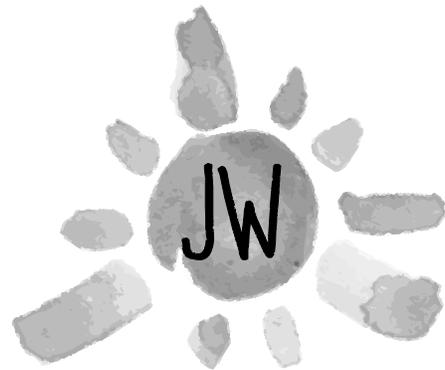


PARENT HANDBOOK

2021 - 2022



JOHN WESLEY
PRESCHOOL

JOHN WESLEY PRESCHOOL

**5830 BERMUDA DUNES
HOUSTON, TEXAS 77069**

**School Hours
9:00 a.m. – 2:00 p.m.
Monday – Friday**

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PARENT HANDBOOK

JOHN WESLEY PRESCHOOL

MISSION OF JOHN WESLEY PRESCHOOL

John Wesley Preschool is a ministry for the children of John Wesley United Methodist Church and its surrounding community. John Wesley Preschool is committed to focusing on the welfare, education, and support of all children in the program so that each child can grow and develop spiritually, cognitively, physically, emotionally, and socially within a Christian environment. While experiencing challenge and success, every child is given the opportunity to build self-esteem and a love for learning. The program is governed by policies and procedures approved by the Church Council and is overseen by the John Wesley Preschool Committee.

GOALS AND OBJECTIVES

- To present curriculum through developmentally appropriate practice.
- To help each child develop creativity.
- To help each child develop appropriate social behaviors.
- To help each child express feelings.
- To help each child become self-reliant.
- To promote Christian values.
- To provide language enrichment.
- To provide an environment for developing cooperative work skills.
- To provide a program for parent education and parent participation.
- To provide an experienced professional staff trained in the most current practices in early childhood.

John Wesley Preschool is licensed by the Texas Department of Health and Human Services.

PROGRAMS

INFANTS AND TODDLERS

The goals of the infant and toddler classes are to provide a safe and nurturing environment. The children are encouraged to explore their world as they increase their coordination in the natural progression from rolling over to sitting, crawling, cruising, walking, and climbing. Vocabulary development comes through presentation of books, songs, finger-plays, and daily adventure walks. Exploration continues as the babies are introduced to different types of music ranging from rock to Mozart. Through structured times of play the children can explore activities at their own pace and interact with other children. They will encounter different forms of sensory and tactile experiences while playing in the sensory table and while exploring art. Behavioral development is closely observed so that each child is loved, encouraged, and nurtured in a positive atmosphere.

The curriculum for these special little ones promotes activities that stimulate growth and development that can be incorporated into the routines of the day. These classes provide a warm, loving, and rich environment that encourages social, cognitive, and physical growth to fully enhance and nurture each child's school experience.

TWO YEAR OLDS

The curriculum for the two-year-old classes provides interactive activities that enable children to develop a love of learning while they are playing and having fun. The classes provide a warm and friendly environment with hands on center-based activities to encourage early learning. Storytelling and listening along with a respect for books help children develop pre-reading skills. The math/manipulative areas focus on building fine motor control, spatial awareness, eye-hand coordination, and problem-solving skills. Science is a multi-sensory area encouraging children with hands on activities. Blocks further math concepts of spatial awareness and proportion along with allowing children to build fine motor control. Creative arts allow children to increase muscle control and build self-esteem while exploring their own individual creativity. Dramatic play allows young children to develop socially and emotionally, learn to function in a group, take turns and play. Weekly and monthly theme units provide for activities in both large group and individual areas that move children toward their potential as they explore the material in the classroom.

THREE-YEAR-OLD PRESCHOOL

The three-year-old curriculum is based on learning through play. Our goal is to introduce concepts and learn by experience. The curriculum offers hands-on learning experiences that promote the cognitive, social, emotional, physical, and creative development of each student. We promote independence by working on self-help tasks through out the day. Each day the children are given many opportunities to engage in fine and gross motor activities and name recognition. By doing this, we support both the development of these skills and the growth of the brain.

Color, number, and shape recognition are reinforced through thematic learning activities that are age appropriate and child directed. We approach science with many hands-on experiences such as cooking, sensory tables, exploring plant life, and collecting insects.

The centers in the three-year-old classrooms include the following: math, writing, reading, art, dramatic play, housekeeping, emotions, listening, block building, manipulative, and science. Children are encouraged to work in these centers cooperatively with other children in the class.

FOUR-YEAR-OLD PRESCHOOL

The four-year-old curriculum continues to build upon prior knowledge of the three-year-old preschool curriculum. Active learning is encouraged through many hands-on experiences. The four-year-old curriculum is literature based and thematic in nature. Monthly themes incorporate and integrate language, literature, mathematics, and science while focusing on the development of phonemic awareness and emerging literacy.

The curriculum provides a variety of developmentally appropriate activities, experiences, and materials to engage children in active and meaningful learning. The curriculum encourages curiosity, develops a love of learning, fosters positive self-identity and sense of emotional well-being, develops social skills, and encourages children to think, reason, question, and experiment. Language and literacy development are included in the units through learning centers and small group activities. Physical skills are developed, and sound health, safety, and nutritional practices are encouraged. The children are offered many ways to create and appreciate art, and to respect cultural diversity.

The goal of the four-year-old prekindergarten is to prepare children socially and academically for kindergarten.

BRIDGE CLASS

The curriculum in the Bridge Class is literature based. Phonemic awareness is taught and practiced in the meaningful context of Big Books, picture books, poetry, stories dictated by students, and high-interest books with few words. Math activities, social studies, and science are correlated with themed books, poems, stories, or events. Specific letter/sound associations encourage mastery of high frequency words.

Our goal is to provide opportunities for children to experience every concept in a multi-sensory way. Every effort is made to accommodate the learning styles of each child. The interests expressed by the children and their parents often inspire topics of study.

Centers are primarily open-ended and encourage creativity, problem-solving, and social skills. These centers on a typical day include home living, art, manipulatives, building materials, reading, listening, writing, and the sensory table. Other centers are used during the year to enhance learning about current topics of study.

Music, movement, body awareness, and performance skills are led by our excellent music teacher and extended in our classroom activities. Celebrations from other cultures encourage respect for our diverse world.

CHAPEL

The Preschool is an intentional ministry of John Wesley United Methodist Church, a Christian community. Children enrolled in the two-year-old, preschool, and bridge classes gather for a time of worship and learning each week. During chapel, through songs, Bible stories, and prayer, we focus on God's amazing love for us and are encouraged to love others in His name. Chapel is based off the Orange curriculum, 'First Look.' This curriculum allows the teachers to use activities based on the chapel lesson in their classroom.

MUSIC AND MOVEMENT

Music helps develop several parts of a child's brain simultaneously. Song lyrics develop language, instrumentation and rhythm develop logic, and dynamics and tone encourage creative expression. Music is an integral part of our preschool using songs and movement to stimulate brain development along with creating a love for music. Our music classes encourage your child to explore their world through creativity and sound, as well as helping to build their self-esteem and relationships to other children around them.

POLICIES

ARRIVAL AND DISMISSAL

Arrival

Parents will drop off children without entering the building. Drop-offs will be at the doors under the porte-cochere. Children will be walked to their classroom by a JW Preschool staff member.

All children must be signed in at drop-off. Be sure to indicate on the sign-in sheet if a person other than the person dropping off will be picking up the child. Cell phone use is prohibited when dropping off children.

Please allow enough time in the morning to ensure a smooth transition from home to school for your child. If a child is late, it is very difficult for him/her to transition into the class with the rest of the children. Please have your child at school by 9:00 to ease this transition. Doors close promptly at 9:10.

Dismissal

Infant/Toddler Classes (Lambs, Teddy Bears, Ducks, Monkeys, Frogs and Pandas) will be picked-up from their outside classroom door. There will be a sign outside the classroom door to help you locate the correct room.

- Lambs, Ducks and Monkeys will enter and exit through the playground gates by the Preschool entrance (the “Big” playground).
- Teddy Bears and Pandas will walk up to the door on the Church office entrance sidewalk.
- Frogs will enter and exit through the playground gates by the Church office entrance (the “Little” playground).

Preschool Classes (Bumblebees, Ladybugs, Butterflies, Owls, Lions, Dinosaurs and Kangaroos) will be picked up from the doors under the porte-cochere. Parents will form two lines outside of the doors. A staff member will escort children to the staff members monitoring the doors who will release the child to the parent.

If families have children in an Infant/Toddler and Preschool class, they will have to pick up at both locations. Teachers will be responsible for signing children out when they leave the building.

Out of consideration for your child and your child’s teachers, please be on time at dismissal. When you are late, your child may experience anxiety. If for some reason you find you will be unavoidably delayed, please call the school so we may reassure your child that you are coming. A late fee of \$10.00 per child for every five minutes will be charged. The fee will be assessed on your next monthly statement.

Children will be released only to parents or a person authorized by the parents on the enrollment information form. In addition, teachers must be informed in writing if someone other than yourself will be picking up your child at the end of the day. Photo identification will be required of anyone picking up your child who is not known by the teacher. NO child will be released to anyone under 18 years of age or unauthorized adults. Names may be added to the information form during the year.

Please notify the Preschool office of any person to whom your child should not be released under any circumstances.

BIRTHDAYS AND CLASS PARTIES

Birthdays are always a special time! Parents may plan with the child's teacher to provide a special birthday treat during snack time. Please send a simple store-bought treat such as cookies with the ingredients listed on the container. Birthday invitations for parties outside of school may be sent home if all children in the class are invited to the party. Class directories will be available.

Parents may be asked to sign-up to bring special treats for class parties, school events or special celebrations throughout the year. We ask that these also be store bought with the ingredients listed on the container.

BITING

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting occurs for multiple reasons and proper communication will help determine why a child is biting. The teachers and director will work with parents if biting becomes a problem and will make every effort to solve the issue as soon as possible. From time to time it may be necessary for a child to take a break from school until the problem is resolved.

CALENDAR

Parents will receive a calendar for the school year at the time of registration. The school year starts in August and ends in May. JW Preschool follows the Klein ISD calendar for specific holidays and professional development days scheduled throughout the school year.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

John Wesley Preschool staff are **REQUIRED** by 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 child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. The preschool has made a commitment to help increase awareness and prevention techniques to employees and parents through trainings, memos, and monthly newsletters. The preschool will also coordinate with community organizations on strategies to prevent abuse and neglect.

Staff will not be able to notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called.

Some examples of abuse and neglect are ***leaving a child in a vehicle unattended***, not securing a child in a seat belt or booster seat, unexplained marks, or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please 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.

COMMUNICATION

John Wesley Preschool works hard to stay in touch with parents to provide developmentally appropriate and positive learning experiences for each child. It is very important to maintain open communication in case of any concerns, *no matter how small*. Parent's concerns and questions are important to continually improve upon the educational processes.

Class Dojo, class calendars, the school newsletters, Remind (@jwp21), Facebook (John Wesley Preschool) and Instagram (@johnwesleypreschool) are our various forms of communication. Please be sure to join your child's class on Class Dojo, the school's Remind, and Facebook and Instagram pages. Watch for class calendars to be sent home in backpacks and posted on Class Dojo and on the bulletin board outside of the classroom. The class calendars contain information about the activities, lessons, schedules, and events for the specific class. School newsletters to be emailed out monthly. The school newsletter contains a list of school events for the year, parenting tips, holidays, special events, policy changes and other school related topics. Posts are made to Class Dojo weekly with pictures of the various activities the children are engaged in along with any reminders for the week. Contact your child's teacher and/or the office if you are not receiving these forms of communication throughout the year or to update any email address changes.

Preschool children are assessed annually on developmentally appropriate concepts and skills covered in class. Formal parent/teacher conferences will be held once each year for 4-year-old and Bridge classes. If an area of concern is noticed at any time, teachers will communicate this to the parents. Discussion of a child should never take place in the presence of that child or other parents. All conversations between staff and parents must be kept confidential. Conferences for all other children are scheduled based on requests from the parents and/or teachers.

Parents should raise concerns with the teachers through direct conversation, an email, a message on Class Dojo, or a phone call. (Note: Texas Child Care Licensing prohibits cell phone use for staff while supervising children.) If concerns need to be discussed further, a meeting with the teachers and/or Director must be scheduled in advance. Any parent, after having worked with the Director about a concern, who wishes to further appeal a matter, may do so first with the John Wesley Preschool Committee and then with the JW Senior Leadership Team, if necessary.

CONSUMER PRODUCT SAFETY RECALLS

John Wesley Preschool receives email notifications from the CPSC whenever infant/child products and sports, and recreation products are recalled. If we have an item that has been recalled, we immediately remove it from use. As a parent you may view a list of current recalls and notices on the DPSC website at www.cpsc.gov. You may also sign up to receive email notification from the CPSC by going to <https://www.cpsclist.aspx>.

DISCIPLINE AND GUIDANCE

John Wesley Preschool staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior: reminding a child of behavior expectations daily by using clear and positive statements and redirecting behaviors. There may be times when a supervised separation time is needed. If separation is necessary, it will be used according to the child's age and development and limited to no more than one minute per year of the child's age. There will be no harsh, cruel, or unusual treatment of any child. Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

For persistent or excessive behavior problems, parents will be notified, and a conference scheduled. Parents and school staff must work together closely in developing consistent guidelines when these problems arise. Further corrective measures may also be taken as the Director deems necessary, including, but not limited to, suspension or disenrollment from the program.

DISCRIMINATION

Enrollment shall be granted without discrimination regarding sex, race, creed, or political belief. Enrollment shall be open to any child if we can meet the needs of that child.

EMERGENCY PREPAREDNESS PLAN

John Wesley Preschool has an Emergency Preparedness Plan in place. Emergency Procedures and Evacuation Routes are posted in every classroom. Fire drills are practiced monthly. Severe weather and lockdown drills are practiced three times a year.

Shelter-in-Place

If local authorities declare a shelter-in-place emergency due to release of dangerous contaminants into the atmosphere, the children will be relocated to the Wesley Activity Center which has been designated as a safe room. The building will be closed and will not reopen for any reason until local authorities have declared the danger passed. Do not come to the school to pick up your child during a shelter-in-place emergency; rather, seek shelter for yourself and rest assured that your child is well cared for and is safe at school. Children will remain with their teachers in the safe room until the danger has passed and civil defense has notified the community that it is safe to be outdoors.

Fire

All staff members will acquaint themselves with the emergency exits and routes from the building in the event of a fire or other emergency. All classes will go directly to the far side of the parking lot backing up to Yeager Elementary. Upon exiting or entering the classroom and/or the building teachers will have an accurate count of the children in their care. Classes will not re-enter the building until an all-clear signal is given.

National or Local Disaster

In the event of a national or local disaster or an emergency other than fire, all children will remain on the school premises until the Director feels they can be safely released to an authorized person. If there should be an emergency or disaster that would make it necessary for the Preschool to evacuate the building, Yeager Elementary School, 13615 Champion Forest Drive, 281-440-4914, will be the place of relocation. Parents will be called to pick up children there and staff will remain with the children until all are picked up by those authorized to do so.

Illness during the School Day

Children with a temperature of 100.4 and above or showing any of the following symptoms (dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches) will be separated from their class and kept in a healthy and safe place. Parents will be contacted to pick-up their child as soon as possible.

Precautionary Cleaning by DTK Facility Services:

A crew will come in the same night and clean and disinfect the area/s to be ready for school the next day.

1. Fog the area/classroom with Virex
2. Wipe all touch points and surfaces
3. Dispose of all rags or mops used in the area

Lock Down

In the event of a threat to the well-being of the children by an intruder, the staff will follow ALERT as an Active Threat Response.

- **ASSESS** – Orient to best option. Consider your location and level of contact.
- **LOCKDOWN** – Secure your area.
 - Indirect contact with threat
 - Can secure your location
 - If exit leads to danger
- **EVADE** – Run and/or avoid threat
 - Direct contact with threat
 - Cannot secure your location
 - Have a clear path of escape
- **RESIST** – As a last resort!
 - Direct contact with attacker
 - Cannot evade or escape
 - Fear loss of life/serious injury
- **TELL** – When able, alert others and call 911.

If classes are outside the building or able to leave the building, the staff will escort the children to Yeager Elementary School. Once the intruder is declared by the authorities to no longer be a threat, parents will be called to pick up their children and staff will remain with the children until all are picked up by those authorized to do so.

Positive COVID Diagnosis

Parents/staff must show proof of a positive COVID-19 test. If COVID-19 is confirmed in a child or staff member, all JW Preschool Families and Child Care Licensing will be contacted. The Preschool will be closed for 48 hours to clean and disinfect the entire school. Proof of a positive COVID-19 test for any child or staff member must be given to the Preschool office. Anyone with a confirmed case of COVID-19 may not return to the building for 10 days. In order to return to school, a letter from a health facility/doctor that states the person is healthy enough to return to normal activities, without a cause of concern for infecting others or a negative COVID-19 test, is required.

DTK Facility Services procedure for cleaning areas with confirmed cases of Coronavirus:

After the school has been closed, DTK will wait 24 hours to enter the area.

1. Fog the school with Virex
2. Wait 1 hour to enter the room after fogging
3. Wipe all touch points and surfaces
4. Dispose of all rags and mops used in the area

The Role of Parents in an Emergency

In a school emergency, the first instinct as a parent is to pick up the telephone and start calling the school or to rush up to the school and get your child(ren). The truth is, this only complicates matters from a safety and security standpoint. Parents too close to the incident often hinder the rescue attempts of the first responders on the scene. The best action parents can take in an emergency is to stay close to their phone and email waiting for communication from the school staff.

It is very important for parents to keep all contact information up to date on themselves, emergency contacts, and those authorized to pick up their children.

EMPLOYMENT STANDARDS

The most important asset of the Preschool is the quality of the teachers. All staff members are experienced in working with young children and participate yearly in professional development days, workshops, and training sessions. All staff members are orientated in the Policies and Procedures Manual of John Wesley Preschool. To meet the "Minimum Standards," the staff must obtain the required continuing education hours annually, including any trainings mandated by the Texas Health and Human Services Commission. In addition, staff must be certified in CPR/First Aid, fingerprinted, and pass a criminal background check.

Employee Immunization Policy

While safety of our employees and the children in our care is paramount, we have elected to make immunizations for vaccine-preventable diseases optional. If the employee is not exempt from having these immunizations, John Wesley Preschool recommends that employees consider receiving the Influenza, Pertussis, and COVID-19 vaccines.

ENROLLMENT FORMS

All enrollment forms below must be received in the Preschool office prior to the child being admitted to class. There are no exceptions.

Registration Form

This form must be completed and signed by the parent. Please always keep the information current.

Statement of Health Form

This form must be completed and signed by the child's physician. Parents will need to make note of any special needs, medications, previous surgeries etc. or check "**none**". A signed Allergy Action Plan is required from the doctor if any allergies are listed.

Immunization Records

An official copy of your child's current immunization records must be attached. The immunization record may be printed and signed by the physician or printed by ImmTrac (Texas Immunization Registry). Texas licensing requirements state that all immunization records must be current. As your child receives new immunizations, please provide the preschool office with the updated immunization record.

Children who are not current on their immunizations may be excluded from attending the school by the state of Texas. If a child's immunization record is not complete, a note from the physician listing the medical reason for the child not having current immunizations and an immunization plan is acceptable. From time to time the Preschool may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Hearing and Vision Screening

All children in the 4- and 5-year-old classes are required by The Special Senses and Communications Disorders Act, Texas Health & Safety Code, Chapter 36 to have an approved hearing and vision screening performed by a certified evaluator or registered physician each school year. The results may be recorded on the Statement of Health Form or attached. For parent's convenience a certified hearing and vision screener will be scheduled to come to the Preschool in the fall. Parents may elect on this form to have their child tested at this time for a nominal fee. Dates, costs, and other information will be sent home several weeks prior to the screening dates.

Emergency Contact Information and Medical Authorization Form

This form must be completed by the parent and notarized. Should you have any changes in emergency contact numbers, please notify the Preschool office.

Release and Hold Harmless Agreement

This form must be completed by the parent and notarized.

Parent Acknowledgment of Handbook Form

This form can be found in the back of this handbook and must be signed and dated by the parent.

Automated Payment Processing Form

This form allows enables families to pay registration fees and monthly tuition by using a credit card or having it drafted from a bank account. Should you have any changes in account numbers, please notify the Preschool office. A fee of \$20 will automatically be charged to your account if tuition is not able to be processed.

Potty-Training Policy (3-year-olds only)

This form explains JW Preschool's potty-training policy as stated in this Parent Handbook.

COVID-19 Waiver

This form must be signed by the parent before the child can enter the building on the first day of school.

FOOD AND NUTRITION

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Snacks

Each child needs to bring a light snack every day. Snacks should be nutritious and ready to eat. Cold water will be provided throughout the day.

Lunch

Each child needs to bring a lunch with a drink every day. Lunches should be nutritious and ready to eat.

All food should be finger foods if possible and ready to eat (fruit peeled and cut up, sandwiches cut in small pieces). Please send eating utensils, spill proof cups (infants and toddlers), napkins, waxed paper for a placemat etc. Baby foods, breast milk, milk, and juice should be in plastic containers or a thermos. Please do not send red juice, soft drinks, candy or nuts (infants and toddlers) for snack or lunch. Grapes should be cut in half and carrots and hot dogs cut into strips.

All food should be packed in containers that will keep it hot or cold if necessary. Please include a balance of foods chosen from the Basic 4 food groups: Dairy, Meat/Meat Alternative, Fruits/Vegetables and Grains. Well balanced meals provide the food children need to grow, think, fight infection, and fuel their bodies. Drinks should be 100% fruit juice, white milk, or water with no added sugars. Water will be available for the children all day.

Although families are encouraged to bring a wholesome, nutritious snack and lunch, John Wesley Preschool is not responsible for the nutritional value of a child's snack and lunch which is brought from home.

Breastfeeding Policy

Mothers are welcome to breastfeed their baby in the Welcome Center. If you would like a more private place, you may go to Room A103. Mothers may breastfeed at the Preschool or provide breast milk for their child.

GANG-FREE ZONE INFORMATION FOR CHILD CARE CENTERS

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include childcare centers. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our Preschool is a violation of this law.

HANDBOOK

Parent Handbooks will be given to each family at registration. Additional copies will be available in the Preschool office. The handbook is updated each year with any policy changes. Please keep this handbook for future reference. The acknowledgement form at the back of the handbook needs to be completed and returned with all other registration papers.

HEALTH AND ILLNESS

John Wesley Preschool will take precautions to provide a healthy environment for all children. This includes refusing to admit sick children into the classroom and isolating children who become ill while at school. If the teacher suspects that a child is ill, the teacher will conduct a basic health check which includes taking the child's temperature and a visual assessment of the child to identify any other potential concerns about the child's health. Parents will be notified immediately so that they may pick up the child. In addition, the teachers make every effort to help children observe good health habits such as using tissues for cleaning noses, washing hands, wearing jackets when needed, etc. These daily health practices will help keep down the incidents of viruses and other illnesses.

A child should not be brought to school if they have experienced or are experiencing any of the following symptoms:

- fever of 100.4° or higher in the last 24 hours
- diarrhea or vomiting in the last 24 hours
- taking antibiotics for less than 24 hours
- heavy nasal discharge
- constant cough
- contagious skin rash
- head lice or nits
- any symptoms of possible communicable disease
- COVID-19 symptoms include dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches.

All children will be involved in physical activities indoors and outdoors as an important part of the curriculum. If a child is well enough to come to school, they will be expected to participate in all activities.

Parents should notify the school if a child is to be absent with the reason for the absence. If your child has a communicable disease, (chicken pox, strep throat, pink eye, fifth disease, ringworm, impetigo, head lice etc.), please let the school know so that other parents may be notified that their child has been exposed to a contagious illness. John Wesley Preschool is required to follow guidelines set by the state when the child may return to school after being absent due to a contagious illness. Children excluded from school because of a communicable disease or injury may be re-admitted when the child has received a letter from the physician, stating that he/she are no longer contagious and/or is free of symptoms and infection, and may participate fully in all activities.

If your child has experienced or is experiencing any type of traumatic emotional or stressful situation, please let the teacher know. This will enable your child's teacher to understand and deal with any behavior differences or difficulties.

Allergies

If your child has an allergy, please note the allergy on your child's Statement of Health Form. If your child requires medication for the allergy all conditions regarding medications below must be met. In addition, an Action Plan for Emergency Care must be completed by the doctor and must accompany the medication.

Cleaning

Disinfectant spray will be applied to the entire classroom each time the class leaves. Fogging of each classroom will occur multiple times a week. High traffic areas, including bathrooms and playgrounds, will be wiped down frequently.

Incidents and Accidents

If a minor injury or incident should occur, the staff will administer first aid. An Incident Report will be completed describing the nature of the injury and the first aid that was applied if necessary. The parent will sign this form and it will be filed in the child's file. A copy is available upon request.

If a major injury should occur, our staff will administer first aid, dial 911 for assistance, if necessary, and contact the parents. If the parents cannot be reached the child will be taken to Willowbrook Methodist Hospital. The staff will stay with the child until a parent arrives. An Incident Report will also be completed the same as for a minor injury. Each child must have a notarized Medical Release Form on file in the Preschool office by the first day the child attends classes.

Medication

We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the Preschool office and the following conditions must be met:

- All medication must be in the original container and may not be expired.
- All prescription medication must be labeled with the child's name, physician's name, the name and strength of the drug, the amount to be given, the frequency of administration, and the date of the prescription.
- Nonprescription medication must be labeled with the child's name and may only be administered by following the manufacturer's recommendation on the label.
- Parents must complete the Medical Authorization Form daily in the preschool office before any medication will be administered.
- The initial dose of any medication must be administered at home.
- Sunscreen and insect repellent should be applied at home.
- Medication must be taken home the last day it is to be administered.

No medicine, vitamins, inhalers, ointment, cough drops, sunscreen, insect repellent etc. should be placed in the child's backpack or lunch box. All medication is stored in a locked closet and may only be administered by the Director or Assistant Director.

Personal Items

ALL personal items (backpacks, nap mats, cups, extra clothes, etc.) will be sent home daily and we recommend that they are washed before returning to school.

HOURS OF OPERATION

Classes are offered Monday through Friday from 9:00 – 2:00 with choice of schedules.

LICENSING

John Wesley Preschool is licensed and regulated by the Texas Health and Human Services Commission and we follow the Texas Minimum Standards for Child Care Centers. A current copy of the minimum standards is kept in the preschool office and is available for parents to review. In addition, the most recent Licensing inspection report is posted in the Preschool office.

Texas Health and Human Services Commission

713-940-3009

1330 East 40th St.

Houston, Texas 77022

www.hhsc.texas.gov/

Child Abuse Hotline

1-800-252-5400

<https://www.txabusehotline.org>

ORIENTATION

A “Meet the Teacher” opportunity will be provided for all students prior to the first day of school. We believe having children meet their teachers in the school setting is a valuable tool in building a trusting relationship between the child and their teachers and is most beneficial in helping to ensure a smooth and successful transition from home to school. Families registering after school has started are welcome to schedule a time to meet the teachers before their child’s first day. We want to make the process of entering a new Preschool to be as smooth as possible.

OUTSIDE PROFESSIONAL SERVICES

During the school year, outside professionals may be asked to observe classrooms to make recommendations about programming and/or modifications for specific children. This may be at the request of parents or of the teachers. Children will not be observed, tested, or informally questioned by an outside professional without notification and written permission of the parents.

PARENT OBSERVATION

Parents who wish to observe their child at school may do so at any time. Please keep in mind that particularly for infants, toddlers, and children new to out of home care, a visit can be confusing and demands yet another separation adjustment for them. To observe their child, parents must schedule with the teachers and Director a day/time that works best with all parties involved.

PARENT VOLUNTEERS

An informational volunteer meeting will be held at the beginning of the school year. All volunteer opportunities for the year will be discussed at the meeting. Parents will be invited on an as-needed basis to volunteer for class parties, school events and special projects during the school year.

PARKING LOT SAFETY

- Children should never be allowed to run freely in the parking lot. Please always hold your child's hand in the parking lot.
- Do not leave your engine running in the parking lot.
- Drive slowly through the parking lot.
- Always refrain from cell phone use while driving in the parking lot.
- Make sure your child is properly restrained in their car seat before leaving your parking space. It is unlawful to transport a child without a safety belt or restraint.
- Do not park in handicapped spots without a permit.
- Do not leave personal articles (purses, etc.) in your car while entering the building. The school and church are not responsible for items stolen or damaged in your car.
- ***The driveway closest to the building is for exiting traffic only. Parents should enter the parking lot by using the two driveways farthest from the building.***
- ***Please do not leave a child unattended in a car. This is against the law! If you need assistance, please call the Preschool office, and ask for assistance.***

POTTY TRAINING

It is expected that children entering a three-year-old Preschool class will be potty trained. The John Wesley Preschool definition of "potty trained" is:

- The child can inform the teacher of their need to use the potty or they can go into the class restroom independently.
- The child can independently take clothing on and off.
- The child should not be wearing pull ups.
- The child can independently get on and off the toilet and wipe his/her own bottom and wash their own hands.

If parents feel this may be difficult for their child, they should discuss the situation with the Director as soon as possible. After the first two weeks of school, if a child has three accidents within two weeks, the child will be asked to take a break from school until potty training is accomplished.

For children in the younger classes that are potty training, we require cotton training pants, underwear or refastening pull ups to be worn.

When potty training, children need to be able to remove and put on their own clothes. Belts, overalls, pants with snaps, long dresses or shirts that fall into the toilet are difficult for the children to manage.

PRESCHOOL EVALUATION

Once each school year, parents will be asked to complete an evaluation questionnaire about the preschool. We hope you will use this tool to give us feedback on how we are doing.

REGISTRATION

Registration is held in February of the previous school year. Parents will be notified of the dates and they will be posted on the website.

Families that are John Wesley UMC church members can register first followed by currently enrolled students. Registration is open to new families after the currently enrolled registration on a first come, first serve basis.

Registration fees are due at the time of registration. If you choose to withdraw your child from JW Preschool, re-enrollment is an option anytime during the current school year. The registration fee previously submitted will apply towards re-enrollment. Your child's re-enrollment will be dependent on current availability.

New student registration for the current school year is taken anytime during the year based on availability.

SCHOOL CLOSURES

If Klein ISD closes for any reason (such as weather and natural or emergency events) our school will also be closed. JW Preschool Staff will notify our families regarding school closures through the Preschool's various communication venues. In the event of cancellation of school due to circumstances beyond our control, there will be no refunds.

SECURITY

- During drop-off and pick-up peak times all parents must enter through the main doors to the Education Building which will be open during this time. All other times throughout the day, all doors will remain locked.
- There will be a container outside of the Preschool doors if you need to drop off any items throughout the day. Please label the item with your child's name, put it in the container, and a staff member will be sure to get it where it belongs.
- After drop-off and pick-up peak times, all visitors will be asked to check in at the Preschool Office. All other visitors will be directed to other entrances that do not have access to the Preschool area.
- The doors at the end of the halls are always locked. **Please do not use these doors to drop off or pick up your child.**

STAFF-CHILD RATIOS

The staff/child ratios of the classes in the John Wesley Preschool are under the specified requirements allowed by DFPS Minimum Standards. Smaller classes increase the opportunities for positive interaction with children.

TUITION AND FEES

Tuition and fees are set yearly by the John Wesley Preschool Committee. A current schedule of tuition and fees is available on the website (www.jwumc.org/ministries/jw-preschool/).

Registration fees are required at the time of registration and **are non-refundable**. Payment of this fee is required before a place in a classroom will be held for a child.

Tuition is a yearly fee divided into equal monthly payments. The monthly payment amount will stay the same regardless of the number of days of attendance for the month.

- Tuition is paid by automated payment (charge to your credit card or directly withdrawn from your bank account). Automated payments are charged or deducted from your account by the 5th of the month.
- The 1st month's tuition and ½ of the last month's tuition will be charged in September. 100% of the pre-paid last month's tuition is refundable if you withdraw from the Preschool by December 31st. No refunds will be made for withdrawals starting January 1st.
- Families must pay a full semester's tuition if paying by cash or check.
- There will be a \$10 fee automatically added to your account for declined credit cards or insufficient funds in an account.
- Be sure to stop by the office and update any changes to credit card numbers or bank accounts to avoid additional charges.
- Tuition fees will not be modified for absences due to short-term illnesses, vacations, etc.

WHAT TO BRING TO SCHOOL

- A light snack and a lunch with drink. Please send items easy to open and ready to eat. Please use as many reusable containers as possible and include a sheet of wax paper for a placemat to help make clean-up easier. Toddlers need 2 cups with lids.
- A change of clothes in case of spills or accidents. Include shirt, pants, socks, and underwear in a gallon size zip lock bag.
- One large unopened container of wipes, if your child is in diapers.
- One box of tissues.
- A nap mat if your child is going to be in the Teddy Bear, Duck, Monkey, Panda, or Frog class.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Teachers will give parents a more detailed list for their classroom before the child's first day.

WHAT *NOT* TO BRING TO SCHOOL

It is very difficult for a young child to share a favorite toy brought from home; therefore, we ask that toys be left at home. Some classes will have regular "Show and Tell" days and these will be on the calendar.

Guns, swords, knives, and other war toys are not allowed in our school even on "Show and Tell" days. Please do not allow your child to bring money or other valuable items, such as jewelry, which might be lost.



2021-2022 PARENT HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the John Wesley Preschool Parent Handbook. I understand that it contains important information on the policies and procedures of this program. I have familiarized myself with the material and I understand its contents.

I have received the handbook and I understand that it is my responsibility to read and comply with its contents.

Parent Name (Please Print)

Parent Signature

Date