



***University Baptist Weekday Ministries  
Preschool & Parents' Day Out***

*University Baptist Church  
16106 Middlebrook Drive  
Houston, Texas 77059*

**PARENT  
HANDBOOK**

**2017-2018**



May 2017

Dear Parents,

We are so excited about our theme for our 2017-2018 school year....***Let all you do be done in love (1 Corinthians 16:14)***. Our program embraces all aspects of this verse; it is who we want to be as a program but also who we want our children to become.

We feel blessed that you have chosen to be a part of *Weekday Ministries* at **University Baptist Church**. The mission of UBC is “*to lead the people of the Bay Area to experience their full potential in Christ.*” As a ministry of UBC, we want to share God’s love with each and every child in our program so that children can begin to “experience their full potential in Christ.”

Presently, *Weekday Ministries* consists of ***UBC Preschool & Parents’ Day Out***, and our extended day options. This handbook has been prepared to help you become familiar with these programs and our policies. Our belief is that each child is a child of God and we will give every child the opportunity to develop spiritually, physically, intellectually, creatively, socially, and emotionally. Our success in providing a strong program depends a great deal on your support and involvement.

Please know that you are a part of Weekday Ministries and you are always welcome to **visit us!** If you have any questions, comments and/or suggestions, please stop by the Weekday Ministries office...we are here for the children!

In Him,

Melissa Dutton and Laura Davis, Directors  
Weekday Ministries

**PLEASE NOTE:** *After carefully reading this revised Parent Handbook, please complete the acknowledgment card and return it with your enrollment packet.*

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### *Philosophy*

Our Weekday Ministries programs, at University Baptist Church (UBC) provide high quality, educational environments for young children of the greater Clear Lake area. Our program is licensed by the **Texas Department of Protective and Regulatory Services, Child Licensing Division**. We are proud to have been awarded this department's highest level of achievement. Our mission is to provide a safe, happy, and developmentally appropriate place for your child to cultivate their own unique talents during their infant, toddler and preschool years, to develop socialization skills that will assist them in interacting in a school environment, and to encourage an appreciation and awareness of God's love.

We believe that each child is a child of God and should have every opportunity to develop physically, intellectually, creatively, socially, emotionally, and spiritually to their fullest potential. We provide learning experiences that encourage each child to:

- \*Ask questions
- \*Explore
- \*Be creative
- \*Experiment
- \*Develop security and independence in the world outside home
- \*Make friends, and
- \*Learn to get along with children and adults

### *Staff*

*All of our classrooms have a **minimum of two teachers**.* Our teacher/child ratios are intentionally much lower than what is allowed by the State to promote safety and optimum learning environments. The teacher/child ratios in our classes increase with the children's ages. A typical PDO classroom has a ratio of two teachers to eight infants; two teachers to ten one year olds; and two teachers to twelve two year olds. In preschool we have two teachers to fourteen three year olds and two teachers to fifteen four year olds. These are maximum classroom sizes. Our teachers are certified in **Infant & Child CPR & First-Aid**. Our teachers also receive training in **SIDS** and **Shaken Baby Syndrome**. Additionally, our teachers must complete a **Criminal History Background check** by the state of Texas as well as an **FBI Background Check**.

The lead teacher in each of our preschool classrooms is typically a degreed teacher and usually certified, who is aided by an assistant teacher. Our PDO classes have two teachers that team teach the class. All of our teachers are experienced, carefully screened individuals who enjoy and relate effectively to young children. Throughout the year our staff participates in a variety of teacher workshops and in-service training.

# Programs

Within our Weekday Ministries program we offer **University Baptist Preschool, Parents' Day Out, Extended Care and Stay & Play/Nap**. Enrollment of children in our programs is based on the child's age as of **September 1, 2017**. This is in keeping with the guidelines used by the Clear Creek Independent School District for admission. Our program runs during the school year from the first part of September to the middle of May.

**UBC PRESCHOOL:** To qualify for preschool a child must be at least **30 months of age by September 1, 2017**. Each age group attends from 9:00 a.m. to 12:00 noon.

		2-Day Class	3-Day Class	4-Day Class
Tuition		\$1,332	\$1,836	\$2,250
Discount				
1 Payment due 8/1	\$50	1 @ \$1282	1 @ \$1786	1 @ \$2200
2 Payments due 8/1, 1/1	\$20	2 @ \$656	2 @ \$908	2 @ \$1115
9 Payments starting 8/1	\$0	9 @ \$148	9 @ \$204	9 @ \$250

**PARENTS' DAY OUT:** Classes for younger children are from 9:00 a.m. to 2:00 p.m. Classes are available 2 days, 3 days or 4 days per week.

		2-Day Class	3-Day Class	4-Day Class
Tuition		\$1,530	\$2,250	\$2,700
Discount				
1 Payment due 8/1	\$50	1 @ \$1480	1 @ \$2200	1 @ \$2650
2 Payments due 8/1, 1/1	\$20	2 @ \$755	2 @ \$1115	2 @ \$1340
9 Payments starting 8/1	\$0	9 @ \$170	9 @ \$250	9 @ \$300

*Sibling Discount—There is a 5% tuition discount for the second child in the same family. A 25% discount is applied to the third child and subsequent children enrolled in our program.*

**Ages 2 ½ and 3: STAY & PLAY or STAY & NAP:** This is an after preschool, fun, play program that allows preschool children to stay until 2:00 p.m. This program affords parents a longer day and also allows schedules between older preschool children and younger PDO children to be coordinated for the convenience of pick-up times. Reservations for this program are made a month in advance at the time tuition is paid. Payment for *Stay & Play or Stay & Nap* is made at the time that reservation forms are submitted to our office. *Stay & Play and Stay & Nap* are available Monday, Tuesday, Wednesday, and Thursday. **IMPORTANT NOTE: ALL children attending Stay & Play must be potty trained; Children attending Stay & Nap do not have to be potty-trained, but they must be nappers.** The cost is \$10.00 per session.

**4 year olds: EXTENDED CARE:** We are very excited to announce that we are transitioning to a new program in the coming year for our four-year old classes. Instead of Stay and Play, we are offering an *Extended Care* option. During *Extended Care*, teachers will extend their lesson plans to cover all five hours instead of 9:00 until noon only. Active instruction will occur in the class from 9:00am until 2:00pm. This will give our teachers an even greater opportunity to prepare your child for Kindergarten.

Because this is all new to everyone, we will continue to sign up for *Extended Care* on a monthly basis as we currently do for *Stay and Play*. To encourage you to take part in this, we are going to offer you a monthly rate that would be less than the Stay and Play cost. The monthly cost for *Extended Care* will be:

2-day class: \$65/month                      3-day class: \$100/month                      4-day class: \$120/month

In setting the monthly cost, we have taken into consideration the shorter months and averaged out the cost.

Your second option is to sign up for *Extended Care* on a Per Diem basis (very much like *Stay and Play* in the past). You can choose which specific days your child will attend each month instead of paying a flat rate. If you choose this option, it will cost \$10 per day for the first child and \$5 for a second child. Please know that if you choose not to participate in *Extended Care*, your child will be missing valuable instruction time.

**Daily Rate:** Although we encourage consistency in children's attendance, there are times when a parent might need their child to attend on a day they aren't normally scheduled. In this situation, we have established a daily rate of \$24 for PDO and \$21 for Preschool (plus any applicable Extended Care or Stay & Play charges). This is available only on a case-by-case basis, and availability will be determined by the directors or assistant director.

## *Curriculum*

We believe that all children learn best through "**hands-on**" **activities** and our curriculum reflects this belief. **Active involvement** characterizes each aspect of our learning throughout the day. Our programs and curriculum are **Christian-oriented**, but do not emphasize a particular denomination. We stress those elements of faith that are common to all Christians. The main theme that permeates our entire program is that Jesus is God's Son, who was sent to be our Savior because every person is valued by God. We endeavor to provide many experiences for children to build a **positive self-image**.

The **Wee Learn Curriculum** is the basic foundation of our program for all ages. Each unit of study includes a simple Bible story and scripture verse, as well as suggested activities for our various learning centers. This program is also supplemented with numerous, additional age-appropriate activities in each individual classroom.

Our preschool program is a more structured, academic learning environment. The classrooms are arranged into child-oriented "learning centers" through which the children rotate in small groups. Our PDO program offers a less structured learning environment with age-appropriate activities for younger children.

We have a music teacher who works regularly with our preschool and PDO classes. Our preschool children also attend chapel once each week where they sing Christian songs and hear a simple Bible story. The preschool children have Science and Spanish each week, as scheduling allows.

Throughout the year, we host a number of special school activities, such as: guest speakers, creative movement, classroom visits by community helpers, storytellers, and animals, and holiday celebrations. If animals are brought into the program, we will ensure that the animal is in good health (including applicable vaccinations), notify parents in writing of the animal's

presence, and ensure that all who touch the animal practice good hygiene (hand washing) after touching the animal or it's equipment.

Any outdoor water activities will be on grass or soft ground (not concrete).

## *Registration*

In order for a child to be registered into one of our programs, a Registration Form must be filled out by the parent or guardian. Class openings will be filled in the order that registration forms and fees are received. Registrations are not confirmed until registration fees are paid. **Registration fees are not refundable.** Our registration fee for both Parents' Day Out and Preschool is \$135 per child. Our registration fee then serves as an administrative fee and the supply fee for the class into which the child is enrolled. NO additional supply fees are charged.

**Registration does NOT constitute enrollment.** Prior to a child's attending any class, the parent must complete all required forms in the **enrollment packet**. These forms are required by the Texas Department of Protective and Regulatory Services and provide important information for the safety and well-being of every child. Completed enrollment forms are kept on file in our office during the child's enrollment. **Completed enrollment packets must be turned in to our office by August 3, 2017.** All children enrolling after the school year begins must have their enrollment packet turned in within one week of registering and before the child begins attending. You will be notified, in writing, of any changes in the enrollment packet, including policy changes, as soon as they occur.

### Non-Discrimination

Applications for registration at Weekday are accepted without regard to race, color, sex, or national origin. Children may be accepted according to space availability.

### Documentation Required By The State For Your Child's Records:

1. A completed Registration Packet
2. An Immunization Record complete with the Doctor's name
3. A completed Authorization for Pick-Up and Emergency Contact Card
4. A copy of Court Orders Regarding Child Custody/Visitation Issues

## *Tuition*

Our program uses a **Tuition Agreement** that establishes the payment schedule for each child. Payments may be made as:

- 1 payment due 8/1/17 (receiving a \$50 discount for the year)
- 2 payments due 8/1/17 and 1/1/18 (receiving a \$20 discount for the year)
- 9 monthly payments starting 8/1/17 (last payment will be 4/1/18; no discount received)

In accepting a child for enrollment, expenses are assumed that are not reduced by the child's absence, therefore **we cannot refund tuition paid**, or cancel unpaid obligations **when a child has been absent, or will be absent in the future.** Tuition for all programs **is due on the first day of the payment period and is late after the 10th day of the payment period.** A late fee of **\$10 will be charged** for any payments received after the 10th. In the event that you will be out of town when tuition is due, payments should be mailed to:

**UBC Weekday Ministries  
16106 Middlebrook Drive**

## Houston, TX 77059

Prompt payment is both expected and necessary so that we may meet our monthly payroll. Payments which are NOT received by the end of the month will jeopardize your child's place in our programs.

Tuition for each class is outlined in this handbook. Tuition payments may be made in the Weekday Ministries Office or mailed directly to the church. Tuition rates are subject to review and change each year. See website and fliers for current rates.

**PLEASE NOTE:** All financial records are maintained by our accountant in the church's accounting office. Receipts are available upon request and must be processed through our accountant's office. Please allow three-five business days for receipts to be available for pick-up in our office.

## *Changes to the Tuition Agreement*

If a parent wishes to increase or decrease the number of days a child will attend our program, a **Tuition Change Agreement** form must be filled out and signed by the parent. This will denote not only the number of days the child will attend, but also any change in tuition rate as well as any prorated tuition. Availability of increasing or decreasing days will be determined by the directors.

## *Withdrawals & Services Discontinued*

In accordance with our "Tuition Agreement", parents withdrawing their child for any reason must give a **minimum of one month advance notice in writing**. Parents are responsible for tuition costs during this time period. Our school also reserves the right to unenroll a child and discontinue services **if**:

- \* Parents refuse to pay tuition obligations;
- \* Parents fail to provide their child's required medical forms and immunization records;
- \* Extreme discipline problems exist which cannot be resolved; **OR**
- \* Our staff feels that the child is unable to function in our program.

These measures will be taken only as a last resort. Every effort will be made to satisfactorily resolve any problems whether financial or behavioral.

## *Discipline, Guidance and Severe Behavior*

Our approach to discipline and guidance is a **positive one**. The purpose of discipline is to develop autonomy in children so that they can regulate their own behavior. We strive to help children learn to be self-managing and socially responsible. Discipline is not punishment; discipline is the means by which children learn how to live and interact in a social world. Children gradually learn to balance their need for self-expression and independence with self-control in light of other's needs. Rules and limits regarding social behavior need to be clear, developmentally appropriate, and consistent, in order for children to learn acceptable behaviors and to retain their sense of self-worth and trust in others.



It is the teacher's goal, through planning, careful guidance, sensitivity to the needs of children, and the utilization of appropriate techniques, to provide a classroom environment that promotes few behavioral problems. Sometimes children make choices that are not acceptable to other children and a conflict will arise. The teacher will review the situation, explain why the behavior is inappropriate, offer alternative ideas, reinstate the rules and offer encouragement. If the behavior continues, the child will be redirected to another activity. Some problems may require a brief removal from the situation so a child can think about his/ her actions. The general rule for removal from a situation is one minute per year of age, up to five minutes maximum. Negative "attention seeking" behavior is ignored, if at all possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior. **Important:** Children are not spanked.

As your partner in caring for your child, it is important that good communication exists between the home and Weekday. If your child is experiencing a change in the home environment that may result in changes in behavior, it is important for you to notify Weekday. Weekday will keep you informed of any behavioral concerns that may occur with your child while in our care. Every effort will be made to resolve any problem that may occur.

### Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. Weekday is committed to using positive guidance strategies when teaching young children to manage their own behavior.

Developmentally appropriate guidance promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behavior that cannot be managed within Weekday's setting. Severe behavior is defined as:

- Danger to self or others (examples include, but are not limited to: head banging, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm etc.) and/or
- Disruptive behavior that creates chronic interference to classroom activities (examples include, but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

Weekday has developed procedures to deal with such cases of severe behavior. In these situations, the Parent/Guardian will be contacted. The Parent/Guardian will need to meet with Weekday's Directors or Administrators to discuss the situation. Behavior that is chronically unacceptable may be an indicator that further support or assessment is needed. This support may include a referral process for further assessment and additional outside services.

If Weekday procedures for dealing with severe behavior problems do not result in the restoration of an acceptable and safe educational environment, then Weekday's Directors or Administrator reserves the right to temporarily or permanently remove a child from Weekday's care.

## *School Hours- -Drop Off and Pick Up*

Our PDO program hours are **9:00 a.m.-2:00 p.m.** Our **Preschool** hours are **9:00 a.m.-12:00 noon.** **Extended Care and Stay & Play & Stay & Nap** hours for preschool are **12:00 noon-2:00 p.m.** Prior to 9:00 a.m. all teachers are preparing their classrooms and learning activities.

This is an important time of preparation so that the classrooms may be ready and inviting when every child arrives. Parents are to bring their children to their classroom between **9:00 a.m.--9:10 a.m.**

Weekday Ministries has implemented an additional feature this year regarding early drop-offs. The facility will have one classroom staffed and available at 8:30am **by reservation ONLY** for parents whose schedules conflict with a 9:00am drop-off. This is available on a first come, first serve basis, and there are a limited number of spots available. Reservations will be confirmed only with payment. Parents may sign up for early drop-off with the Assistant Director.

**ALL parents must sign in and sign out all children.** Sign-in sheets are located at each classroom doorway. **Only** persons listed on your child's enrollment information form may pick up your child. Special exceptions will be made **only** when the parent phones our office and speaks to either the directors or assistant director. The additional person who is being given permission to pick up your child must then bring a **picture identification**, which we will photocopy and place in your child's records. When you are going to be out of town, please remember to notify our office and make sure that the person you have designated to pick up your child is authorized in your child's file. It is also a good idea to drop by our office during the year and review the list of persons authorized to pick up your child. Parents are welcome to add or delete authorized persons to their child's list. In order to make changes, parents must come by the Weekday office.

Children may only be picked up when they are in a specific area. You may not pick up your child while they are in transition from one place to another (i.e., walking in from the playground). You will need to wait until they get to their destination to sign them out and pick them up.

**Prompt pick-up** of your child is expected. Traffic and road construction are frequent problems in the Houston area and parents should "factor in" possible delays when coming to pick up their child. Please call our office as soon as you realize you may be tardy in picking up your child. **Children should be picked up NO later than 10 minutes passed the final hour.** Any parent who habitually is **more than ten minutes late** will be expected to **pay a fine of one dollar per minute** for the tardy period. Our teachers are paid hourly and the cost of a teacher staying late with a child must be passed along to the parent. If you arrive late and your child is not in your regular classroom, please come to our office.

Late drop-offs and early pick-ups must be checked in/out through the front desk. If the child's class is not in the classroom, someone from the front desk will check the child into or out of their class, as appropriate.

## *Special Circumstances*

Weekday may not legally prevent a child from being picked up by a Parent or Guardian or Authorized Person. However, if Weekday suspects that the person picking up the child is under the influence of alcohol or drugs, Weekday will attempt to contact another person authorized to pick up the child listed on the Emergency Contact card/form.

**Important:** The safety and well-being of the children in Weekday's care is of primary importance. If any Weekday staff believes that an adult who is picking-up a child is not in a condition to drive or adequately care for the child's safety, then Weekday will refer to the "Release of Child" form Special Instructions section completed by the Parent or Guardian at the time of registration.

Determining whether or not to release a child in this situation is difficult for the Parent or Guardian, the child and Weekday.

Please understand that the Police and DFPS Child Protective Services have the authority by law to remove a child without the Parent or Guardian's permission and Weekday will contact the appropriate authorities if necessary.

## *Guidelines for a Smooth Separation*

When a child is having a difficult time separating, you need to plan to spend a few minutes with your child. When you arrive, seek out a familiar adult or favorite activity. A caregiver will be there to greet you, especially if you and your child are new to Weekday.

Sometimes children need to share time with Parents/Guardians before they can try it on their own. In most cases, when children sense their Parents or Guardians' willingness to spend some time with them, they feel comfortable enough to move out on their own. However, when they think Parents/Guardians are anxious to leave, children sometimes feel they have to cling to them more. When you leave, please be sure to say good-bye, then follow through and leave. Continually returning makes it more difficult for the child and you to separate.

When you depart, your child may cry and protest. This protest is what psychologists call separation distress. It is part of the normal developmental process of establishing an independent and autonomous existence, separate and apart from Parents/Guardians. As your child becomes familiar with Weekday's routine, their protest will taper off. If you are experiencing difficulties in this area, please let Weekday's Directors or Administrators know.

**Please Note:** Weekday has an open-door visitation policy for Parents/Guardians. However, there may be occasions when seeing your child is a disruption to other children; therefore, Weekday requests that you remember to consider the needs of others. Thank you.

## *Departure*

Parents/Guardians sometimes find it difficult to get their child to leave at the end of the day. It is important for the Parent/Guardian not to feel rejected or unneeded when this happens. In fact, the child may be feeling more secure with a Parent/Guardian present and may feel freer to participate in activities with other children.

If possible, it is helpful for the Parent/Guardian to tell the child that they will be leaving soon, giving a 1-2 minute advanced notice of departure time. However, if a speedy exit is necessary, then tell the child that it is time to go and be sure that you stick to the decision.

Weekday caregivers will support you by telling your child it is time to go. If you have questions, caregivers are able to help with this process. Take the time to stay with your child at Weekday when time permits until a stress-free departure may be made.

## *Classroom Directories*

Classroom lists are often helpful to parents in arranging play dates, sending party invitations,

and remembering friends' names. Parents will be given a list of the names, addresses, and phone numbers **only of the classmates in their child's class. This information will only be distributed with written approval from parents.** The *Admission Form* in the enrollment packet contains a "Class Directory Authorization" in which parents "approve" or "disapprove" the inclusion of their child on this list.

## *Notes & Newsletters*

Communication between home and school is vital to a quality educational experience. Parents will regularly receive notices regarding important events, plans, needs, etc. in our program. (\*\*Make sure that you indicate on the *Admission Form* if you would be willing to receive most Weekday information via email, and whether you would like to be notified via text of Weekday reminders and emergency situations\*\*). **It is essential that parents read ALL notices sent home from school. Please** regularly check your child's backpack, tote bag, diaper bag, etc. for important communications and notes. Teachers also frequently post notes relating to special activities, party plans, etc. on the classroom bulletin board outside the door. Often this information requires an immediate reply, i.e., permission to participate in a special activity. These notes are important and parents should read them as they sign-in their child.

## *Backpacks, Diaper Bags, etc.*

Parents are asked to provide a backpack or tote bag for their preschool child, as well as a change of clothing. PLEASE NOTE: Backpacks should be big enough for a folder to be placed into the backpack without bending it. PDO children should each have a tote bag or diaper bag, as well as a lunch box and change of clothing. These bags are an important means of transferring necessary clothing, notes, artwork, etc. back and forth between home and school. Please make sure that all bags, cups, diapers, etc. are labeled with the child's name.

## *Special Visitors*

We believe that special visitors greatly enrich the curriculum topics being discussed in the classroom. We enjoy having special visitors come to our program. We invite them to come and share information, materials, entertainment, etc. with all the classes. Parents are also encouraged to come to the classroom and share their special talents, careers, travel souvenirs, etc.

## *Parent Participation/Classroom Visits*

Quality education is a cooperative experience between home and school. Parents possess many talents, skills, & experiences, which can greatly enrich their child's classroom experience. We believe that parents have much to offer our program and we strongly encourage parent participation in our classrooms. When enrolling their child, parents are asked to complete a *Parent Involvement Form*. This form is most important and is used to help us know the skills & talents of our parents, as well as arrange special ways for parents to participate.

**Parents are always welcome at our school** and young children are thrilled to "show off" their parents to their friends. For the safety of our children and of those within the school, all visitors must report to the Weekday Office and officially register and receive a badge. Visitors to individual classrooms shall be permitted only with the directors' approval, and such visits should be limited to a duration of 5 to 10 minutes. An exception to this will be class parties where parents (after registering) may stay for the duration of the class party. All other visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the

normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## *Potty-Training*

As children reach the age where they begin potty-training we want to work with you on helping your child in this area. Please communicate with the teacher what you are doing at home and how we can help. We do ask that as long as the child is having frequent accidents, that the child continue to wear diapers or pull-ups to school. PLEASE NOTE: A preschooler may only attend Extended Care or Stay and Play if they are potty-trained.

## *Outdoor Play, Clothing & Sunscreen*

Children should be dressed in **comfortable, easy-to-manage** clothing that will allow them to engage in active play. **Tennis shoes** are the best shoes for the children to wear as our playgrounds have mulch, pebbles and/or dirt on them. Art activities are usually available daily; occasionally we cook and do involved science experiments. Outside play frequently involves dirt, sand, mulch, hard running and an occasional fall. Our goal is to encourage your child to experiment and participate actively in learning. This is hard to do while worrying about getting clothes dirty!

We will be going outside on a daily basis. We have three age-appropriate playgrounds which provide excellent opportunities for large muscle development and socialization with friends. Our scheduled playground time is approximately 20-30 minutes. As our weather here is varied, it is important to check the weather forecast to determine if a light jacket will be needed for outdoor play. If you feel your child will need sunscreen or insect repellent for this period, **please apply it at home**. A child who is **not well enough to go outside should NOT come to school**. If the weather is rainy, we will use our Fellowship Hall for indoor recreational activities. IF CCISD permits local school children to play outdoors, we will also play outdoors.

## *Lunches & Snacks*

All **Parents' Day Out, Extended Care and Stay & Play/Nap** children should bring their lunches, including a beverage. Lunch boxes and containers should be carefully **labeled**. babies' bottles must also be properly labeled. Please send lunches that can be eaten at room temperature. (It is not feasible for teachers to warm children's lunches in the microwave. Babies' bottles will, of course, be warmed.) A healthy lunch might include some of the following items: milk, cheese, yogurt, cooked meat, cooked vegetables, canned fruit, small fresh fruit, pasta, chopped fruit, chopped vegetables or juice. All lunches are provided by each child's parent and the UBC Preschool and PDO program is not responsible for the nutritional content of the meal or for meeting the child's daily food needs.

Preschool and Parents' Day Out children will be given a snack during the morning. This snack typically consists of ice-cold water and simple finger-food (i.e.-pretzels, goldfish, graham crackers...) Snacks are posted weekly outside the Weekday office. **Be sure to inform the teacher regarding your child's food allergies and list all allergies on the Medical/Health Requirement Form which is on file in the Weekday office.**

If you are breastfeeding your baby and would like to do so during program hours, you may do so in the Mother's Room located in the Learning Center Hallway. Or, you may provide breast milk in a bottle that the teachers can give your child.

**PEANUT ALLERGIES:** This facility is NOT a peanut-free center. However, there are many students who attend this program with a severe food allergy to peanuts/nuts. For these students, it is important that there is strict avoidance to this food in order to prevent a life-threatening allergic reaction. We are asking your help to provide the student with a safe school environment. Any exposure to peanuts/nuts may cause a life-threatening allergic reaction that requires emergency medical treatment. To reduce the chance of this occurring, we are asking that you do not send any peanut or nut-containing products to school with your child that will be eaten in the classroom. If your child has eaten peanuts/nuts before coming to school, please be sure your child's hands and face have been thoroughly washed before entering the school.

## *Health Information*

In order to be enrolled in our programs a child must have a **Health Requirement Form** completed and signed by their physician. This form must be on file in our office. This form includes a copy of your child's shot records with dates listed for required immunizations. A list of Texas' required immunizations is enclosed in the enrollment packet. Our program **will not** administer medications except in the case of extreme allergic reactions or special long-term medical conditions. Medications for allergic reactions must be stored in the Directors' office, clearly labeled with the child's name with a completed medication form signed by the parent. Since our school day is short, please schedule your child's medication schedule before and after hours. All Weekday staff are provided with CPR and First Aid Training. Weekday Ministries does not require employees or caregivers to receive vaccinations. However, employees and caregivers are encouraged to visit the Center for Disease Control and Prevention's website for the most updated vaccine recommendations.

Please do not send your child to Weekday if s/he has had any of the following described conditions during the previous 24 hours. Also, be advised that if your child exhibits any of the following signs while at school, s/he will be isolated immediately and you will be contacted to pick-up your child.

### Medical Conditions:

- Changes in behavior or other signs that the child may be severely ill
- Diarrhea
- Difficulty or rapid breathing
- Mouth sores with drooling
- Wheezing, Asthma or severe upper respiratory infection, unless provided notification that child is under a physician's care
- Vomited within last 24-48 hours, at directors' discretion
- Yellowish skin or eyes
- A temperature of 100 degrees Fahrenheit or higher
- Rectal temperature of 101 degrees Fahrenheit
- Armpit temperature above 99 degrees Fahrenheit
- Undiagnosed rash
- Sore throat
- Severe cough
- Chicken pox, pertussis, measles, mumps, rubella, impetigo, diphtheria or herpes simplex
- Untreated scabies, tinea corporis or capitis (ring worm)
- An ear infection, unless provided notification that child is under a physician's care
- Head lice
- Pinkeye

Please notify Weekday at once if your child has been exposed to a communicable disease. We are concerned about your child and we would appreciate a phone call to our office to inform us if your child is ill and will not be at school that day. We will inform your child's teacher of the child's illness and absence.

When deciding to send your child to school, please consider if you would want your child to be exposed to a child with similar symptoms. PLEASE NOTE: We do not have adequate facilities for "sick child care", therefore we should always be able to reach a parent or authorized person to pick up a child who becomes ill during the day.

Health-care checks will be performed by the directors or their designees in classrooms where there are cases of suspected head lice, contagious rashes or in any case deemed necessary.

## *Accidents and Injuries*

The safety of your child is our primary concern!! You can expect that every precaution will be taken to provide a safe environment. Should an accident occur, the child will be examined carefully to determine the extent of the injury and the appropriate First Aid measures required. The vast majority of our injuries require only a simple band-aid or ice pack for the scratch, scrape, or bump. At least one teacher in each of our classrooms has successfully completed an **Infant and Children's CPR and First-Aid course**. The teacher will complete an **Accident/ Incident Report** and give it to the parent when the child is picked up. In the unlikely event of a more serious injury, we will call 911 for immediate assistance. Parents will always be **notified** if a child sustains a **significant injury, is running a fever, or vomits**. In case of illness or injury, it is most important that we be able to reach at least one parent or person authorized to pick up your child. Please be sure to frequently update your phone numbers in our office, including cell phones.

## *Rest Time*

### **PDO/Stay & Nap**

Rest time is an important part of the day, as quiet time is especially needed after a busy morning. We will provide individual mats for rest time. Each child may bring a blanket, pillow, or favorite stuffed animal for **rest time use only**. Most of the children will take a nap during rest time, but no child is "forced" to sleep. Mats are sanitized daily; babies' sheets are also laundered daily. Under the age of 12 months, we will place all children on their backs to sleep and cannot cover the child with a blanket or have any stuffed animal in the crib. We are not allowed to let a child sleep in a restrictive device, such as a carseat, unless we have a Sleep Exception Form signed by a physician. Our cribs and mattresses comply with State regulations.

## *Toys & Personal Belongings*

Parents are asked **NOT to allow their child to bring toys from home**. It is often difficult to share these "special treasures" and generally leads to unhappy classroom friends. Other than "rest time items" brought by Parents' Day Out and Stay & Nap children, **personal belongings should not be brought to school**. Preschool children may bring a special item to share when it is their time to be "Star of the Week". Educational materials for older children are welcome, but the teacher should be informed in advance so that time can be allowed in the daily schedule to "share" these items. **ALL items brought from home should be carefully labeled!!**

## *Hearing and Vision Screening*

Per the State of Texas, all children who are four years of age by September 1 of each year will be required to have a hearing and vision screening prior to completion of the first semester. This

is typically done during the 4 year old Well-Child appointment with your pediatrician. Please provide a copy of the screening for both hearing and vision to our office to keep on file.

## *Gang-Free Zone*

Under the Texas Penal Code, UBC Weekday Ministries Program is designated as a Gang-Free Zone. What this means is that certain gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of our center is a violation of this law and therefore subject an increased penalty under state law.

## *Emergency Preparedness*

A minimum of **one fire drill per month** will be conducted for all classrooms. This is both essential for safety and required of our program by the State and the local Fire Marshall. At the sound of the alarm, all classes will be evacuated quickly and systematically. Parents should check their child's classroom for the posted plan to learn the specific evacuation route that their class will follow. **Following evacuation, ALL classes in the Learning Center will assemble on the large grassy area on Glenshannon and ALL classes in the Education Building will assemble in the parking lot on the corner of Middlebrook and Glenshannon.** In the event of a real emergency, parents should come to one of these areas to pick up their child.

In the Fall, these drills will be “announced”. Later in the year the drills will be unannounced. We realize that these drills are loud and frightening to young children, but they are necessary for the safety of everyone in the building. Parents are encouraged to have conversations with their children about these drills and their importance.

Bad Weather Drills will be conducted four times per year. During a Bad Weather Drill, classes will be told “Bad Weather Cover” and they will go to the classroom that they have been designated to take cover until they are given an “All Clear” to return to their classroom.

Other types of emergency preparedness include “Shelter in Place” as well as “Intruder Drills” which will be practiced during the year. In the case of an actual Shelter in Place or Intruder situation, parents will be notified via phone calls when an all clear has been stated.

All teachers carry with them the phone numbers of each child’s caregiver. In the event of an emergency where you would need to come and pick up your child, you will be called.

UBC Weekday Ministries follows the lead of Clear Creek ISD on all school closures due to inclement weather. This could also include early closure or delayed openings.

## *Evacuations*

In the event an emergency requires the evacuation from the Weekday campus, assigned emergency staff responders will arrange transportation off the premises.



The designated pick-up area for Parents/Guardians is: Brookwood Elementary, 16850 Middlebrook Drive.

An attempt to reach all Parents/Guardians by telephone to inform you of the need to pick up your child will be made if there is sufficient time and ability. If Weekday is unable to contact you, the evacuation location will be posted on UBC's Main Door. If an event were to occur, Weekday staff will stay with all children and take total responsibility for their safety and liability until parents pick them up.

## *Birthday & Holiday Parties*

Children love the joy and fun associated with celebrations! As a Christian program, we will celebrate the following holidays with appropriate units of study, parties, feasts, and classroom fun times: **Fall (not Halloween), Thanksgiving, Christmas (no Santas), Valentine's Day, and Easter (no bunnies)**. We will also have "end-of-the-year" parties. Parents will be asked to help with these special times of celebration and are always welcome to attend.

Children are also welcome to share their birthdays with their school friends. Parents may bring a special snack of **cookies or cupcakes** to their child's classroom. **Juice boxes are also welcome. Parents may not provide "party favors", hats, balloons, etc.** Please notify the Assistant Director the day before the snack will be served so that we may give advance notice to parents, per State licensing regulations. Also, please notify your child's teacher in advance so that they can plan for the amount of regular snack needed for the week. For the safety of ALL children, balloons are not permitted in any classrooms. In order to avoid any hurt feelings, **party invitations may not be passed out at school unless one is given to every child in the classroom.**

## *Parent Code of Conduct, Behavior, Visitation, Dress and Appearance*

### Parent Code of Conduct

Weekday expects all parents and guardians to conduct themselves with the highest standards of personal integrity in all aspects of their activities and to comply with all applicable laws, rules, regulations, and Weekday policies.

Weekday and employees of Weekday never wish to compromise our integrity, either for personal benefit or for Weekday's purported benefit. In most cases, the right course of action is apparent and we expect you as parents and guardians to also follow this same course of behavior.

### Behavior While on Premises

#### No Smoking

Weekday is a no-smoking facility. No smoking is permitted inside the building at any time. Smoking is also not permitted within 50 feet outside of Weekday doors.

#### Under the Influence (Drugs and Alcohol)

Weekday is concerned about the adverse effects of alcohol and drug abuse on the well-being of our employees, the children and our community.

It is Weekday policy and Texas Law to maintain an environment that fosters the health and safety the children. Therefore, Weekday operates a Drug and Alcohol Free environment in accordance with State of Texas Licensing.

The use, transfer, sale of illegal drugs while on Weekday property is strictly prohibited by all persons including any parent or guardian of the children in our care.

The center may not be used as a mediator for parents to solve visitation issues between separated parents. These guidelines are for the safety of the children and staff in our center.

### Dress and Appearance

Appearance plays an important part in how Weekday is perceived by the public, the children and other parents and guardians

Weekday maintains that parents and guardians dress and appearance should always reflect the highest standards for the sake of all the children at the center.

Because little eyes and ears are inquisitive to what they see and hear, clothing choices and language should not be provocative or disrespectful. At all times, parents and guardians are expected to present a clean and neat image and to make the right decision regarding their personal attire and the language that is used while on Weekday property.

Any parent or guardian who comes to pick up a child dressed inappropriately, according to acceptable social standards, will be asked to refrain from such behavior in the future.

## *Texas Department of Family and Protective Services*

We are licensed by the Texas Department of Family and Protective Services (DFPS). Through this agency, we have minimum standard rules that we must follow. You can review a copy of the minimum standards and the child-care center's most recent licensing inspection report in the Weekday Ministries office. Please just ask the Directors or Assistant Director and she would be more than happy to let you review these.

You can also contact DFPS through their website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call the local Licensing specialist directly at **713-940-3009**. The Child Abuse Hotline can be used to report suspicions of abuse/neglect of children or abuse/neglect/exploitation of persons 65 years or older and adults with disabilities, the CPS Statewide Intake Program (SWI) toll free number is **1-800-252-5400**, 24 hours a day, 7 days a week.

### *Assistance for Abuse or Neglect*

If you need assistance or intervention in the case of abuse or neglect, you can contact CPS at [https://www.dfps.state.tx.us/Contact\\_Us/report\\_abuse.asp](https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp) or call the Abuse Hotline at **1-800-252-5400** toll-free 24 hours a day, 7 days a week, nationwide.

## *Questions???* *Concerns???*

If you have any questions or concerns about any policies or procedures at any time during the year, please contact the Directors at 281-956-1804 or Assistant Director at 281-956-1800. Their office hours are Monday through Thursday from 8:00-3:00. Please stop by or call. The phone number for University Baptist Church is 281-488-8517.

**NOTE:** The program reserves the right to amend and enter additions to this **Parent Handbook**. Parents will be informed, in writing, of all policy changes as soon as they are changed.