



*Fostering a love of learning and growing children in God's love
CCP is an outreach program of Christ Church United Methodist*

Parent Handbook

6363 Research Forest Drive, The Woodlands, TX 77381
936-273-2230 www.cctw.org/ccp/



Dear Parents,

Welcome to Christ Church Preschool. We are honored that you are entrusting our staff to provide a safe, loving, and rich foundation for your child. The early childhood years have long been recognized as extremely important in the development of a child. Our field continues to grow as ongoing research supports the difference a quality preschool and positive early childhood experiences can make in your child's development. Our goal is to create an environment where children feel loved and special for their uniqueness. Each day will be filled with fun and exciting adventures to help your child develop cognitively, emotionally, and spiritually. We will set the stage for each child to build self-confidence while achieving educational and social success in a Christian environment. Our goal is for the children to be confident, joyful learners. We look forward to getting to know your child as we partner with you in these early years.

Blessings,

Laura Hickey
Program Director

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Vision Statement

Christ Church Preschool (CCP) is a non-profit program of Christ Church United Methodist. Our purpose is to reflect the highest values and the best of care while providing quality education for young children. Everyday classroom experiences will be interpreted in ways consistent with a Christian atmosphere. Children of all faiths are welcome.

Christ Church Preschool does not discriminate against race, religion, gender or ethnicity for enrollment in our programs.

Licensing Standards

Christ Church Preschool meets or exceeds all standards set by the Texas Department of Protective and Regulatory Services and is fully licensed as required by state regulations. A copy of the Minimum Standards for Child Care is on site for parents to review. Additionally, the most recent Licensing inspection report is posted in our Preschool office.

Licensed programs are required to provide parents with information about product safety recalls. You may access this and other important information at www.cpsc.gov.

To contact our local licensing office, please call 936-525-2187 or 936-441-1775 or visit 2017 N. Frazier Ste. C1, Conroe, Texas 77301. To report suspected child abuse, please dial 1-800-252-5400. Information is also available at the Protective and Regulatory Website www.dfps.state.tx.us.com

Administrative Staff

936-273-2230

www.cc-um.org/ccp/

Mondays-Fridays 9:00-2:00

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Registration

For Current Openings

Registration for Christ Church Preschool takes place year round.

For the Upcoming School Year

Registration for the preschool begins in February. We begin with currently enrolled families, then the church families, followed by open public enrollment.

Waiting List

We maintain a waiting list for those interested in enrollment as space becomes available.

School Records

Prior to a child beginning our preschool program, appropriate records must be on file under the direction of the Texas Protective and Regulatory Services which oversees Child Care Licensing.

Registration Form

A new Registration Form is to be completed annually. This ensures information is current.

Emergency Form

Please list the persons authorized to pick up your child and keep us informed of any changes to the contact information as it is important for us to be able to quickly contact parents for emergency pick-up. The emergency contacts are contacted next if the first-call contact is not available.

Confidential Information Sheet

The "Introduce Us to Your Child" form is for confidential use of the teachers working with your child. It helps us to understand your child and we appreciate the time you spend on it.

Permission and Release Form

This form gives permission for things such as special events, water activities, photographic permission, handbook acknowledgement, and health policy acknowledgement.

Fees

Enrollment Fee

A non-refundable enrollment fee is required at the time your child is enrolled.

Tuition

Payments are due the first of each month and considered late after the 5th. Because we are a non-profit organization and we operate on fixed expenses, credits are not given for a child's absence. This includes childhood illness, family vacations and holidays.

Church Member Discount

Christ Church United Methodist members will receive a \$50 discount on their annual registration fee.

Payment

Payment may be made via personal check, money order or via Sandbox Parent Portal. Make checks payable to CCP (Christ Church Preschool). Receipts are available upon request. Please do not send any payments with your child in their backpack, lunchbox or classroom folder. Parents may place

checks in the lockbox inside of the preschool office or mail them to the preschool: Christ Church Preschool, 6363 Research Forest Drive, The Woodlands, Texas 77381

To ensure your account is properly credited, **write your child's first and last name and class name in the memo section of your check.**

Late/Returned Check Fees

Any bill outstanding after the 5th of each month incurs a \$50.00 late fee. Payments not received by the final business day of the month, are subject to attendance interruption, until the account is brought current. Returned checks incur a \$40.00 fee. Please contact the center director or executive director to discuss further financial arrangements.

Additional Fees

Nominal fees may be assessed to cover special programs. Room moms may ask for additional party fees.

Rates

Fees are set to reflect the high quality of early childhood education provided. As in any other school, expenses are constant, which prevents credit or discounts for absence due to illness, inclement weather or regularly scheduled holidays. At this time we do not offer reduced rates for families with more than one child. This is reviewed annually as we strive to be able to offer families the very best care for the most reasonable cost.

Withdrawal

Withdrawal is defined as permanent removal from any of the programs. Keep in mind the enrollment fee is non-refundable. Additionally, we require *written notice 30 days prior to withdrawal*.

Withdrawal without written notice forfeits eligibility for any applicable refunds. If a family withdraws with less than a 30 day notice, tuition for the following month will still be charged. We will make every effort to fill the child's spot, and if successful, that month's tuition will be refunded on a prorated basis.

School Closures

Christ Church Preschool will closely follow the CISD school year calendar for all closures. A copy of the calendar can be picked up in the preschool office.

For additional closures, please see the parent/staff calendar for your child's class.

Inclement Weather

Christ Church Preschool will be closed if the Conroe Independent School District cancels school due to weather. Parents will be contacted immediately if an unsafe condition arises when children are at school. Inclement weather days will not be made up.

Procedures for Release of Children

Authorization to Pick Up a Child

Written authorization and a photo ID is required to release a child to someone other than the parent. Please provide a written statement if you wish to add to or delete from your pick-up list. Any person other than a parent picking up a child must provide photo ID.

Arrival and Departure

Children must be in the care of an adult at all times. Upon arrival, your child must be left with a staff member. At dismissal, a staff member must be made aware of your child's departure. It is the parent's responsibility to inform alternate caregivers such as babysitters or grandparents of these essential security procedures.

It is our policy that each child should be escorted to and from his/her classroom by an adult. Please instruct other children in your carpool or older brothers or sisters not to enter the room but to remain in the hallways. This is a rule for the safety of the children as the classrooms are arranged for safety and age-appropriateness.

Car Safety

Your child's safety is our first concern. Please **drive slowly** and carefully in our busy parking lot. Hold your child's hand when crossing through the driveway or parking areas. Each child must have an individual car seat as required by Texas State law.

Preschool Hours

Preschool and programs begin at 9:00 a.m. Teachers cannot accept children before 8:55 a.m., as they are getting ready for the day. Please feel free to wait in any of the sitting areas of the church while the teachers prepare the rooms. To ensure your child is present for class activities, we ask you bring your child in no later than 15 minutes after class has started. If you will be arriving later, please call our office to advise us. Our day ends at 2:00 p.m.; Monday - Friday. Children must be picked up promptly. After 2:15, children may be picked up in the office. A late fee of \$20.00/per child will be charged for the first ten minutes. After the first 10 minutes, \$2 per a minute and child will be charged. Chronic lateness may result in additional late charges and possible dismissal from school. If you are unavoidably detained, please call the school so we can assure your child of your arrival.

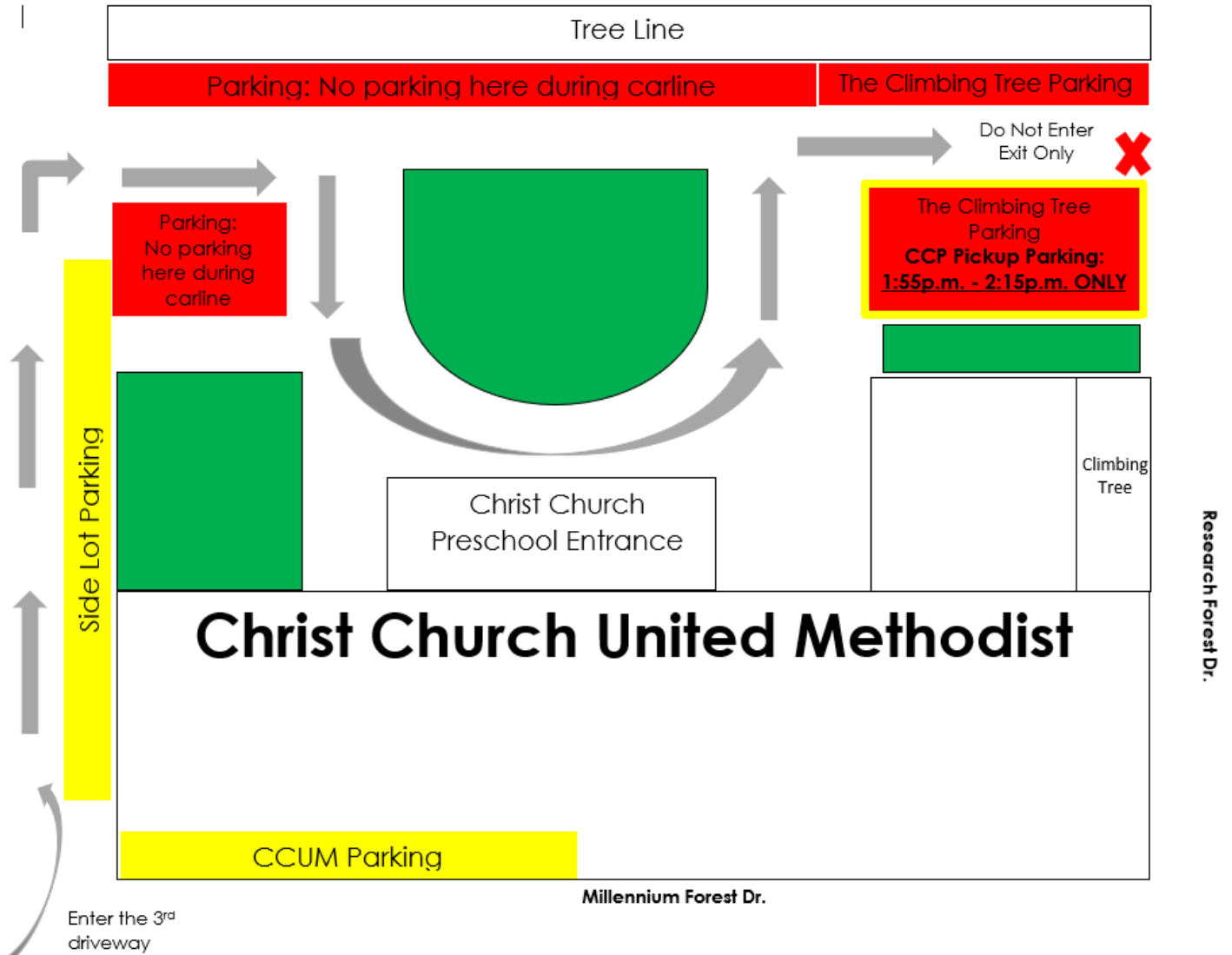
Preschool Car Line

For your convenience, we provide a drop-off and pick-up car line. Rain or shine, our morning drop-off begins at 8:55 a.m. and our afternoon pick-up begins at 1:55 p.m.. Please put your car in park while we remove or put your child in the car. Your child must have the appropriate car seat or booster seat as required by Texas State Law. Once your child is loaded into your vehicle, please wait to leave until the car in front of you has moved forward to exit. For everyone's safety, do not pull out of carline to go around other parked cars. Staff is unable to load your child into a car without proper car seat or booster seat.

Although we highly recommend the use of carline, you are welcome to park and bring your child into the school. If you do not use car line; you must park in the parking lot on the side of the church (off

of Millennium Forest) and walk to the CCP entrance or use the circle drive after carline (9:15a.m.). Please refer to carline diagram below.

Please do not park in the circle drive between the hours of 8:45 a.m. – 9:15 a.m. or 1:30 p.m. – 2:30 p.m. in observance of the car line. Please refer to the carline diagram below.



Illness and Exclusion Criteria

Children with fever, diarrhea, vomiting or other symptoms of contagion will not be admitted. Fever must be *absent for 24 hours, without fever reducer*, following an illness before a child may be exposed to others. If a child becomes ill during the day, a parent (or other authorized adult) will be called to pick up the child immediately. For this reason it is imperative that emergency numbers and contact information are current.

Medication Procedures

Generally, Christ Church Preschool does not give medication to children during preschool hours. In the circumstances of a life-threatening illness or life-threatening allergy, appropriate medication as described by the physician will be administered to children in the Preschool program.

Program Overview

Toddlers/Twos

Our programs are designed to meet the needs of very young children. Loving, experienced, care giving in a safe, stimulating environment is supplemented with a curriculum geared for early learning. WEE Learn Curriculum is a thematic, faith-based and developmentally appropriate curriculum which is implemented in each child's daily routine. (Curriculum emphasizes gross motor and fine motor development, as well as cognitive and social skills.)

Threes/Fours/Fives

Preschool age children will enjoy a balanced day filled with age-appropriate learning activities in our stimulating classrooms. A busy day of learning centers, small group and large group opportunities and lots of hands-on art, science, reading and math will make for a fun-filled learning experience. Each program implements WEE Learn Curriculum, Handwriting without Tears and Count on Math into their daily routine.

Toilet Training

The goal of these programs is to meet the needs of each child. Children three years and older must be potty trained due to lack of proper changing facilities. Teachers will work on an individual basis to assist efforts at home toward toileting success.

Special Needs

Christ Church Preschool recognizes each child as a unique and special person with the potential to grow and learn. Our developmentally appropriate environment is designed to provide learning opportunities for a wide spectrum of abilities. Depending on facilities and resources, we make every effort to accommodate special needs.

Discipline and Guidance Practices

The purpose of all discipline and guidance is to assist children with self-management skills and age appropriate socially responsible behavior. Teachers help children express their feelings, cooperate with other children, and negotiate conflict. Only positive, non-punitive methods are used to achieve these goals. At no time will a child be physically punished, threatened, or intimidated. We recognize that young children have limited and highly variable abilities to manage their emotions and control their reactions. Expectations are clearly defined and consistently maintained. Techniques used are:

- 1) Diverting attention to a constructive pursuit
- 2) Compromising and negotiating differences
- 3) Encouraging children to seek alternatives within the boundaries of their individual capabilities.

Christ Church Preschool makes it a priority to partner with our families regarding behavior. If the following behaviors are unresolved termination of care is possible:

- 1) disruptive to the learning process
- 2) destructive
- 3) causing deliberate bodily injury
- 4) using abusive language
- 5) referred to the center director repeatedly without obvious positive results

Our goal is to support children navigating through emotional, social, academic and developmental processes. However, chronic behavior issues will be addressed differently than normal age-appropriate behaviors. Our teachers actively document behavioral concerns. When there appears to be a pattern, the teachers meet with the Program Director and an internal assessment is completed. At that time, the Program Director may schedule a meeting with parents via telephone or in person to discuss the issues and work out an action plan. In the event the action plan is not followed, or it is determined the child may need more care than the preschool is equipped to provide, the family may be recommended to seek care outside of Christ Church Preschool. Any violent or aggressive behaviors towards staff or other children will be grounds for immediate dismissal from the program. The health and safety of our children and staff is our highest priority.

The Christ Church Preschool administration and teaching staff make every effort to collaborate with our families to strive for each child's success.

What to Bring Each Day

Lunches and snack

Good nutrition is important to our school's program. Children need to bring a nutritious morning snack and balanced lunch. We recommend you use child friendly (easy for them to open themselves) containers for their snack and lunch items.

Toddlers

The following items should be sent each day, in a **BAG, LABELED with the child's name:**

- Extra change of clothing
- Diapers (6 disposable) and wipes
- Comfort items (blanket, pacifiers) may be brought if needed
- Sipping cup with a lid for toddlers
- Nap mat or sleeping bag- to be laundered at home each weekend
- A nutritious lunch with juice or water
- A morning snack

Two's

The following items should be sent each day, in a **BAG, LABELED with the child's name:**

- A book bag or backpack is essential in transporting important class work and messages home. It needs to be large enough to fit a standard sized pocket folder.
- Extra change of clothing
- Diapers (6 disposable) if necessary and wipes
- Comfort items (blanket, pacifiers) may be brought if needed
- Sipping cup with a lid
- Nap mat to be laundered at home each weekend
- A nutritious lunch with juice or water
- A morning snack

Three's/Four's/Five's

- A book bag or backpack is essential in transporting important class work and messages home. It needs to be large enough to fit a standard sized pocket folder.
- An extra change of clothing
- A nutritious lunch, drink and morning snack

What NOT To Bring

These items should **not** be brought or sent to school in your child's backpack:

- Toys from home
- Medicine or money
- Commercial or promotional materials
- Presents or other "delivery" items
- Tuition checks. Please follow procedures listed in this handbook.
- Candy or chewing gum
- Expensive or sentimental jewelry
- Glass containers in lunches
- Perishable foods
- Drinks containing red dye

Parent Notification Procedures

Parent to Teacher

Your relationship with your child's teacher is very important. The teacher wants to communicate with you. A note or a quick word about any changes at home (new baby, parents away, illness, death of a pet, etc.) allows the teacher to help your child deal with feelings. Conferences with your child's teacher will be scheduled annually (Spring). We are happy to schedule specific conferences with the teacher and/or center director upon request.

Teacher to Parent

Teachers send home a Daily Report for toddlers and two's. Children three years to transition will receive communication through newsletter to provide you with additional insight into your child's school day. **Please check your child's bag and folder daily.**

Office Staff to Parents

The office staff is here to assist you and your children. We welcome your phone calls, written messages and emails. The key to the success of our program is the open communication between parents and staff.

Incident Report Form

Minor accidents sometimes occur. Parents are notified of minor scrapes, bumps and bites on an incident form in which will require your signature.

Policy Changes

Any policy change will be communicated to parents through written notification with a signature card attached for your acknowledgement to be kept in your child's records.

Orientation

A parent/child orientation will be held each fall, at the start of school. The purpose is to answer any questions that the parents might have about the school and classroom policies, curriculum plans, and schedules. It also provides an opportunity to meet the teachers and become acquainted with the parents of your child's school friends.

Fire/Emergency Drills

An emergency Preparedness Plan has been designed to ensure the safety of children during an emergency. Procedures are in place for emergencies such as fires, severe weather, gas leaks, intruders, and medical emergencies. Drills are conducted on a regular basis by employees and children. In the unlikely event that children must be evacuated from the school building, The Woodlands High School, will be the place of relocation. Parents will be called to pick up children from TWHS, and staff will remain with the children until they are picked up. The safety of CEC children is of the utmost importance.

Miscellaneous

Immunization Requirements

The Medical Release and Immunization Form must be completed by the child's physician and parent and returned to the Preschool office prior to the start of school. You can access the requirements via www.tdh.state.tx.immunize. Please keep the school office informed of new immunization and current health information pertaining to your child. Christ Church Preschool will not deny admission to a child based solely on the fact that the child has a reason of conscience exemption affidavit or a documented medical exemption for vaccine requirements.

Hearing and Vision Screening Requirements

All children enrolled in a four or five year old class are required to have their vision and hearing screened. This policy is based on the Texas Special Senses and Communication Disorders Act (1983). Appropriate fees are charged and collected when the screenings take place. You may choose to have your child screened elsewhere, including the local school district. Early identification of vision or hearing problems is critical to your child's well being. Screenings are available for children enrolled in our program for a small fee.

Allergies

Please notify us in writing if your child has a specific allergy. Food allergies must be listed in the enrollment packet. An allergy packet (including allergy action plan, allergy history form and medication authorization form) will also need to be completed.

Special Events, Transportation/Field Trips

Christ Church Preschool does not participate in transporting children to off-site field trips. Rather, we bring enrichment activities to the children on campus. Additionally, all children may enjoy a "field trip" on our beautiful church grounds. These special "on-site field trips" will be offered during the school year.

Chapel

Children attend chapel each week. The CCUM children's ministries staff present age-appropriate Bible stories along with songs.

Animals

Although some classrooms have pets, other animals may be brought to school only when the visit has been prearranged and approved by the center director. Parents will be notified in advance. Leashes and cages will be required where appropriate. When approved animals are on the school premises, we must have documentation and current vaccination records. This is mandatory for all animals entering school grounds according to state and local requirements.

Parent Visits/Classroom Visitation

Parents are welcome to visit the classrooms at any time. Unfortunately, siblings are not allowed. Since the teacher's first responsibility is to the children, conferences will not be held while classes are in session.

Open Door Policy

Christ Church Preschool has an open door policy for all parents. Parents are welcome at any time during our standard hours of operation to observe your child, our operation and program activities.

No prior approval is necessary. Please be respectful of napping and quiet times if dropping off or picking up your child. However, we are unable to accommodate younger and older siblings in classrooms at any time. Please make alternate arrangements for siblings prior to visiting your child's classroom.

Parent Participation

Parent participation is a vital part to the success of the event. Each classroom needs at least one room parent to help organize events and parties throughout the year. If you are interested in volunteering, please fill out parent volunteer forms during orientation.

Watch Me Grow Camera System

Christ Church Preschool offers secure online access to view your child's classroom while he/she is in our care. Parents may register for classroom cameras at www.watchmegrow.com. Parents may inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that 1. video recordings are available 2. the parent or guardian does not retain any part of the video depicting a child that is not their own and 3. the parent or guardian of any other child in the video receives prior notice from the facility.

Clothing

Dress your child in clothing that is durable and comfortable. Your child is active in school and has opportunities to participate in messy activities such as those with paint, glue, and markers. We are not responsible for damage done to clothing during school activities. Weather permitting, children will have outdoor play and should dress accordingly. Mark any removable clothing with your child's name. For safety reasons, no cowboy boots, crocs, or dangling jewelry are permitted. Children must wear closed-toe shoes. (athletic shoes are preferred). It is required that a change of clothes, marked with your child's name, be available if needed for your child.

Show & Tell

Children age two and older enjoy the opportunity to bring something that relates to our curriculum and then discuss it. This fosters the connection between home and school, as well as language development and social skills. Parental guidance is needed in selecting a Show & Tell item. Some examples to bring would be an object from nature, a photo of a new baby at home, or a "tell" to relate to are always welcome. Please ensure Show & Tell item fits in your child's backpack.

Birthdays

If your child wishes to share his/her birthday with classmates, please make arrangements ahead of time to send a special snack. Check with the teacher for the number of children, possible food allergies and to coordinate the date. We suggest that you send cookies. Any snacks must be in the original container from a bakery or store commercially licensed by the Health Department. State Licensing prohibits homemade treats. Please avoid chocolate, excessive sugar, and red dye. Do not send party invitations to school for delivery, unless there is one for every child in the class. When visiting the classroom alternate arrangements must be made for younger or older siblings as our classrooms are arranged with age-appropriateness and safety in mind. Balloons and candles are not permitted.

Holidays and Special Events

Classroom parties include Christmas, Valentine's Day and Easter. (*Due to licensing regulations, we are not able to accommodate siblings for these events.*) Other special events may be added.