a child and seems to be under the influence of a controlled substance, we will

offer to pay for a cab for that person. If that person insists on taking the child we will call 911 and report the situation.

Custody/Guardianship/Conservatorship

In cases of legal guardianship issues you must provide the Day School with a copy of the court documents stating who is legally allowed to pick up a child.

Gang Free Zone

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. A gang-free zone is a designated area around a specific location where prohibited gang related criminal activity or engaging in organized criminal activity within 1000 feet of a day care center is a violation of this law and is therefore is subject to increased penalty under Texas Law. FUMC Hurst Day School is a Gang Free Zone.

HEALTH AND MEDICAL ISSUES

Health Policies

Health policies for Day School are developed from guidelines set by the State of Texas Department of Family and Protective Services and the Health Department. The Day School's staff members make every effort to prevent the spread of disease. This includes frequent hand washing (children and teachers) and instruction in hygiene, which significantly minimizes the spread of germs. Day School also takes great care to disinfect diaper-changing areas and toys after each use. If your child has been diagnosed by a doctor with a contagious disease please notify Day School immediately so that other parents can be alerted.

Medical Emergencies

Children are supervised carefully at all times while at Day School. If a child receives a minor scrape or bruise, documentation will be completed by the teacher and signed by the director. In the event of a more severe accident the child's parents will be contacted. If parents are unavailable Day School will notify alternate contacts from the child's records. If the accident requires immediate medical attention the Day School director will call EMS to transport the child. The teacher and director or assistant director would ride with the child to the hospital to help ease anxiety. Parents are responsible for any medical expenses that may result. All critical illnesses or incidents will be documented on the Incident/Illness Report which will then be signed by the parent.

Illness Guidelines

The following guidelines have been set to protect your child as well as others from contagious illnesses. We realize that illnesses can sometimes be an inconvenience for working parents, but we know you understand the necessity for such a policy. Children who have been ill are required to be symptom free (*refer to chart*) for 24 hours (without the aid of medication) before returning to the center. You will be notified to pick up your child if any of the following conditions occur:

- Fever (over 100 degrees under the arm)
- Diarrhea (two times consecutively, watery)
- Vomiting
- Head Lice
- Colored drainage from eyes or nose
- Constant cough
- Pink eye
- Unexplained rash
- Infectious skin disorders, such as ringworm
- Communicable diseases, such as chicken pox or measles
- Any other conditions deemed necessary by the director for the well being of your child and the other children enrolled

To prevent the spread of infection ill children will remain in the office until a parent has arrived to pick them up.

This chart is an excellent tool for parents to use to determine when children should stay home and when they should return to school.

When is my child able to return to school chart?

Illness/Infection Symptom	Should your child stay home?	When can your child return to school?
Chicken Pox	YES	When all pox have scabbed over
Cold	NO(without fever) YES (with fever)	see fever
Coxsackie (hand, foot and mouth disease)	NO(without fever) YES (with fever)	see fever
Diarrhea	YES	24 hours after last episode of diarrhea
Ear Infection	NO (with doctors diagnosis)	
Fever (undiagnosed illness) Fever=99.4 and above	YES	After fever free for 24 hours and without the use of fever reducing medication
Fifth Disease	No (without fever) Yes (with fever)	see fever
Giardia	YES	When diarrhea subsides or Dr. approves re-admission
Impetigo	YES	When treatment has begun
Lice	YES	After 1 treatment has been given and Day School office has confirmed child is nit free
Pink Eye	YES	24 hours after treatment has begun
Unidentified Rash	YES	When rash is gone unless or Dr. approves re-admission
Ringworm	NO (keep area covered)	After treatment has begun an area is covered with bandage
Roseola	YES (with fever)	see fever
Rota virus	YES	When diarrhea subsides or Dr. approves re-admission
Strep Throat	YES	24 hours after treatment has begun and fever free
Thrush	NO (seek medical treatment)	
Vomiting	YES	24 hours after vomiting has ended

Ill Siblings

When dropping off the sibling of an ill child, please insure that the ill child does not accompany you into Day School. Make arrangements for a friend or one of the directors of Day School to watch your ill child while you drop off his or her sibling(s). Leaving an unattended child in your car is prohibited.

Post-Surgery/Injury Return to School

After surgery (even minor surgery) there is always a chance of a reaction to anesthesia. Day School cannot be liable for any child that returns to Day School on the same day that a surgery is performed. The child may be readmitted to school with a doctor's release 24 hours after the surgery and the child must be able to fully participate in all pre-school activities.

Medications

Parents must complete a written medical authorization form before any medication, whether prescription or over-the-counter, will be administered to a child. Medication forms are available in the Day School office. State regulations require that all medications be in their original container and labeled with the child's name. Prescriptions must be labeled with the child's name, date, directions and the physician's name. Over-the-counter medicine must meet age requirements printed on the package. **If a child is under age and the dosage requires a doctor's release, we must have that statement on file before we can administer the medication.** All medications must be taken home daily. Do not put medication in bottles or juice cups. Diaper rash crème/ointment does not require a medical authorization form however it does still need to follow the state requirement and be in its original container and labeled with the child's name.

Sunscreen, bug repellent, Blistex or Chapstick should be applied before arrival by a parent, and remain at home unless the appropriate form is on file in the office.

Immunizations

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services. All immunizations required for the child's age must be completed by the date of admission.

A child may be exempt from immunization requirements for a medical reason or reason on conscience, including a religious belief. To claim an exemption, the person applying for the child's admission must meet criteria specified by the DSHS rule at 25 TAC 97.62 (relating to Exclusions from Compliance).

Day School staff may obtain vaccinations at their own discretion

Vision and Hearing Requirements

The Special Senses and Communication Disorders Act require a screening or professional exam for possible vision and hearing problems. This screening must be conducted by a licensed or certified screener or health care professional. All children who are four years old by September 1st of each year must be screened within 120 calendar days of admission. First time enrollees who are four years old or older by September 1 of each year may also present evidence of a screening conducted within one year prior to enrollment. You may refer to Texas Health and Safety Code, section 36.011, for specifics on vision and hearing screening.

FOOD AND NUTRITION

Snack

Parents will be responsible for providing a morning snack each day. Day School will provide water. It is required by licensing that WATER must be served with snacks. Please remember that we are a NUT FREE facility, so anything that may contain nuts will not be allowed.

Lunches

Day School is committed to promoting good nutrition as an integral part of the early childhood experience. Children benefit physically from eating nutritious food as well as begin to learn the principles of good nutrition. Parents are responsible for providing their child's lunch and for meeting the nutritional daily food needs of their child.

Day School asks that parents send nutritious lunches that do not contain an excessive amount of fat, sodium, cholesterol, sugar, preservatives and additives. If you are sending perishable food items please provide an ice pack to keep the food at a safe temperature. You may provide milk or 100% natural fruit juice at lunchtime. Metal rimmed containers (ex. fruit cups, Vienna sausages) are prohibited because of the sharp edge. Please do NOT send yogurt tubes such as Gogurt® in your child's lunch, unless they have been frozen prior to being placed in the lunch box.

Cups and all lunch and snack containers must be labeled with the child's first and last name. Please include a straw, napkins, and any necessary utensils. If you would like your child's lunch served warm please send it in a Thermos or other warming container as teachers are not able to warm food up for each child.

Please be aware of food-related choking in young children. Grapes, hot dogs, apples, popcorn and carrots are all potential dangers. If you do send these foods in your child's lunch be sure to cut them into small pieces.

*Some classes ask for parents to voluntarily refrain from sending certain food items to accommodate for children with life threatening allergies. A letter will be sent home informing parents of this special situation.

We are a peanut-free and tree nut free school. Please do not send peanuts, peanut butter, or anything containing tree nuts with your child. Also, please wash your child's hands and face well before attending Day School if he/she has had peanuts or any tree nut products for breakfast. Please read labels carefully.

For your convenience, we have included a list of nutritional lunch ideas.

Lunch Suggestions

Fresh fruit: oranges, grapefruit, tangerine, or apple wedges (peeled for younger children), pineapple chunks, banana slices, seedless grapes (cut in quarters lengthwise for toddlers and twos), seedless watermelon chunks, cantaloupe or other melons. Try apple wedges with cheese spread or peanut butter, fruit kabobs (use spaghetti noodles instead of a toothpick), peaches, pears, plums, strawberries or kiwi slices.

Dried Fruit: apricots, banana chips, prunes stuffed with cream cheese, cranberries, raisins, apples and pineapples.

Vegetables: carrots (cooked and cubed for little ones), celery (stuffed with cream cheese or peanut butter, add raisins), cucumber slices, cherry tomatoes (cut in quarters for toddlers and twos), or fresh, canned or cooked zucchini, broccoli, cauliflower, peas, corn or green beans. Add ranch or other salad dressings for dipping vegetables. Try using a variety of cutting techniques to give vegetables an appealing appearance.

Proteins: hard boiled eggs (peeled), pieces of turkey, chicken, ham, or beef (sliced or cubed), cubes or slices of natural cheese (string cheese is a favorite among preschoolers), Sun Butter, soy nut butter, cream cheese, pimento cheese, or tuna.

Grains: granola bars, bagels, natural fruit bars, rice cakes, bread sticks, tortillas, crackers, sandwich bread (spread with protein), unsweetened cereal, pretzels (soft or regular), seeds or popcorn (not for toddlers or twos), goldfish, or pasta (with or without sauce).

Others: yogurt, cottage cheese, pizza, unsweetened applesauce, muffins, sandwiches cut into shapes (use cookie cutters), sugar free Jell-O.

Breastfeeding

You have the right to breastfeed or provide breast milk for your child while he/she is at Day School. We will provide you with a comfortable place to feed your child. Please contact the Day School office if this pertains to you.

LICENSING AND LEGAL REGULATIONS

Legal Responsibility to Report Suspected Child Abuse

Our staff is trained annually in recognizing the signs of child abuse. By law, we are required to call the child abuse hotline (1-800-252-5400) if we suspect abuse or neglect of any child. Please see www.fumchurst.org/prevent for information on preventing and responding to abuse and neglect of children.

Texas Department of Family and Protective Services Minimum Standards

Most recent inspection reports, letters, or required postings can be found on the Parent Information Bulletin Board located in the Day School office. A copy of the TDFPS Minimum Standard Rules for Licensed Childcare Centers for parent viewing can be found in the office or at the TDFPS web site.

Parents may contact the local DFPS licensing office at 800-252-5400. They are located at 1501 Circle Dr. Ste. 110 Fort Worth, TX 76119. Their website is www.txabusehotline.org.

State Licensing Requirements

FUMC Day School adheres to all state licensing requirements. Our school meets or exceeds licensing standards and regulations. Day School is subject to inspection by state, county and city health, fire and licensing officials.

Policy Changes

Should policies and procedures change during the school year parents will be notified in newsletters and correspondences. Parents will be able to voice their opinions in writing or in person to the office or the Day School Board.

Non-Discrimination Policy

FUMC Day School is an equal opportunity school and will comply with the principle of civil rights. There will be no discrimination based on race, color, sex, age, national origin, political belief, religion, or disability.

Confidentiality of Information

The personal information you provide on the enrollment form or share with us is confidential. We want to ensure you this information will be treated accordingly. We share any information with employees who have a need to know in order that they can safely and appropriately care for your child.

Communications Protocol

If you have a concern please speak with your child's teachers first to give them an opportunity to correct the issue. If you feel like your concern has not been addressed the director is available upon request to talk with you about any concerns or complaints that you may have regarding Day School and/or its policies and procedures. If the director is unable to address a parent's concern in a satisfactory manner, she may refer the parent to The Director of Children and Family Ministries.

Kudos, Comments, Questions

We believe everyone should be recognized for doing an exceptional job. If you see staff doing something really great, if you are pleased with a program, or if you want to relate a pleasant experience at Day School please let us know. In addition any suggestions or constructive feedback you can offer is greatly appreciated. The director or assistant director will be happy to answer any questions or hear any comments that you may have. Nothing brightens someone's day better than a few kind words or acknowledging the extra efforts given by a staff member.

Rev. 7/19

Day School HELPFUL HINTS

ITEMS NEEDED TO START THE FIRST DAY OF SCHOOL:

- Labeled, small blanket and/or lovey for the twos, toddlers, and nursery
- Labeled sippy cup or sports bottle filled with water
- Labeled lunch kit
- Ice pack to keep perishable foods cool
- A labeled change of clothes
- Closed toed tennis shoes/sneakers with socks
- A nutritious breakfast
- A hug from mom and dad

Seven Habits of Highly Effective Parents

These seven habits are brought to you by the Day School's teachers and administrative staff and are endorsed by the Day School Board Members.

The following tips are a daily reference to help you and your child make your Child Development Center experience positive and successful.

1. Drop off children at 8:55 a.m. each morning.
Remember:
 - Day School is an educational resource with a set schedule and curriculum.
 - The bulk of the daily curriculum happens in the morning.
 - Children dropped off on time join in play groups easily, don't miss playground time and often nap better.
2. Greet and communicate with teachers when dropping off and picking up children
3. Take an extra moment to:
 - Read bulletin boards and notes from teachers
 - Check art folders and/or cubbies
4. Make sure your child has an extra set of clothes that are weather appropriate in his or her bag, and the correct size.
5. Follow the *Guidelines for Illnesses at School*
6. Volunteer to read or share your skill/area/expertise with the class
7. Show appreciation to your child's teachers by writing a *kudo*.