

Parent Handbook

2021-2022

**Children's Creative Playday Preschool
First United Methodist Church of Allen**

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Allen, TX 75002
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*Providing a warm, loving, and safe environment in
which children can grow and learn.*

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Playday is a licensed child care provider. Our license is through the Texas Health and Human Service Commission. You may look at a copy of the state's minimum standards for licensed child care centers in our office at any time. The most recent inspection is located outside the Playday office.

Texas Health and Human Services
550 E. 15th Street,
Plano, TX 75074
(469)229-6900

Parents may contact the local Child Care Regulatory office with any questions or concerns.

We are mandatory reporters of child abuse. If we see **any** reason for concern regarding a child's safety in the building or outside of it, Texas law requires us to make a report to our Child Care Regulatory agent:

<https://www.dfps.state.tx.us>

Child Abuse Hotline number is 800/252-5400.

If you have any questions or concerns about any aspect of the Playday program, please let us know as soon as possible so that we can address those issues. Thank you for the honor of sharing your treasured child with us.

Welcome to Children's Creative Playday!

Preschool Program Overview

Children's Creative Playday is a learn-through-play experience for children age 18 months through 6 years. Originally developed out of a community need for a quality preschool, the program has grown into an important ministry of the First United Methodist Church of Allen.

Playday's educational philosophy believes that each child is unique and learns by experiencing their environment through teacher-led and child-led activities involving creativity, exploration, problem solving, and working with others. Our goal is to provide a warm, loving, and safe environment in which children can grow and learn.

Playday is a carefully planned quality program.

Developed to provide:

- Intellectual Stimulation
- Social Learning
- Physical Growth
- Emotional Awareness
- Christian Knowledge

Opportunities for successful learning experiences in:

- Language & listening activities
- Creative art activities
- Dramatic play centers
- Manipulative materials
- Problem-solving exercises
- Science activities
- Development of large & small motor skills
- Body coordination
- Rhythmic activities
- Music Time
- Children's Chapel
- In-house field trips

Playday's license is from the Texas Health and Human Service Commission. Playday admits children of any race, color, nationality, and/or ethnicity to all the rights, privileges, programs, and activities available to students at the preschool. We do not discriminate against race, color, nationality, or ethnicity in the administration of our educational policies, admissions policies, or financial assistance.

Playday does not and will not enroll children under 18 months; therefore, we do not have policies in place for the care of infants.

Transitional Kindergarten Program

Philosophy

The Transitional Kindergarten (TK) Program is an educational opportunity for parents who choose to delay their child's entrance to kindergarten (young 5) so their child may reach their full potential. It is also an alternative to the Pre-K (4s) program for children who turn 5 between September 2nd and November 1st. These children must be able to pass the assessment interview.

The TK program uses the TEKS (Texas Essential Knowledge & Skills), a custom-designed Language Arts curriculum, and the scope & sequence of Saxon Math as a basis for the curriculum instruction. The Teacher plans lessons from various sources to expand upon curriculum concepts. The children experience the concepts through manipulating hands-on materials, teacher-led discussions, group activities, and independent practice.

TK Enrollment

All children must be 5 years of age on or before December 1st before being admitted into this class. To help us place each child where they will be most successful, TK children with a September 2nd through December 1st birthday will be interviewed by the TK teacher to determine admission to the program.

Kindergarten Program

Our private kindergarten program is an educational opportunity for those who are ready for the school experience. This class is for children 5-6 years old. The focus is on independent reading, writing to communicate ideas, number knowledge (including operations, measuring, and geometry), and using the scientific method to study the world.

Our kindergarten program follows the TEKS (Texas Essential Knowledge & Skills) to ensure future success in first grade. The Teacher plans lessons from various sources to expand upon these concepts. The children experience the concepts through manipulating hands-on materials, teacher-led discussions, group activities, and independent practice.

Kindergarten Enrollment

Our kindergarten program is open to any child who would qualify for public school admittance. Any child who is 5 on or before September 1st is eligible for kindergarten.

Administrative Staff

Trish Morehead is the Director. She and her husband, Rod, are long-time Allen residents and members of First United Methodist Church. Trish has a degree in Early Childhood Education from the University of North Texas. She has years of experience in the classroom and children's ministry. Trish currently holds the position of Director of Preschool Ministries at FUMC Allen. She and Rod have two grown children. Patrick is a history teacher at Sherman High School and Jillian is a student at the University of Mary Hardin-Baylor.

Janet Frederick is the Office Manager. Janet has worked at Playday since 2010. She has a degree in Business Administration - Management Information Systems from the University of Wisconsin - Milwaukee. Her husband Jay, daughter Alexa and son Tyler have lived in Allen since 2003. Janet's daughter attends Texas Tech University and her son attends Allen High School. Janet is originally from Wisconsin.

Kara Sanchez our Financial Manager, works on Wednesdays & Thursdays. Kara has a degree in Business Administration from Angelo State University. Kara and her husband Oscar have a daughter, McKenna, and two sons, Matthew, and Marcus. The Sanchez family has lived in Allen since 2002.

Playday Board of Directors

A Board of Directors consisting of the Children's Ministry Director, the Playday Director and up to 11 volunteer members oversees the Creative Playday Program. The volunteer board members serve a minimum of two years and officers are selected from senior members on the board. The members of the board welcome any comments or concerns you have regarding the program.

<u>Name</u>	<u>Position</u>
Trish Morehead	Director
	President
Kandice Perez	Vice President
Amy Hays	Treasurer
Esther Turner	Secretary
Julie Gray	Chaplain
Jill Duggins	
Salomea Kerr	
Melissa Seymour	

Number of Students in each Class

Age	Number of Students	Number of days per week
18 Months	8	2 Days M/W or T/Th or 4 Days M-Th
2 Years	8	2 Days M/W or T/Th or 4 Days M-Th
3 Years	10	2 Days M/W or T/Th or 3 Day M/T/W or T/W/Th or 4 Days M-Th
4 Years	12	3 Days T/W/Th or 4 days M-Th
TK Kindergarten	10	4 Days M-Th

Playday reserves the right to change ratios by up to one student based on the teacher's input and student need. Toddlers and Twos are assigned, one teacher and one assistant. Threes are assigned one teacher and share an assistant. Pre-K is assigned one teacher and shares an assistant. TK and Kindergarten each have a teacher and share an assistant.

Children must be the specified age on or before September 1st. Transitional Kindergarten children must be 5 yrs. old by December 1st. TK children with a September 2nd through December 1st birthday will be interviewed by the TK teacher to determine admission to the program. Kindergarten students must be 5 on or before September 1st.

Tuition & Fees

Children's Creative Playday operates on a non-profit basis. Monthly tuition is used to meet staff salaries and ongoing expenses for program operation. Registration fees cover the cost of Child Care Regulatory fees and consumable supplies for the year. Playday is a ministry of First United Methodist Church Allen and does contribute some of its income to the church to help defray some of the utility and maintenance costs.

Monthly tuition fees for the 2021-2022 are as follows:

Toddler (18 month)	2 day- \$225 per month/4-day \$365
2 yr.	2 day- \$225 per month/4 day-\$365
3yr.	2 day- \$225 per month
3 yr. & Pre-K (4 yr.)	3 day- \$305 per month
3 yr. & Pre-K (4 yr.)	4 day- \$365 per month
TK / Kindergarten	4 day- \$375 per month

Tuition is collected each month, September through May. Tuition is averaged so the monthly rate remains constant over the year. It is due on the 1st of each month. If tuition is not received by the 7th of the month a late fee of \$25 will be charged to your Playday account. If you have not paid tuition by the 8th of the month, we request that you contact the

office to make payment arrangements as soon as possible. If arrangements have not been made with the Playday Office, we will contact you regarding possible consequences regarding the state of your account.

We are requesting tuition payment be made using Tuition Express ACH to minimize the handling of money and checks.

Playday Families have 2 payment options. Playday encourages you to set up your tuition on a monthly system. Contact the Office if an ACH Draft poses a problem for your family. We can discuss other ways to pay tuition. At this time, Playday does not accept credit card payments. Please choose one of the following:

1. Tuition Express ACH (through Procure Software). Automatic withdrawal forms will be available at the beginning of the year or at the time of enrollment. The auto-draft begins in September.
2. Using your bank, you can access online bill pay and set Playday up as a recurring account.

No refunds will be made for days missed or if school is closed due to illness or unforeseen circumstances such as bad weather, damage to buildings, or pandemic. In the event of a closure for an undetermined length of time, the Playday Board of Directors will notify the parents concerning the need for future tuition payments.

If at any time you have concerns regarding your account, please contact the Playday Office for assistance with any issues you may be facing. Playday has a limited amount of funds available for Financial Assistance. An application is available in the office. Registration/Supply fees are not open to financial assistance requests.

For tax purposes, please note Playday's Tax Id number is: 75-2669906

Times and Days of Operation

Playday operates Monday through Thursday from 9:00 a.m. to 1:45 p.m. Do **not** leave your child in their classroom until 9:00 a.m. **and only** when a Playday staff person **is present and ready** to begin their day. Teachers are preparing for the school day from 8:30 until 9 a.m. and could be moving around the building until 9 a.m.

Classes are in session from approximately September through May. Playday is not in session on Fridays except for make-up Fridays during the year. Playday's calendar closely follows the Allen ISD calendar. Please be sure to reference our calendar for specific details.

Handicapped Parking

Unless you have a parking permit for the designated handicapped spaces, please DO NOT PARK in the spaces reserved for these vehicles.

Absences

Your child needs to stay at home when he/she is ill. You are still responsible for tuition when your child is absent. You are also required to pay for days missed while on vacation. We ask that you call us when you know your child will be absent. If your child is too sick to play outdoors, we ask you to keep them home from school. See section on "illness" for more information.

Withdrawals

If you find it necessary to withdraw your child from the program, Children's Creative Playday requires two weeks' **written** notice. Notice may be provided on paper or by e-mail. In addition, parents are responsible for two weeks of tuition from the time notice is given. Please contact the office for further information regarding alternatives to withdrawal if the reasons are financial.

Arrival and Dismissal Authorization to Pick Up Child

Please sign your child in every morning and give the best number to be reached. This is very important!!! Enter through the **north and east** entrances only. These doors will lock at 9:30. After 9:30 you may only enter through the **north entrance using the buzzer to contact the Playday office.**

Communication is vital to the success of our program Children should be brought to their classrooms in the morning so parents have the opportunity to "touch base" with the teacher each day. This is not a time to conference but share any vital information that may affect your child's day.

Curbside Dismissal

Beginning the third week of school, children will be picked up from Playday through curbside dismissal. **Curbside dismissal begins at 1:45 pm and ends at 2:00 pm. We ask all families to be mindful of the importance of safety during the running of curbside dismissal. No driver shall be using a cell phone, laptop, or other electronic devices during curbside dismissal from entry until exiting the church property. Not only is this the safest practice for the children, but this also makes you available to your child. They are very excited to see you again and share what they did during the day.**

Playday staff members are **not** permitted to install car seats/booster seats into cars picking up Playday students. Any arrangements for these seats must be made before pick-up.

Late Pick-Up Fee

A \$10.00 late fee will be charged to your account if you have not picked up your child by 2:00. The fee will be waived on the first offense. Each additional 5 minutes will result in additional fees of \$5. At 2:15 p.m. your emergency contact will be called to pick up your child if we have not been able to reach a primary care provider. The Playday office closes at 4:00 p.m.

Authorization to Pick Up Child

No child will be released to a person not authorized by that child's parent. If another adult is picking up your child, prior notification to the director and the child's teacher must be received with the name and description of the person picking up the child. The authorized person will be required to show their driver's license to the director or staff. If there is someone who is never authorized to pick up your child, please inform the office.

Custody

If the school needs to be aware of specific custody circumstances, please notify us in writing. This would include but is not limited to, visitations or interactions on-site, authorization or restriction for pick up from school, or any pertinent legal action set in place by the court regarding access to a child. A copy of any legal document granting access or prohibiting access must be given to the office and put in the child's file.

Enrollment and Forms

The following information is required before your child may attend preschool:

- Completed Registration/Admission Forms
- Fully paid non-refundable Registration Fee
- Doctor Signature and Statement of Health Form
- Up-to-date immunization record from physician or clinic. All immunization records must also have a doctor's signature on them. Playday follows the immunization requirements given by the Texas Department of Health. A notarized Affidavit Request for "Exemption from Immunizations for Reasons of Conscience" form may be turned in to the office in place of an immunization record. This affidavit may be obtained through the Texas Department of State Health Services. <https://corequest.dshs.texas.gov/> This document must be renewed every 2 years.
- Signed receipt and agreement Parent Handbook form
- Students entering our Pre-K 4, TK, and kindergarten programs are required to have a vision and hearing screening on file within 100 calendar days of the first day of enrollment.

Enrollment for each new school year will begin at the end of January. FUMC Allen members, siblings, and Playday alumni families have the first opportunity to enroll for the new school year. We do maintain a waiting list for future attendance.

Procedural Changes

Parents will be notified in writing of any procedural changes made to the program. Communication will include when said changes will occur.

Please call the office if further clarification is needed regarding notifications/information. We would be happy to help you.

Parent Participation

Parents may visit Playday any time during the hours of operation to observe their child. Parents may participate in Playday's operation and activities. Any parent visiting the program outside of arrival and dismissal times will be required to sign in at the church reception desk and check-in at the Playday office. Any parent spending time directly with children will be required to go through a background check and follow any requirements from child care licensing.

Playday Events

Meet the Teacher: "Meet the Teacher" will be held before school begins. This morning event is for the children and parents to visit the classroom and meet the teachers and assistants. You may be asked to turn in or complete a questionnaire regarding your family and child as your child's teacher gets to know you better.

Room Parents: A parent from each classroom may volunteer to help the teacher coordinate all the Holiday celebrations, i.e. calling the parents to remind them what they signed up for drink or snack. They may also contact all of the class's parents for any special events.

Preschool Sunday: The Playday children will sing at the 11:00 a.m. church service at FUMC Allen and help to celebrate our school with the church congregation. This Sunday is usually planned for January.

Parent Conferences: We strive for great parent-teacher relationships. Pre-K 4, TK and Kindergarten parent conferences are scheduled in the spring. You may request a conference with any teacher at any time. Please avoid discussing children in classrooms or hallways where children are present and can overhear.

Spring Open House Musical Program & Art Night: The children in the 3's, Pre-K, and TK will perform songs, finger-plays, and movement activities for parents, family members, and friends in the sanctuary. The program is followed by an Open House back in the classrooms. An art gallery will be set up in the north hallway for parents to enjoy their child's canvas artwork display.

Pre-K 4, TK and Kindergarten Graduation Programs: Our Pre-K4, TK and Kindergarten classes will perform during their graduation ceremony. Family and friends are invited to attend this ceremony in May.

Room Parents

A parent from each classroom may volunteer to help the teacher coordinate celebrations, special occasions, and other classroom parties. Duties of the room parent include reminding the parents what they signed up for regarding drinks and snacks and contacting all of the class's parents for any special events.

Communication

Playday will provide a "school folder" to serve as a means of communication between the teacher and the parent. Information about your child's day will be sent home regularly.

Parents will receive via e-mail a monthly newsletter from the Playday office titled "The Tailwind". This newsletter will contain information regarding the activities and opportunities available to all Playday families. The newsletter is also available online via the Creative Playday website <https://www.playday.fumcallen.org>.

Playday respects the right to privacy and handles all personal matters confidentially involving a child or family.

Parents will be given a written copy of any changes made to the Parent Handbook concerning policies and/or procedures for the current Playday school year.

Procedural Changes

Parents will be notified in writing of any procedural changes made to the program. Communication will include when said changes will occur.

Please call the office if further clarification is needed regarding notifications/information. We would be happy to help you.

Other Communication

Notifications and information will be given through one or more of the following:

- notes in your child's folder
- emails or texts from your child's teacher or the office
- phone calls from your child's teacher or the office
- our school newsletter (TheTailwind)
- note section of your child's class lesson plans posted in your child's classroom.
- a phone call or email from a room parent or a board member

Social Media

Please be mindful of other people's privacy before posting pictures of other Playday children on any social media venue, including Facebook, Instagram, Snapchat, and any other online presence.

You may only post photos of your child on social media. Do not post photos of a group. Playday and its families will respect the rights of our families who do not wish to have their child's photo on social media without permission.

Supervision

Children will be supervised at all times, adjusting appropriately for different ages and abilities of children. This includes responsibility for the ongoing activity of each child, appropriate visual and auditory awareness, physical proximity, and knowledge of activity requirements and each child's needs. The teacher will intervene when necessary to ensure the children's safety.

Parents are responsible for their children until they have signed in and turned them over to a Playday staff or have picked them up from the office.

Lunch and Snack

Children should bring a lunch with a drink. The state childcare regulatory guidelines require that children bring at least one food item from each of the four food groups in their lunches. Parents are responsible for sending a nutritionally balanced lunch. We are unable to refrigerate or heat children's lunches. Please put a freezer pack in the lunch box to keep items cold. Following are some ideas for lunch items to include in your child's lunch.

Dairy Group: milk, cheese

Fruits and Vegetables: cut grapes, carrot chips, frozen peas, -anything cut into safe pieces.

Protein Group: deli meats, hard-boiled eggs cut up, tofu, sunflower seeds (shelled)

Grains: wheat bread, crackers, tortilla, rice, pasta

Bite-Sized Items are mandatory for Toddlers and Twos! Please do not send "soupy/gravy style" food items for the toddlers or twos. Finger foods are the easiest for them to eat while at school.

Please save candy, soda, and other non-nutritional foods for after school. These items will not be served to your child.

Playday classes have lunch in the classrooms. As we research best developmental practice, it has become apparent that children do best in a small group with an adult role-modeling for the children social skills, self-help skills, language, manners, etc. . . .

Please send a healthy snack along with your child as well as a healthy lunch.

Water is available to children at snack and throughout the day. Please send a sippy cup or pop-top/straw-style water bottle for your child to drink from during the day. **Remember to label** your cups/bottles with your child's name.

Child Care Regulatory Minimum Standard §746.3309 Nutrition and Food states that:

Individually Wrapped Snacks provided by a parent must not be shared with other children, unless:

1. A parent is providing a healthy treat for a celebration or party being held at the school
2. Playday ensures that the shared snacks may be eaten by the children who require special diets.

Food Allergies

Playday enrolls children with severe food allergies. Many times these allergies are life-threatening. Your child may be placed in a room where there are restrictions on what can be brought for lunch. We will help provide you with alternative ideas to the best of our abilities. All staff has been trained to handle allergic reactions from minor to severe.

If your child has food allergies, an Allergy Management Plan must be filled out and signed by your child's health care professional. **This is a mandate from the Legislature of the State of Texas.**

Birthday Celebrations and Invitations

We recognize the importance of birthdays to a young child. For your child's birthday, you may bring special birthday plates and napkins for the class to use during snack time. In addition, you may bring "take-home treats" for the class. These treats will be handed out at the end of the school day by the birthday boy or girl for their friends to enjoy at home.

You may hand out party invitations at Playday only if they include all the boys and girls in the class. Please mail individual invitations if you cannot follow this policy.

Holiday Celebrations

Classroom parties are held, during the year around the various holidays. Please see your child's teacher or room parent to sign up for favors or snacks for a special holiday.

Weather Cancellation Policy

If Allen Independent School District (AISD) closes due to inclement weather, Playday will also be closed. **If AISD opens an hour late, Playday will open at 10:00 a.m. If AISD delays 2 hours, Playday will be closed.** Due to staffing and building restrictions that are set at the beginning of the school year, we are unable to make up bad weather days. If it is necessary to dismiss early because of inclement weather, or other reasons, the remainder of that day will not be made up. Parents will be notified by phone, text, or email if we dismiss early. No refunds will be given if Playday is closed due to unavoidable circumstances, including weather, that is beyond the control of the preschool.

You can check www.allenisd.org for their most current information regarding school closings. Please follow social media, listen to radio and television broadcasts, and follow procedures for Allen Independent School District.

Clothing

- Because Playday is a play-based program, we are requiring that all children wear **washable play clothes and GYM SHOES.**
- Please do not send your child in **sandals, crocs, dress shoes, play dress-up shoes, and cowboy boots.** These can be very dangerous on the play equipment, waxed floors, and body rhythmic activities. If your child is not wearing the appropriate shoes, we will request that you take your child home and return with the proper foot covering.
- Please include a complete seasonally appropriate change of clothing for your child, including underwear, socks, and a jacket.
- "Lost and Found" items will be given to the church receptionist. Please ask at reception if you are looking for a lost item.

- Playday cannot be responsible for lost items or clothing damaged during activities. Getting messy is the nature of preschool.

Personal Items

Please **label ALL items brought to Playday** with your child's first and last name to avoid confusion. Items such as your child's lunch box, thermos and lid, rest mat, and coat must be easily identified. This is particularly helpful for substitutes. Children should have **a large backpack or bag** to hold their lunch box, a rest time small blanket, cuddlies, and a change of clothes. All rest mats will be kept at school. The plan is for staff to have your child's items in one hand and the child's hand in the other during curbside dismissal.

Students MAY NOT bring hand sanitizer to school. Playday believes handwashing with soap and water is the safest way to clean hands. Playday will supply hand sanitizer when soap and water are not available. Hand sanitizer will not be used on children under the age of 2.

Transitional Items/Toys

Children are encouraged to bring a freshly washed blanket or small toy that is special to them (a soothing, comforting item) for difficult times and rest times. This helps them learn to comfort themselves. We ask that children do not bring any other items from home unless specifically requested. Please label transitional items and toys. Playday is not responsible for broken or lost items brought from home.

Hand Sanitizer

Playday staff works hard at teaching hand washing hygiene to our students. Playday believes handwashing with soap and water is the safest way to clean hands. Therefore, students may not bring hand sanitizer to school. Playday will supply hand sanitizer ONLY when soap and water are not available. Hand sanitizer will not be used on children under the age of 2.

Rest Time

Children in the toddler and two's program will rest each day. Children in the three's program will have a rest period during the beginning of the year. Rest time will be phased out for the threes after school has been in session for a few weeks. There is no rest time for Pre-K, TK, or kindergarten students.

Parents need to provide their children with a **vinyl mat** for rest time. Label your rest mat with your child's first and last name using a permanent marker. You may send a freshly washed small blanket for your child to use at rest time. These items will be sent home daily in your child's bag so they can be laundered and returned when your child comes to school again. Please label these items with your child's first and last name.

Rest mats must be vinyl.

Physical Activity and Its Benefits

Licensing Standard §746.1309, f2, 9, 10 Children's Health

Physical Movement Teaching Requirements

Promotion of Indoor and Outdoor Physical Activity

Children's Creative Playday strongly believes and supports the need for physical activity inside and outside each day. Physical activity may take place in the classroom, on the playground, or in the gym.

Benefits of Physical Activity

- Builds healthy bones and muscles
- Improves muscular strength and endurance
- Reduces the risk for developing chronic disease risk factors

- Improves self-esteem
- Reduces stress and anxiety
- May also benefit academic performance
- Develops cognitive and motor skills
- Can affect the brain's physiology

Benefits of Outdoor Play

- Provides greater freedom and flexibility
- Freer expression through loud talk and a greater range of active movement
- Extends opportunities for large muscle development
- Enhances social-emotional development
- Develops fine motor skills by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space

Per childcare minimum standards, all children in care for 8 hours a day must have 90 minutes of physical activity both indoors and outdoors. Centers operation less than 8 hours a day may reduce the 90 minutes.

Two Types of Physical Activity:

Moderate - Physical activity, which raises the heartbeat, but the children are still able to talk/converse with another person and are still able to breathe.

Vigorous - Physical activity which raises the heartbeat, increases breathing, and the person is unable to talk/converse with another Person

Outdoor Play

We will be going outdoors on most days, as long as the temperature is over 40 degrees or under 95 degrees, with no precipitation. **Please dress your child appropriately for the weather. Remember to send a labeled coat, jacket, or sweater with your child during the colder weather.** If your child is too ill to go outdoors, he/she may need to stay home on that day. The exception to this rule is children with diagnosed asthma.

Sunscreen/Bug Spray

We recommend that you put sunscreen and bug spray on your child each morning. Playday will not put either of these lotions/sprays on your child.

Water Play

Playday classrooms are equipped with a water table. The children will experience water play at the water table only if you permit on the admission form.

Animals

If animals come to visit, you will be notified by e-mail and posted signs outside the classroom. If you have any concerns, please let us know.

Please do not bring your pets into the building unless it has been scheduled in advance. Playday must follow procedures outlined in the Minimum Standards for Child Care.

Field Trips/Special Visitors

Our classes have in-house field trips during the school year. These may include but are not limited to visits from the Fire Department, Librarians, Animal Experts, and Science Programs.

Medical Emergencies/Accidents

In the event of a medical emergency regarding a child in the program, Playday staff members will:

- Make the child safe, call for another staff member to supervise the other children
- Provide first aid to the child
- Use 2-way radio to call for help
- Appoint someone close by to call 911 and then contact parents
- A staff member will stay with the child until help arrives
- If transportation is needed, the Director will go with the child, unless the parents have arrived at the school
- A staff member will fill out the accident/illness report to be submitted to Child Care Regulatory
- The Director will contact Child Care Regulatory concerning the medical emergency

In case of an accident/ injury, we will make an immediate effort to contact the parent. On the clipboard, outside the classroom, you should leave a phone number where we can reach you each day. If we cannot reach you, we will call the emergency contact person or the child's physician. If necessary, we will call 911. You must keep these phone numbers up-to-date and **your cell phone should be on, charged, and available at all times.**

An Incident/Illness Report form will be filled out on injuries that require medical attention by a healthcare professional. Parents will be notified of less serious injuries in an "ouch report" form sent home at the end of the day. Less serious injuries include but are not limited to minor cuts, scratches, and bites from other children requiring first-aid treatment by employees that are observed or reported by the children.

In the event of a medical emergency regarding a staff member, Playday will follow the same procedure above.

Medications

If your child has to take medicine during the school day, you need to complete and sign a Medication Authorization Form. All medications (over the counter or prescription) must be in the original container labeled with the child's name. Prescription medication must have the Rx script on the medicine container. This includes inhalers and Epi-pens. The label on the box will not take the place of having the RX on the medication container. All medicine will be locked in the office, unless the teacher needs to keep it for emergencies such as but not limited to, asthma and allergic reactions. Please list daily or "as-needed" medications on the Emergency Medical Authorization Form.

Illnesses

Procedure:

1. The staff will notify the office concerning a child who seems to not feel well.
2. The staff will ask the child questions to determine what may be wrong.
3. Ill children will be brought to the office or designated sick room and parents will be called to come and take the child home.

Staff will follow all health/safety procedures to keep the spreading of germs to a minimum.

It is important to keep your child home if he/she is experiencing any of the following:

- Fever of 100° or higher (the child **must** be fever free without fever-reducing medication for **24** hours before returning to school)
- Vomiting
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat

- Loss of taste or smell
- Diarrhea
- Colored or excessive discharge from the nose
- Head Lice until all nits have been removed (please bring the child to the office for a head check until returning to the classroom)
- Unexplained rash
- Pink eye (conjunctivitis – this is highly contagious and is difficult to distinguish from allergies)
- Any contagious disease such as fifth disease or chickenpox
- Anything that prevents your child from participating in their usual manner and/or requires more than the usual adult supervision (falling asleep counts as a supervision issue).

If your child has any special medical conditions, including asthma and ANY allergies (ants, bees, etc.), please tell the Director and your child's teacher. This information should also be noted on enrollment forms.

A child may return to school when they are fever free for 24 hours without fever-reducing medication.

A child may come back to school before 24 hours have occurred with a doctor's note stating the child is not contagious and may attend school.

Well Check

Playday staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual they will point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. Please inform your child's teacher if your child has taken any medications (cough, cold, or allergy) before coming to school.

Staff Immunizations

Currently, there are no requirements for the staff with regards to adult immunizations or a TB test . If Collin County Health Care Services determines there is a requirement for adult immunization or a TB test for childcare employees, the staff will be required to receive and show proof of the immunization. If a staff member does not want to receive the required immunization they must turn in a notarized "Affidavit Request for Exemption from Immunizations for Reasons of Conscience" form. This affidavit is obtained through the Texas Department of State Health Services. If a communicable disease outbreak occurs all staff members with an immunization exemption may be asked to wear gloves and/or a mask during the outbreak. No staff member will be terminated for choosing an immunization exemption. All staff immunization records and/or exemption affidavits will be kept in the employee's file.

Toilet Training

In our 18-month and 2-year-old classes, we are equipped to change diapers and to help toilet train your child. When your child is ready to begin toilet training, please be sure to discuss this with your child's teacher. They are willing to help make this time successful, not stressful.

Our goal is that children entering the three-year-old program be fully toilet trained. If a child is not fully toilet trained, they must be ***diligently working*** on toilet training and almost trained with both urination and bowel movements. These children should be completely toilet trained by January 1 of the current school year.

Please remember to dress your children in clothing that is not too small and which is easy for young children to pull up and down. Avoid buckles, snaps, and zippers. Elastic waistbands are ideal. We ask that seasonally appropriate changes of clothes be provided in your child's bag.

All Pre-K, Transitional Kindergartners, and Kindergartners must be independent with their toileting needs.

If you have any questions or concerns please contact the director.

Children with Special Needs

As a Christian Preschool, we are committed to serving as many children as we can regardless of their current developmental needs. If we are asked to provide services to a child with special needs and we can do so and maintain the quality of services that all the children in a classroom receive, we will do so. If we have any concerns regarding any enrolled child's development, we will provide you with resources and request that you bring your child to your physician and/or your home school district campus for assessment.

Breastfeeding

Child Care Regulatory recognizes breastfeeding as the best source of milk for infants. Nursing mothers may use the designed nursing area in the church nursery (across the hall from the Playday office). You have the right to breastfeed or provide breast milk for your child while in our care.

Guidance and Discipline

The Playday staff strives to promote the development of pro-social skills. Classroom procedures, rules, and expectations will be expressed clearly and reinforced lovingly and consistently. It is our goal to help each child develop self-esteem, self-control, and self-direction. The staff will use age-appropriate methods to encourage the development of these pro-social skills. Our staff will use positive statements, model appropriate behaviors, adapt to the classroom environment, set clear boundaries, and use redirection to encourage pro-social skills development. There will be an opportunity for children to practice forgiveness, empathy, listening, and sharing techniques throughout the year.

Children will be given redirection and reminders of the classroom expectations and rules. When a child has difficulty with these procedures a time away from the group or activity may be used. This is a time for the child to refocus. This time away or time out will be no longer than one minute per year of the age of the child. If the behavior continues, a conference will be held with the parents. This will be a time to discuss, plan and exchange other ways to address the inappropriate behavior. If the behavior is dangerous to the child or any other child in the class, physically or mentally, the child may need to be removed from the program after all options have been exhausted. A child may be removed from school if a child's behavior consistently interrupts the teacher's ability to teach and care for the other children in the class.

Under no circumstances will corporal punishment be used by anyone at school.

Expulsion Policy

Occasionally, some situations result in the expulsion of a child from our program on either a short-term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, to prevent this policy from being enforced. The following are reasons why we may need to remove a child from our program.

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- A parent threatens physical or intimidating action toward staff members
- A parent engages in verbal abuse toward staff in front of enrolled children
- Unsuccessful resolution of an issue where more than one child from the family is enrolled in the program and the parent decides to remove one child but leave the others in care, all children from a family must un-enroll at the same time
- Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay and/or habitual lateness in tuition payments
- Failure to complete required forms including the child's updated immunization records
- Habitual tardiness when picking up your child
- Verbal or physical abuse to staff

CHILD'S ACTIONS FOR EXPULSION

- Failure of the child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Consistently causing an interruption during class time, preventing the teacher from teaching/caring for the other children in the class

Emergency Procedures

In an emergency, Playday's first responsibility is the safety of the children. The staff is to remain calm and follow the emergency procedures. The children will be moved to a designated safe area where staff members will supervise them until parents can be notified. **Please keep your cell phones on and charged at all times in case of emergency.**

To ensure that Playday is a safe place for all children, we have adopted the following policies and procedures:

- Staff members are responsible for the children enrolled in their care at all times.
- Playday serves children no younger than 18 months and mobile (unless they have special needs). At a 4 to 1 teacher/child ratio, that we have in the toddler room and the mobility of the children it is possible for the children to be evacuated by the staff assigned to the room.
- Any staff or child with special needs will be assigned a specific church staff member to help them evacuate the building safely and efficiently. The church staff member will go to the location of their assigned person, evacuate the building, and take the individual to their assigned evacuation location. Once at the evacuation location it is the responsibility of the church staff member to communicate with Playday staff regarding their arrival at the location.
- Each classroom is equipped with an emergency backpack and a battery-operated flashlight. A staff member when evacuating the children will take the clipboard with the class list that you sign every morning. You must **sign your child in every day and list a number where you can be reached** during the day when signing in.
- An emergency evacuation plan for fire and severe weather is posted in each classroom.
- Playday has a fire drill every month, severe weather drill, and lockdown drill every 3 months. Each drill is documented in the Playday office.
- In the case of emergency evacuations due to a chemical spill, fumes, gas leak, fire, etc..., Playday will follow the directions of the Allen Fire and/or Police Departments in the evacuation of the children from the area. Parents will then be contacted by phone through calls or texts.
- A copy of all children's registration forms with emergency contact numbers and a class list are kept in the Playday office in a special portable file. Parents will be notified by a phone call, text message, or email blast as soon as possible once all children are evacuated and safe.
- In the event of a security threat on FUMC Allen/Playday property, the Playday staff will instigate lock-down procedures until it is safe to remove the children from the building. Please contact the Playday Office if you want more information concerning our lockdown procedures.
- It is the responsibility of FUMC Allen's Director of Communications or a Ministerial staff representative to talk to the press and to give any public statements.

Creative Playday Preschool Emergency Preparedness Plan

Please refer to pages 23-25 for a visual reference/diagram of locations.

Teachers will carry their classroom sign-in sheets and emergency backpacks with them whenever they leave their classrooms.

In Case of Emergency:

Fire or Evacuation and/or Relocation-

1. All Caregivers assigned to each age group will walk the children to their zone area outside of the main church building. Staff will remain calm and do a quick head/name count while the children line up to exit.
 - a. Pre-K 4s, TK, and kindergarten children will exit the west door in the children's wing and meet on the grassy area on the far side of the south drive.
 - b. The Toddlers, Twos and Threes will exit through the west stairwell (at the end of the toddler/twos/threes hallway), out the door toward Greenville Avenue and follow the sidewalk towards the south drive, meeting in the grassy area across from the south drive.
2. If further shelter is needed because of a gas leak, electrical problems, or other emergency, all children will be walked to the Ministry Center on church property. If the Ministry Center is not far enough away, the children will be walked to Golden Acorn Learning Academy (600 Jupiter Road, 469-342-6855) or Greenville Oaks Church (703 Greenville Ave, 972-727-2359).
3. Once children and staff arrive at the designated spot or alternative location, teachers will check off names on the sign-in sheet to assure children have arrived at the new location.
4. All assistants will supervise the children. The assistants will read stories, sing songs, do fingerplays, and reassure the children. Each teacher will use the classroom sign-in sheet to call or text parents. The teachers will instruct the parents on how and where to pick up their children. The Director will remain with the children until everyone has been reunited with their family or caregiver. The office staff will be available for communication and additional supervision as needed.
5. The Office Manager will be responsible for bringing the Emergency Information Binder from the office to the emergency location. The Office Manager will go with the first group to the new location. The Financial Manager, when present at the school, will also supervise the relocation and supervision of the children.

The church Building Administrator will be in contact with all emergency personnel and local authorities. The director will stay at Playday until the last child has exited the building. Then she will go to the relocation site with the others. The director will contact Playday's Child Care Regulatory representative.

Shelter in Place/Lockdown:

- Safety is our #1 goal:
 - Staff will keep their 2-way radio on them at all times.
 - When able, staff will have a cell phone in their pocket.
 - Teachers will keep the clipboard with them at all times.
 - Teachers will have their emergency backpack accessible and ready to go.

- We will all be alert! If we see or hear anything, it is to be reported immediately.
- The Playday Director will call 911.
- We will determine the best strategy:
 - If a class can evacuate safely, we will do so using the nearest exit and proceed to a safe area
 - If lockdown is the best option:
 - We will secure/lock the door and turn off the lights.
 - We will move the children to the classroom bathroom or near the sink cabinet.
 - Teachers will play a quiet game with the children, make them feel safe.
 - Teachers will wait for emergency personnel to give instructions.
 - **If it is safe to leave, we will do so.**
- We will follow all directions given by emergency personnel.
- Teachers will silently keep a headcount/name count at all times.
- Parents will be notified by phone call, text message or email message when/where to come and pick up their children. Teachers and office staff will contact the parents/guardians once the school is safe and secure. Playday will follow the directions given by emergency personnel.

Tornado/Severe Weather

- Teachers will stay calm, hold the sign-in sheet, 2-way radio & put the emergency backpack on.
- Teachers will pull out the flashlight and have it ready to use in case the power goes out.
- Classes will move to their bad weather location. Children will sit down along the walls of their room away from the doorway.
- Teachers will instruct the children on how to sit and stay at the location until the bad weather has passed.
- Teachers will sing songs with the children to keep them calm.
- The Office Staff will monitor local weather and the weather alert radio for updates.

Gas Leak, Chemical Spill or Explosion

That occurs inside the facility:

See procedures for Fire or Evacuation and/or Relocation.

That occurs outside the facility

1. Staff will turn off lights, cd players, or anything else that may cause a spark.
2. Teachers will keep the children seated on the floor and calm. Teachers will sing quiet songs or tell a story.
3. Staff will be prepared to evacuate if told to do so by the Director, person in charge, or emergency personnel.
4. If a strong odor is detected, the teacher will show the children how to lift and breathe through their shirts.
5. If told to evacuate, teachers will consider crawling to avoid strong fumes that are floating higher in the air.

Communicable Disease Outbreak

1. To prevent the spread of germs that cause illness, all staff members will follow policies/procedures regarding diaper changes, toileting, hand washing, and general common-sense measures such as keeping surfaces clean and teaching children how to cover coughs and sneezes.
2. In the event of an outbreak, the Director, or person in charge, will notify the Health Department and Child Care Regulatory to inform them of the situation and ask for instruction and guidelines to follow for specific illness or outbreak.
3. The Director, or person in charge, will pass the instructions on to the staff to follow.
4. The Director, or person in charge, will also notify all parents about the situation in writing within 48 hours as required by DPFS and Child Care Regulatory.
5. All staff will follow Playday's confidentiality policies when speaking about the outbreak.

Emergency Relocation Sites

In the event of relocation for any reason, the relocation site will be posted on the east and south entrance doors.

Our emergency relocation sites are:

Ministry Center at FUMC Allen
601 S. Greenville Avenue
Allen, TX 75002
(972) 727-8261

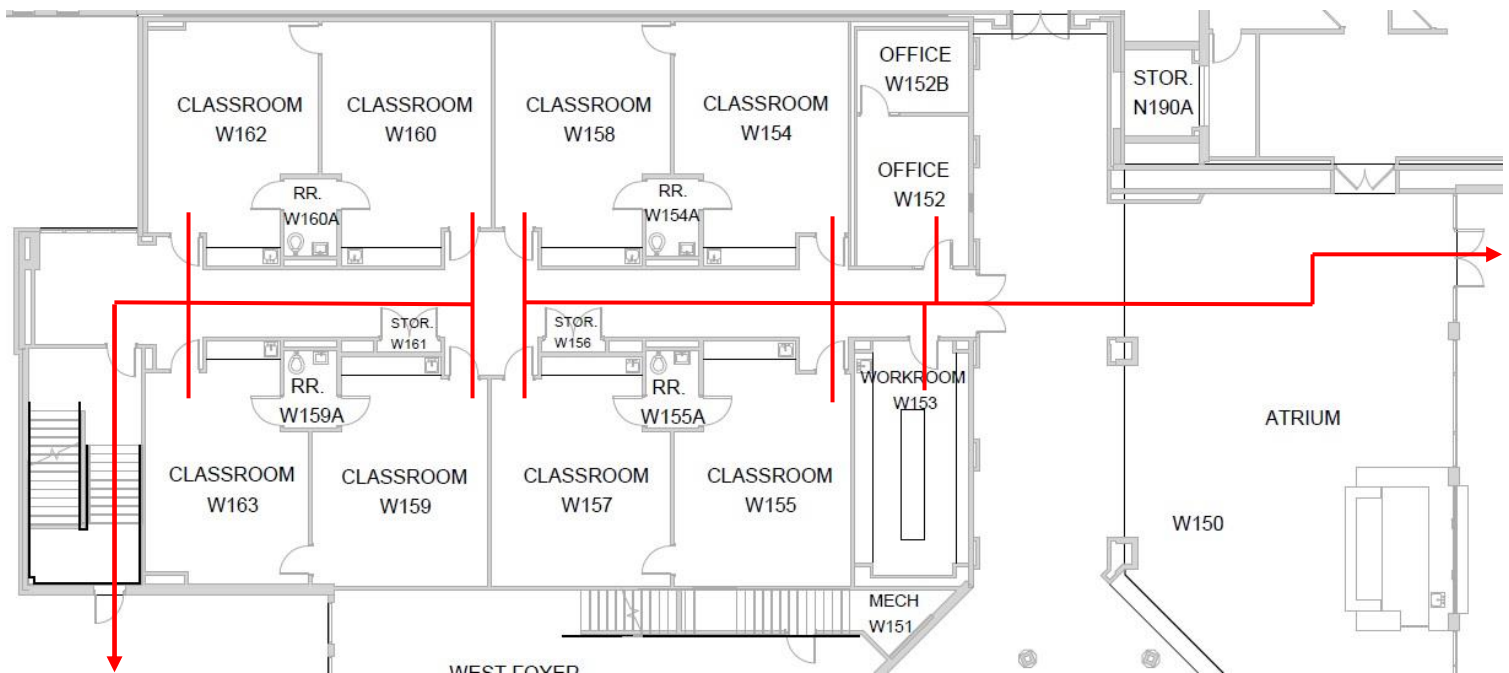
Golden Acorn Academy of Allen
600 S. Jupiter Road
Allen, TX 75002
(469) 342-3581

Or

Greenville Oaks Church
703 S. Greenville Ave.
Allen, TX 75002
(972) 727-2359

**Emergency Evacuation Diagram
Nursery Hall
Toddlers, Twos and Threes**

Primary Route



Primary Meeting Location

Ministry Center at FUMC Allen
601 S. Greenville Ave.
Allen, TX 75002

Secondary Meeting Location

Golden Acorn Learning Academy
600 S. Jupiter Road
Allen, TX 75002

**Emergency Evacuation Diagrams
Children's Wing
Pre-K, TK and Kindergarten**

Primary Route



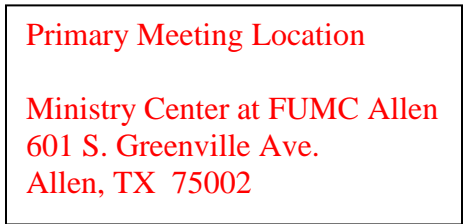
Primary Meeting Location

Ministry Center at FUMC Allen
601 S. Greenville Ave.
Allen, TX 75002

Secondary Meeting Location

Golden Acorn Learning Academy
600 S. Jupiter Road
Allen, TX 75002

Primary Route



Golden Acorn Learning Academy
600 S. Jupiter Road
Allen, TX 75002

Gang-Free Zone

Under Texas Penal Code, any area within 1,000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Children's Creative Playday is a gang-free zone!

Child Abuse Policy and Reporting Procedures

All Children's Creative Playday Staff are required to take at least **1 hour** of training **annually** in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

All Children's Creative Playday Staff are responsible to know and follow Playday's Policy regarding services for the prevention of abuse, neglect, and exploitation of children and recognizing the signs and the steps for reporting cases of abuse, neglect, and exploitation of children.

Information appearing in the following box is taken from the Texas Department of Family Protective Services (DFPS) website [www.dfps.state.tx.us/itsuptoyou]:

What is Child Abuse?

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

Physical abuse

Physical abuse includes actions such as beating, burning, or punching a child.

Emotional abuse

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

Sexual abuse

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

Neglect

Neglect includes failure to provide for a child's basic physical, medical, emotional, or educational needs. Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

Signs of Abuse

What Are the Signs of Abuse?

Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!

General Signs of Abuse

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home (coming to school early or staying late, for example).
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

Signs of Neglect

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.
- Being frequently dirty.
- Using alcohol or other drugs.
- Saying there is no one at home to take care of them.

Signs of Physical Abuse

- Unexplained burns, bruises, black eyes, or other injuries.
- Apparent fear of a parent or caretaker.
- Faded bruises or healing injuries after missing school.

Signs of Sexual Abuse

- Difficulty walking or sitting, or other indications of injury in the genital area.
- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

Signs of Emotional Abuse

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent.

The above information was taken from the DFPS website

All Children's Creative Playday Staff suspecting neglect or abuse of any child enrolled in our program is required to report concerns to the Director and the proper authorities. This includes children talking about being abused. We will take them seriously and take steps to help.

The law requires any person who believes that a child is being abused, neglected, or exploited to report the circumstances to Texas DFPS one of two ways:

How to Report Abuse

In Texas, you have two ways to report child abuse or neglect:

- 1-800-252-5400
- www.txabusehotline.org

For life-threatening or emergencies, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

By phone- Abuse Hotline-Available 24 hours a day, 7 days a week, toll-free at 1-800-252-5400

By Secure Internet Website: <https://www.txabusehotline.org>

When you get to the website there will be directions to the links to report abuse or neglect against children. Recent improvements to the site include a registration page, the ability for the user to print the report, left-side navigation, and spell-check.

If you have trouble or questions about making a report on the website, call (512) 929-6784 or 1-800-252-5400 for help.

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to Texas DFPS Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. **A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected.** (Texas Family Code Chapter 261.101 (b)) A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child
- Your name and contact information
- A brief description of the situation and the child
- Current injuries, medical problems, or behavioral problems
- Parents' names and names of siblings in the home
- Names of relatives in or outside the home
- Explain how you know about the situation

o Texas Dept. of Family and Protective Services newsletter, Oct 2010

Resources and Methods for Prevention of Abuse and Neglect

- **All Children's Creative Playday Staff will know stages of child development and appropriate age and developmental expectations for children in their care.**
- **All Children's Creative Playday Staff personnel will establish and maintain open communication with parents regarding the care of the children at our center. It is important to have an understanding of the home environment and any specific health or developmental challenges that may affect a child in our care.**
- **All Children's Creative Playday Staff will receive training in classroom management techniques, which focus on reinforcing appropriate behavior and encouraging children to make good choices.**

The Children's Creative Playday Staff is responsible to establish clear and consistent classroom expectations and natural consequences for inappropriate behaviors. Staff will implement the following techniques per Children's Creative Playday Discipline and Guidance Policy:

- Establish clear and concise classroom expectations per the developmental age level in each classroom.
- Establish a caring and consistent relationship with each student and create a safe and fun age-appropriate learning environment in the classroom.
- Redirect children toward positive behavior and choices.
- Ensure each classroom has enough resources and equipment to actively engage all students.
- Maintain required teacher/student ratios at all times.
- When necessary, implement a 2-6 minute time out and discuss a positive alternative with the child.
- Encourage the child to label feelings and use words.
- Request additional staff support if a child acts out physically and puts other children or staff at risk.
- Develop a plan with parents to create a pattern of appropriate classroom behavior and implement an adequate form of communication, ensuring staff and parents work together on the social skills necessary for the child to successfully participate in the classroom setting.
- Provide support and resources to educate parents regarding the prevention of child abuse and neglect.

Parenting Skills

- **National Parent Helpline**
(1-855-4A-PARENT or 1-855-427-2736)
- **Car Safety: Look Before You Lock**
Online education about vehicle safety for children
www.safercar.gov/parents/InandAroundtheCar/heatstroke.htm
- **Family Compass**
Parenting and family programs in the Dallas area
<https://www.family-compass.org/index.aspx>

If you are the parent of a child, who is a victim of abuse or neglect you should call one of the following hotlines for assistance and intervention:

Family Violence

Texas Council on Family Violence

- **National Domestic Violence Hotline**
1-800-799-7233
- **Texas Abuse and Neglect Hotline**
Report Child abuse and neglect
1-800-252-5400
www.txabusehotline.org
- **Childhelp National Child Abuse Hotline**
The 24/7 hotline offers crisis intervention, information, literature, and referrals.
1-800-4-A-Child (1-800-422-4453)
www.childhelp.org
- **National Domestic Violence Hotline**
24-hour support through advocacy, safety planning, resources, and hope to everyone affected by domestic violence.
1-800-799-SAFE (1-800-799-7233)
www.thehotline.org



Creative Playday Preschool

601 S. Greenville Avenue

Allen, TX 75002

Phone: 972-396-7575

Fax: 469-854-3702

Website: <https://playday.fumcallen.org>

Director: Trish Morehead

Email: TrishM@fumcallen.org

This page is for reference only. Another copy will be required to be signed and kept in your child's file.

Parent Handbook Agreement

As a parent, you are responsible for all the information contained in the parent handbook. Please take the time to read through the policies and procedures. You may want to mark or underline those areas that are particularly significant for you and your child, as well as the tuition payment schedule. Review those areas and procedures that are important for your child's success. You need to have a clear understanding of the expectations of Creative Playday Preschool. You will be responsible for these expectations and information. As the year progresses, many of the answers to your questions will be found in the handbook. If you are unable to find your answer, unclear of what is being said, or want further clarification, please call on us. After reviewing the handbook, each of you must sign below to signify that you have read and understood the stated policies and procedures contained within. Please sign and return this document to your teacher or the Playday office on the first day of class for your child(ren).

I, as a parent/caregiver of a Creative Playday Preschool student(s), have read, understand, and agree to abide by **all** of the procedures and policies in the Creative Playday Preschool Handbook.

Child(ren) Name(s):

Parent/Caregiver's Signature:

Parent/Caregiver's Printed Name:

Date: _____