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www.mlckaty.com/preschool

Parent Handbook

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PHILOSOPHY STATEMENT

Growing in God – Learning in Love – Connecting Families to Christ

- † Every child is a gift from God.
- † Every child should know Jesus loves him or her.
- † Every child has the unique potential to learn.
- † Jesus is the foundation of everything we teach.
- † Every family has a place and a purpose in the Community of Christ.

MISSION AND MINISTRY STATEMENT

To support, encourage, and connect families in Jesus, by providing a foundation of Christ-centered academic learning, equipping them to be His witnesses and make disciples wherever they go.

STATEMENT OF BELIEF

Founded on the mission statement of Memorial Lutheran Church and desiring that child will:

- † Go and make disciples of all nations (Matthew 28:20)
- † Grow in the grace and knowledge of our Lord and Savior Jesus Christ (2 Peter 3:18)
- † By love serve one another (Galatians 5:13)

We Believe...

- † The Holy Scriptures are the inerrant Word of God, to be used for the teaching and equipping of saints of all ages.
- † The spiritual dimension is of paramount importance and that it is also essential to develop the emotional, social, intellectual, and physical dimensions of the child.
- † The Law shows us our sin, but the Gospel brings forgiveness and the power to love and treat others as Christ loves and treats us.
- † Christ-like, loving, and caring staff members are essential to the growth of the child.
- † Our school is an integral part of our church's mission and ministry to young children and their families.
- † Our school is a partnership that involves our church, community, staff, the family, and the child.
- † Play is important to a child; therefore, we teach through play and developmentally appropriate activities.

LICENSED AND ACCREDITED

Memorial Lutheran Preschool is a licensed childcare provider in the state of Texas. A copy of our school's most recent Child Care Licensing inspection report is posted outside the front office for parents to review at any time. Parents may review a copy of the "Minimum Standard Rules for Licensed Child Care Centers" published by the Texas Health and Human Services at the school office or view online at:

<https://hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>

The following contacts are available for parents:

Child Care Licensing Office: 713-287-3238

TDFPS Child Abuse Hotline: 1-800-252-5400

Texas HHS Website: <https://hhs.texas.gov/services/safety/child-care>

Memorial Lutheran Preschool is accredited through the National Lutheran School Accreditation and recognized by the Texas Education Agency.

CURRICULUM

In accordance with our philosophy and purpose statements, Memorial Lutheran Preschool's curriculum is permeated by a longing for children to know and grow closer to their Lord and Savior, Jesus Christ.

For the Toddlers, Twos and Threes, we have developed age-appropriate curriculum that includes language development, social-emotional components, rhymes and songs, number sense, fine motor skills, process art and hands-on science. Our four- and five-year-old classes use Learning Without Tears. The curriculum components include Language & Literacy, Numbers & Math, Readiness and Writing, Science, and Scholastic Weekly Reader for Social Studies. There is also a weekly chapel and weekly sessions with music and gross motor development for all ages.

STUDENT ASSESSMENT

Each age level has a staff-created evaluation tool to assist in determining the child's achievement of desired learner outcomes in the following areas: spiritual, emotional, social, intellectual, and motor skills.

Assessments and parent conferences are conducted throughout the year. Additional conferences may be set up any time as needed.

NOTIFICATION OF POLICY CHANGES

Parents will be notified via email or written notification of any changes to the operational policies stated in this Parent Handbook as soon as a policy or procedure changes. You must sign, date, and return this notice.

OPERATION POLICIES

BOARD OF PRESCHOOL

The Board that governs the school meets monthly on a regularly scheduled basis. Board meetings are open to staff and parents unless an executive session is called. The Board Policy Handbook is available for review in the school office.

PROGRAMS

Our program offerings vary based on your child's age. Please see the registration form for current program offerings.

HOURS & DAYS OF OPERATION

Our school year begins mid-August and ends in May. Memorial Lutheran Preschool offers care from Monday through Friday 8:50AM until 2:45PM. The current Memorial Lutheran Preschool calendar showing the first and last day of school and all school holidays is posted on our website at www.mlckaty.com/preschool.

Memorial Lutheran Preschool considers the Katy Independent School District school calendar in planning our calendar including the scheduling of holiday breaks, start and end dates.

SCHOOL CLOSURES

MLP considers the decisions of KatyISD Office of Emergency Management regarding inclement weather or other school closures. Parents will be notified of school closures via email and social media.

There will be no reduction in tuition for child absences or school closures including unplanned closures.

Please check the current School Calendar for important dates including planned closures for staff training and holiday breaks.

NON-DISCRIMINATION CLAUSE

Memorial Lutheran Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Memorial Lutheran Preschool will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs. Memorial Lutheran Preschool will accept children in compliance with the Americans with Disabilities Act (ADA) and all other local, state, and federal laws regarding those with disabilities.

ENTRANCE REQUIREMENTS

Memorial Lutheran Preschool admits students of any race, color, creed, nationality, or ethnic origin. See Nondiscrimination Clause.

Toddlers must be the age for the class in which they are enrolling by August 1st of that school year and children in all other programs must be the age for the class in which they are enrolling by September 1st of that school year. Children enrolling for a Threes classroom must be toilet trained as these classrooms are not equipped with changing areas.

Immunization Requirements for Children Enrolling

The child **must be current** on all vaccinations as required by the Texas Department of Health. More detailed information regarding immunizations may be found at <https://www.dshs.texas.gov/immunize/school/default.shtm>

It is MLP's policy not to accept the State of Texas Exemption from Immunizations.

Registration

Members of Memorial Lutheran Church and families already enrolled in our program are given opportunity to enroll prior to registration being open to the community. If a program is full, a waiting list is maintained, and openings are filled in the order in which registration forms have been received.

Additional considerations

After careful consideration of the levels of support necessary for a student to be successful in the preschool environment, the Director and Preschool Board will make the final decision to admit or decline the enrollment of a student. The student must be able to cooperate/participate with the typical class routine without requiring more adult assistance than their peer group. As with all students, the Director and the Preschool Board reserve the right to decline or terminate a student's enrollment if/when it is determined this is not the best setting for the student to learn or if the safety of the student, peers, and/or staff is compromised in any way.

SCHOOL RECORDS

All forms must be on file in the school office by the due date stated on the Enrollment Packet.

- Admission Information
- Medical and Health Consent
- Food Allergy Emergency Plan
- Immunizations Records
- Consent Information
- Getting to Know You
- Tuition Express

**If your child has received a diagnosis of any food allergies, this form must be signed by a physician stating an action plan and medications required in case of a reaction. If your child has no known food allergies, we ask that you write "NONE" on the Medical and Health Consent and sign. Any life-saving medications require a separate "Authorization to Dispense Medication" form as well.*

Hearing and Vision Screening (must be received by December)

We must have documentation of hearing and vision screening for all 4-year-olds and 5-year-olds. A registered physician or registered screener must do this screening during the current school year.

TUITION AND FEES

Registration Fee

Due at the time of registration. Registration fee is non-refundable.

Tuition

Our annual tuition is divided into ten equal monthly payments. Tuition payments are due on the 1st of the month and late after the 10th. *A \$25 late fee will be assessed on all late payments.* If tuition is not paid in full by the 15th of the month, your student will not be permitted to return to school.

A non-refundable tuition deposit equal to one month's tuition payment is due by July 1 (or an agreed upon date if enrolling after July 1). This tuition deposit may only be applied to the May tuition of the current school year.

There will be no reduction in tuition for child absences, holidays, or school closures.

A \$40 fee will be assessed for payments resulting in insufficient funds/ returned checks.

Late Pick-Up Fee

A charge of \$1 per minute will be assessed after the designated pick-up time.

Refund Policy

All tuition and fees, including registration, are non-refundable.

TUITION DISCOUNT POLICY

Preschool parents who regularly attend and participate in the congregational life of Memorial Lutheran Church (MLC) will be entitled to a 30% reduction in preschool tuition. Qualification for the discount is determined twice each calendar year in **July** and **January** by looking back at the previous six-month record.

To qualify for this tuition reduction, a parent/family must demonstrate their active involvement in the Memorial Lutheran community by the following criteria:

- Family maintains an average worship attendance rate of twice per month for the previous six months. Statistics are determined from the church attendance records.
- Family supports the ministry of Memorial Lutheran Church through a pattern of regular financial giving.
- Senior Pastor acknowledges that the family is in good standing with the church.

New families may qualify for the discount by maintaining active participation (as defined above) for at least a three-month period prior to the start of the Fall or Spring term.

To determine eligibility, the preschool office will direct parents to contact the church office for approval of the discount qualification. Parents who do not qualify will be assessed the monthly regular tuition rate until the next qualifying period. The tuition reduction committee will consist of the Head or Associate Pastor, Chairman of the Preschool Board and Preschool Director. This committee will address any questions that may arise concerning this policy.

Children of active-duty military are eligible to receive a 20% discount.

Tuition discounts apply to all tuition (i.e., Preschool and Afternoon Adventures), but not to registration fees or any other fees.

PHYSICAL ACTIVITY

Memorial Lutheran Preschool recognizes the importance of indoor and outdoor physical activities.

From the CDC: Regular physical activity can help children improve cardiorespiratory fitness, build strong bones and muscles, control weight, reduce symptoms of anxiety and depression and reduce the risk of developing health conditions such as heart disease, cancer, Type 2 diabetes, high blood pressure, osteoporosis, and obesity.

Benefits of Physical Activity & Outdoor Play (NAEYC 2019):

- Invites children to learn about science
- Creates opportunities for social interaction and collaboration
- Builds gross motor skills
- Develops a habit of being active
- Provides a new context for learning
- Promotes better sleep
- Gives children a chance to take appropriate risks
- Promotes STEM skills
- Anchors children to the real world

Children will be provided with structured and unstructured physical activity both indoors and outdoors for a portion of their day. A minimum of:

One 30-minute outdoor play time will be scheduled between 9am and 12pm

One 15-minute outdoor play time will be scheduled between 12pm and 2:30pm (4's only)

At least one 30-minute Gross Motor class scheduled between 9pm and 12pm

5-10 minutes per day of dancing, hopping, jumping indoor classroom activities

Types of physical activity may include structured and unstructured activities such as playing on playground equipment (climbing, crawling, hanging, swinging, jumping, balancing), running/skipping/hopping, pedaling a tricycle, kicking/throwing/catching a ball, and playing age-appropriate games with their class.

Physical activities may take place in the classroom, hallway, gym, or playground. In cases when extreme weather prohibits or limits outdoor play, classes will use the hallway or gym for physical activities.

APPROPRIATE CLOTHING

Please dress children in washable play clothes that allow for freedom of movement.

If your child chooses to wear a dress to school, please have the child wear a pair of shorts underneath the dress.

Shoes should be rubber-soled and have closed toes, i.e., **tennis shoes**. No sandals or Crocs. Cowboy boots are not allowed except for announced special occasions requested by school.

The children will play outdoors during all seasons, except in rainy or dangerous weather, and should bring necessary outerwear.

All clothing, backpacks, water bottles, lunch boxes, etc. should be labeled with the child's name.

WHAT TO BRING TO SCHOOL

All Children	Afternoon Adventures
A sturdy, full-size backpack (labeled with their name) for carrying home their school folder, belongings, and artwork	A healthy lunch labeled with their first and last name
An extra set of clothing (labeled with their name) in a zip lock bag in their backpack in case of spill or accident	A nap mat (*does not apply to 4's program)
A water bottle (preferably one with a pop-up straw) with fresh water labeled with their first and last name	
A healthy mid-morning snack labeled with their first and last name	

DIAPERS AND WIPES

Toddlers and Twos: who are not yet toilet trained, wear and bring disposable diapers or pullups with re-closeable sides and a labeled container of wet wipes. You will be asked to replenish the wet wipes and diapers as needed. (Reminder: for our Threes program, students must be fully toilet trained.)

SNACK AND LUNCH

Due to the number of our students who have moderate to severe nut allergies, Memorial Lutheran Preschool strives to be a "NUT FREE ZONE". This includes peanuts and tree nuts.

Send your child with a daily snack labeled with their name and date. These snacks should be ready-to-eat and able to be self-fed. Your class teacher can provide you with a list of healthy snack options.

Only those who are registered for Afternoon Adventures will eat lunch at school. Please send lunch items that are ready to eat and easy for your child to manage. Include a straw, napkins, and any needed utensils as well as a frozen "cold pack" in your child's lunchbox to ensure freshness. We will send home any leftover food. Please **do not send** the following foods that are listed as choking hazards: hot dogs, whole grapes, popcorn, raw peas, hard pretzels, and chunks of raw carrot

WHAT NOT TO BRING TO SCHOOL

Leave all personal toys at home unless a part of a classroom Show and Tell day. Guns, swords, knives, and other war toys are not allowed. Money, jewelry, and other valuable items are to be left at home to prevent loss. Balloons are a common choking hazard and are not allowed in preschool.

Medication should be given at home. Sunscreen and bug repellent should be applied at home.

BIRTHDAY TREATS

Your child's teacher may schedule birthday snacks to coincide with the children's birthdays. These must be store bought with a list of ingredients. If you do not send the list of ingredients, the snack will not be served to the children. This is for the safety of the children who have food allergies.

SPECIAL EVENTS AND FIELD TRIPS

On-site enrichment activities or walking field trips will be held throughout the school year. Permission for field trips is located on the Consent Information page of the enrollment paperwork. Please notify the office if any changes need to be made regarding permission to attend field trips. Teachers will notify parents 48 hours in advance regarding field trip details (date, location, departure time, return time, etc). Parents are invited to attend.

ANIMALS

Memorial Lutheran Church Comfort Dog, Damaris, visits our preschool. During these visits, she sits with her handler in the Atrium during the 9:00 a.m. arrival time and sometimes attends chapel.

Parents will be notified ahead of time if any animals will be visiting the classroom as part of a learning experience. Good hygiene will be practiced after coming into contact with any animals. Reptiles such as snakes, turtles, iguanas, and amphibians such as frogs and toads will be in closed containers.

Do not bring pets into school when dropping off or picking up your child.

PARENT INVOLVEMENT AND RIGHTS

You will be encouraged to become involved with your child at MLP. Opportunities include being room parent, volunteering to assist in on-site learning experiences, helping teachers with project preparation and volunteering to help with teacher events. Contact your child's teacher or fill out the volunteer form included in the Enrollment Packet.

Parents are invited to discuss any questions or concerns about Memorial Lutheran Preschool's policies and procedures with our director or any member of the preschool board by emailing or calling the school office.

Parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the childcare facility;
- Review the childcare facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the childcare facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
 - Be given the contact information for the childcare facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility

BREAST FEEDING

Parents have the right to breastfeed or provide breast milk for their child while in our care. Those needing to breastfeed, or pump may use the Ladies Restroom in the church Welcome Center or the church Nurse's crib room.

VACCINE-PREVENTABLE DISEASES FOR EMPLOYEES

MLP does not require any staff member to receive any adult immunizations.

GANG-FREE ZONE

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

PROCEDURES

ARRIVAL AND DROP OFF

By coming to school, parents will assume responsibility for assuring that your child does not have **any** symptoms of illness or **any** known contact with anyone with a confirmed illness.

Preschool children (beginning at 8:50AM)

All children arriving for Preschool will enter through the secured Atrium entrance on Ave D located on the west side of the church. The doors will be unlocked at 8:50AM and parents will escort their child to the appropriate secured hallway entrance. **All doors will be locked at 9:10AM**. If the child arrives after 9:10AM, they will need to enter through the secured preschool entrance on 4th Street and ring the bell for admittance.

DISMISSAL AND PICK-UP

Preschool children (dismissing at 12:00PM)

All children in the Preschool program will be picked up at 12:00PM by entering through the secured Atrium entrance on Ave D located on the west side of the church. The doors will be unlocked at 12:00PM and children will be escorted by school staff. **All doors will be locked at 12:10PM**. Any late pick-ups will need to enter through the secured preschool entrance on 4th Street and ring the bell for admittance.

Afternoon Adventures (dismissing at 2:45PM)

All children in the Afternoon Adventures program will be picked up at 2:30PM by entering through the secured Atrium entrance on Ave D located on the west side of the church. The doors will be unlocked at 2:30PM and children will be escorted by the school staff. **All doors will be locked at 2:45PM.** Any late pick-ups will need to enter through the secured preschool entrance on 4th Street and ring the bell for admittance.

For inclement weather or other special circumstances

The Church Welcome Center doors on 3rd Street may be used. Parents will be notified of any changes via email and/or social media.

**Any parent or guardian picking up a child must show photo identification or issued school tag upon request.*

**Pick up and drop off procedures are subject to change*

PROCEDURE FOR NON-PARENT PICKUP

When children are to be released to adults other than parents or guardians please abide by the following guidelines:

1. Students may be picked up by someone other than the parent if that person is listed under the section titled "Names and Phone Numbers of People to Whom My Child May be Released" in the child's permanent file, or the parent has submitted a written note or email informing the school of the regular pickup arrangement.
2. Students may be released to adults other than parents if any of the following exist:
 - A written note or email from the child's parent or guardian stating the name and phone number of the pickup person for that particular date.
 - A copy or picture of the child's backpack tag.
 - A phone call from the child's parent or guardian stating the child's code word (for identification purposes) and the name and phone number of the pickup person for that particular date.
3. Students who became ill at school and whose parents cannot be contacted will be allowed to leave the school grounds with anyone whose name and phone number appear under the section titled "Names and Phone Numbers of People to Whom My Child May be Released" in the child's permanent file.
4. At pickup time, if the substitute pickup person is not known to MLP staff, he/she must show his/her valid driver's license.

CELL PHONES

For the safety of you, your child and the preschool staff, cell phone use is prohibited on church and preschool property during school hours. Your full attention is necessary as we are transferring supervision of your child.

WELLNESS

ATTENDANCE

Please contact the office if your child is unable to attend class. There are no make-up days. If your child is absent due to illness, we request that you notify the school and share any diagnosis if applicable. This enables our staff to keep track of any illness, which may occur at our school. This information will only be shared with staff on a “need to know” basis.

HEALTH

A staff member will conduct a health check of each child upon arrival and whenever a change in the child’s behavior or appearance is noted while the child is in care. The health check may include reported or observed illness or injury, reported, or observed changes in behavior or appearance from the previous day, skin rashes/ itching/ scratching, a temperature check, other visible signs or symptoms of illness or injury as well as a symptom and exposure questionnaire.

Illness and Exclusion Criteria

Children will be excluded from participation in the program if they exhibit symptoms of any communicable diseases; including, but not limited to the following:

- Cough
- Shortness of breath
- Unexplained rash
- Chills
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Vomiting
- Pink eye
- Feeling feverish or a fever that is equal to or greater than 100.0 degrees Fahrenheit

*If your child becomes ill during the school day, a parent or authorized pick-up person must be available to pick up the child **within 30 minutes** of being notified.

RETURN TO SCHOOL

Our goal is to provide a safe and healthy environment for your child. Children may not return to school until no longer contagious. Children must present a doctor’s note stating they are no longer contagious and can return to school **or** be fever and symptom free without medication for **48hours**.

Exposure or Confirmed COVID-19

Protocol will be to refer to the CDC guidelines.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html#quarantine>

We ask that all families monitor symptoms if they have a known exposure and notify the school of any information or positive test results.

**Guidelines are subject to change. Parents will be notified via email or written notification of any changes to the wellness policies stated in this Parent Handbook.*

MEDICATIONS

Memorial Lutheran Preschool will not be responsible for dispensing medications. Exceptions will be reviewed on an individual basis for life-saving medications. In such cases, medications must be stored in the preschool office with proper documentation.

DISCIPLINE AND GUIDANCE

From Texas Child Care Minimum Standards: 746.2803

Discipline must be:

- (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding;
 - (3) Directed toward teaching the child acceptable behavior and self-control; and
 - (4) A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - (A) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (B) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (C) Redirecting behavior using positive statements; and
 - (D) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.
 - Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

From Texas Child Care Minimum Standards: 746.2805

There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet;
- (9) Withholding active play or keeping a child inside as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with §746.2803(4)(D) of this subchapter (relating to What methods of discipline and guidance may a caregiver use?); and
- (10) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device.

Child development research supports that physical punishment such as pinching, shaking, or hitting children teaches them that hitting or hurting others is an acceptable way to control unwanted behavior or get what they want.

- Children will also mimic adults who demonstrate loud or violent behavior.
- Rapping, thumping, popping, yanking, and flicking a child are all examples of corporal punishment.
- Regarding paragraph (9), you must never withhold active play from a child who misbehaves (i.e., keeping a child indoors with another caregiver while the rest of the children go outside or making a child sit out of active play in the afternoon for a behavior that occurred in the morning). However, if a child is exhibiting poor behavior during active play, you may separate the child from the group, as described in §746.2803(4)(D), to allow the child to settle down before resuming cooperative play or activities.

SUSPENSION AND EXPULSION

Unacceptable behaviors

Classroom guidelines are required to be fair and consistent. Positive techniques such as redirection, positive reinforcement, and use of natural consequences are employed.

1. If a child repeatedly behaves in an unacceptable manner (and positive techniques have all been tried), a short, supervised separation in the classroom is used which is limited to no more than 1 minute per year of the child's age.
2. If inappropriate behavior continues, the child is taken out of the classroom setting for a short, supervised separation and the classroom teacher and Director will discuss additional positive techniques.
3. If the child's behavior is still not acceptably modified, the parent will be called to come get the child for the remainder of the day.

Through formal and informal conferences, written documentation, incident reports, accident reports, etc. communication will be made and provided to the parents/guardian of any child that is exhibiting behaviors that are dangerous to themselves or others. The child may be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency. If at any time the child is dismissed from school, for any period of time, a written notice indicating the specific period and reason for dismissal will be signed by the director, teacher, and parent indicating that the notice was received and understood. The Preschool Board will be notified.

When applicable, parents of children that need additional support will be provided referrals to outside support services. At all times, written documentation will be provided to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay, or disability.

Physical misbehaviors (such as biting, hitting, kicking, etc.)

Classroom teachers will attempt to identify situations which provoke or elicit this behavior and redirect the child with positive techniques. Parents are expected to work with the classroom teacher to implement strategies to curb the behavior. Identification of other children involved in an incident is confidential information and cannot be disclosed. The following measures will be applied:

1. First offense: classroom teacher will explain expectations to the child and parent will be notified with an incident/accident report and phone call.
2. Second offense: the child is taken out of the classroom setting for a short, supervised separation and the classroom teacher and Director will discuss additional positive techniques. Parent will be notified with an incident/accident report and phone call.
3. Third offense- Parent will be notified with an incident/accident report and the Director will arrange a meeting with the parent.

To ensure a safe learning environment for all staff and children, it may be necessary to suspend or disenroll the child from the program. Thus, if corrective measures have not been successful and if the safety of the child, other children, or staff is jeopardized, the Director reserves the right to dismiss upon notification to the parents. The Preschool Board will be notified.

REPORTING CHILD ABUSE AND NEGLECT

In accordance with Texas State law, staff who directly supervise children are obligated under penalty of law to report if they have reasonable cause to believe that a child has suffered physical, sexual, or emotional abuse, exploitation, or neglect. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises and poor hygiene. We will also make parents aware of community trainings and/or workshops.

All MLP staff participate in 24 hours of required annual training. A portion of this required training is Recognizing and Reporting Child Abuse and Neglect which includes:

- Methods for increasing employee and parent awareness of issues regarding child abuse and neglect (warning signs that a child may be a victim of abuse or neglect);
- Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- Strategies for coordination between the center and appropriate community organizations; and
- Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention.

In this serious and legally binding area, the school will not contact parents when making a report to appropriate authorities except on the recommendation of CPS or the police. School staff shall also be responsible to use reasonable and appropriate disciplinary or child management actions that would not cause physical abuse or neglect on students under their direct supervision. In the state of Texas, it is a felony not to report a suspected case of child abuse to Children's Protective Services (CPS). The penalty for failure to report can be up to \$500 and 6 months imprisonment.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 (1-855-4APARENT) or visit www.helpandhope.org.

To report suspected abuse, parents may contact the DFPS child abuse hotline 1-800-252-5400 or use the DFPS website www.txabusehotline.org

EMERGENCY PROCEDURES

Emergency Telephone Numbers

Fire Department	911
Police	911
Medical	911
Poison Control Center	1-800-222-1222
DFPS Child Abuse Hotline	1-800-252-5400
Child Care Licensing Office	713-287-3238
1330 E. 40th, Houston, TX 77022	
Licensing Permit # 500471	

Emergency procedures are designed to ensure the safety of the children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan addresses the types of emergencies most likely to occur in our area, including but not limited to natural events such as tornadoes, floods or hurricanes, health events such as medical emergencies and human-caused events such as intruder, explosion, or chemical spill.

PRACTICING THE EMERGENCY PLAN

Texas Child Care Minimum Standards 746.5205

The following components of your center's emergency preparedness plan must be practiced as specified below: (1) You must practice a fire drill every month. The children must be able to safely exit the building within three minutes (2) You must practice a sheltering drill for severe weather at least four times in a calendar year (3) You must practice a lock-down drill for a volatile or endangering person on the premises or in the area at least four times in a calendar year and (4) You must document these drills, including the date of the drill, time of the drill, and length of time for the evacuation, sheltering, or lock-down to take place.

*In case of Evacuation, children may be evacuated to one of the following locations:

On site: MLC Loomis Center, MLC Welcome Center, or MLC Parking Lot at 5810 3rd Street, Katy

OR Off site: Cottage Charm event outdoor space 4th Street, empty Church Lot across Ave C, or Amegy Bank Parking lot at 919 Avenue C, Katy.

Memorial Lutheran Preschool has procedures in place for the following events. These procedures are available for review upon request from the Preschool Director.

- Fire
- Severe Weather
- Intruder Lock Down
- Utility Failure
- Hazardous Material Shelter In Place
- Bomb Threat

Location of Fire Extinguishers:

- In the hallways of the Preschool classroom area.
- In the hallway between the Preschool classroom area and the Loomis Center.
- In the hallway between the Preschool classroom area and the Welcome Center.

Location of First Aid Equipment:

- First aid kits are located in each classroom.
- Additional first aid supplies are located in the cabinets of the preschool reception office.
- Defibrillators are located in the Welcome Center next to the 3rd Street entrance doors, and in the Loomis Center hallway by the Avenue D entrance.

INJURIES AND MEDICAL EMERGENCIES

An incident report is filled out by the teacher for all injuries and shared with the parent at the time of pick up.

In case of a medical emergency where the child requires immediate attention by a health care professional, the child will be given first aid treatment or CPR as needed, emergency medical services will be contacted via 911 and the child's parent will be con

