



*Covenant Presbyterian Preschool and Child's Day Out* works to assure exceptional school beginnings for children. We strive to provide a secure, nurturing environment which allows children to develop spiritually, socially, physically and intellectually. We encourage growing faith, a positive self-concept, creative expression, enhanced verbal and motor skills and sound health and safety practices.

## **OBJECTIVES**

- ◆ To help the child learn of God's love
- ◆ To create a happy and secure environment
- ◆ To increase self-esteem
- ◆ To provide experiences to increase physical ability
- ◆ To teach the child socialization skills
- ◆ To encourage mental growth by establishing a sequence of learning to prepare for grade school
- ◆ To provide experiences for creativity in art and music
- ◆ To develop a child in all areas by providing a pressure free environment

# PROGRAMS

## Toddler I and Toddler II

The **Toddler I** and **Toddler II** programs offer a safe and clean environment with emphasis on building basic trust, fostering autonomy while nurturing the child's need for closeness. The young child must have sensory and concrete experiences in order to progress to higher levels of development. Children are naturally curious, and this curiosity provides motivation, which enables them to discover their environment. A wide variety of activities, music, and toys that teach are available to the child.

## 2 Year-Olds

The **Two-year-old** program offers a lot of tender loving care and provides the atmosphere for your child to learn, experience and develop in a home-like environment. Books, puzzles, crayons, paints, and much more are available for the young explorer. The young child needs to build a sense of independence while he continues developing a sense of trust. We meet this need by providing many experiences for him to feel powerful and in control while allowing him the freedom to experiment and explore within safe limits.

## 3 Year-Olds

The **three-year-old** needs to build a sense of himself as a problem-solving, reasoning individual while developing trust and independence. This is accomplished through many play experiences. Play is a key mode to development. Respect and approval of others is important to the child. The learning process continues as the child is taught colors, shapes, manners, and various unit studies with emphasis on language development, which we believe to be the basis for the thought process. We stress "learning is fun," thus making the school experiences for your child pleasant and rewarding. An important part of this program is social adjustment, sharing, cooperating with others, and most important of all, learning to see himself as an individual who is unique with qualities unlike any other.

## PROGRAMS (continued)

### 4 Year-Olds

The **four-year-old** child is unique with needs that differ from the younger child. These children are taught alphabet and number recognition along with review of shapes and colors, which are introduced at a preschool level. A minimal emphasis is placed on printing, as this is a developmental skill rather than a learned one. As such, we find it in the best interest of the child not to pressure premature development of these skills, although children showing ability are not discouraged. The "Get Set for School" Curriculum is introduced. Manners are taught and practiced daily through example and application. Social studies, simple science experiments, and number awareness are part of the curriculum. The children are taught language development skills in every area of our program.

### Transitional Kindergarten

The **transitional kindergarten** program is a "bridge" class for young five-year-olds who desire an extra year before starting kindergarten. This is a time of rapid growth and development and a time to set the stage for future success in school and life. To achieve, children need to be eager, able, and social in their learning. Our program strives to make each student feel safe and secure through age-appropriate routines, which give a sense of predictability. They participate in whole group, small group and individual activities that engage them and excite them about the world. They are encouraged to make choices and be responsible. Talking, experimenting, playing, listening and doing is how this group will be learning. The "Get Set for School" Curriculum helps form the classroom activities centered around readiness and writing, language and literacy, and numbers and math.

# FEES AND SCHEDULES for CHILD'S DAY OUT

*Our School Year is September - May*

## **Toddler I**

9 - 14 months as of September 1, 2016  
Tuesday and Thursday  
Time: 9:00 AM - 1:00 PM

## **Toddler II**

15 - 23 months as of September 1, 2016  
Tuesday and Thursday  
or  
Wednesday and Friday  
Time: 9:00 AM - 1:00 PM

## **Two-year-olds**

2 years as of September 1, 2016  
Tuesday and Thursday  
or  
Wednesday and Friday  
Time: 9:00 AM - 1:00 PM

## **Costs for Toddler I, Toddler II and Two's:**

Tuition: \$250/month  
\$2250 annually - 9 months

Registration Fee for all ages:

- \$100 annually for the first or only child.
- \$75 annually for each sibling.

Supply Fee:

- \$65 per child charged each semester in September and January.

# FEES AND SCHEDULES for WEEKDAY PRESCHOOL

*Our School Year is September - May*

## **Three-year-olds (Three Day Program)**

3 years as of September 1, 2016

Tuesday, Wednesday, Thursday

Time: 9:00 AM - 1:00 PM

Tuition: \$280/month

\$2520 annually - 9 months **(Co-op\*)**

## **Four-year-olds (Four Day Program)**

4 years as of September 1, 2016

Tuesday through Friday

Time: 9:00 AM - 1:00 PM

Tuition: \$305/month

\$2745 annually - 9 months **(Co-op\*)**

\*Co-op is a parent who will work in the classroom as an assistant approximately 8-10 times from 9:00 AM - 1:00 PM. The many duties of the helping parent help the classroom activities run more smoothly. **You may opt out of the co-op program by paying a \$75/occurrence fee.**

## **Transitional Kindergarten (Five Day Program)**

5 years as of September 1, 2016

Monday through Friday

Time: 9:00 AM - 1:00 PM

Tuition: \$405

\$3645 annually - 9 months **(Non Co-op)**

### Registration Fee for all ages:

- \$100 annually for the first or only child.
- \$75 annually for each sibling.

### Supply Fee:

- \$65 per child charged each semester in September and January.

### Co-op Fingerprinting Fee:

- \$41.25 (payable to Identogo) will be charged for each parent who will co-op in the three-year-old and four-year-old classrooms.

# GENERAL INFORMATION

Parents are welcome to visit our program at any time.

If you have any questions or concerns regarding our policies or procedures, please schedule an appointment with the Director.

## Enrollment:

Registration for currently enrolled students and their siblings takes place in February. The size of the classes shall be determined by the Director in compliance with licensing standards. In addition, children may be placed in a classroom for which the child may not be age eligible at the discretion of the Director.

The classes will be filled in the following order:

1. Children presently enrolled in the school and children/grandchildren of the staff.
2. Siblings of children presently enrolled.
3. Children of Covenant Presbyterian Church members.
4. Siblings of former students.
5. All others on a first come, first serve basis.

Any child, regardless of race, color, national or ethnic origin, or religious persuasion is welcome. Additionally, any reasonable accommodation will be made for physically handicapped children. A waiting list will be maintained to fill any openings that become available. All required forms must be completed and returned prior to admission. At enrollment, a non-refundable registration fee is due. An only or first child is \$100. Each sibling is \$75. A Supply Fee of \$65 will be charged each semester in September and January for each child.

## Tuition:

A Parent who pre-registers his/her child during the spring months for the following school year must prepay the following May's tuition by May 1st of the current school year. A refund of that prepaid May tuition is possible if the parent withdraws the child and notifies the school in writing by May 31st of the current year. If the parent withdraws the child between June 1st and September 30th, the parent will not be refunded the prepaid tuition. A parent who withdraws his/her child between October 1<sup>st</sup> - April 30<sup>th</sup> may receive a refund of the prepaid May tuition only if a written notice is given and the child's space is filled within two weeks of that written notice. Parents who register during the summer or during the school year must prepay the May tuition within 30 days of registering. Failure to prepay the May tuition will result in loss of enrollment.

**Tuition continued:**

**Tuition will be paid through our eTuition program** -- the church's automatic payment program is mandatory. Tuition and fees will be automatically debited from your account on or after the 5<sup>th</sup> of every month. No adjustments in tuition can be made for illness, vacations, or withdrawal. Days cannot be changed or made-up. A \$40 administrative fee will be charged to process insufficient funds.

Covenant Presbyterian Preschool reserves the right to drop a student for non-cooperation, delinquency in payment of tuition, or the inability of a child or a parent to adjust to the program.

**Positive Communication:**

When a parent is concerned about a teacher or classroom occurrence, the parent is requested to use the following process in the order stated:

- Talk to the teacher, out of the hearing of children and other parents.
- Give the teacher time to respond.
- If you wish to appeal the teacher's decision, talk to the Preschool Director. Give the Preschool Director time to investigate and respond.
- If you wish to appeal the Director's decision, request the Director set up a meeting which will include you, the Preschool Director, the Director of Children's and Preteen Ministries, and the Chair of the Children's and Preteen Ministries Committee. Give this group time to investigate and respond.
- If you wish to appeal their decision, a meeting will be arranged between you, the Senior Pastor, and the appropriate people from the Preschool and/or Children's and Preteen Ministries.

**Confidentiality:**

A feeling of mutual understanding and trust between Preschool staff and parents is essential. Co-opting parents, in particular, may have access to student, teacher, and adult confidences, abilities, successes, and struggles and to other personal information. Please remember that such information **must be** left in the classroom and with the Preschool staff. As a parent, your responsibility is to maintain confidentiality and you **must not share** information which can be disrespectful or detrimental to any individual or group. Covenant maintains a Facebook page that is a closed group for the Preschool. Parents are not to post photos of other children from the Preschool on their personal Facebook page.

The first violation by a parent of this policy will result in a conference with the Director. A second violation could result in dismissal from the program.

### Faculty:

We are very proud of our Preschool and Child's Day Out teachers. All teachers in our program have college degrees in Elementary Education or Child Development or have equivalent training and experience with children. Our staff is certified in CPR and First Aid. As part of our state licensing, each teacher takes at least 24 hours of additional study in early childhood development each year. The Director takes 30 hours. All staff also receives training annually in the Prevention of Child Abuse and Neglect. CPP does not mandate that our staff be immunized.

Teachers of the **Toddlers** and **Two-year-olds** will call or email each child's parents before school begins. Teachers of the **Three, Four and Five-year-olds** invite each child to school for a classroom visit. Parent/Teacher conferences will be conducted in February for Toddler classes, Three-year-old classes and Four-year-old classes. The Four-year-old and Five-year-old classes will conduct additional conferencing in October and again in May as necessary. In addition, the teachers and Director are always available throughout the year to conference with parents either by phone or in person.

### Curriculum:

We want to meet the needs of your child on a variety of levels—social, cognitive, physical, emotional, and spiritual. The Bright Beginnings curriculum provides the basis for the ways in which we will help your child begin to build a foundation of spiritual understanding using concepts in a way that relate to a child's everyday life. We will tell Bible stories in a variety of ways that invite your child's involvement. Music, circle time fun, creative learning activities, finger play and more will help each child understand the Bible concepts being presented. In addition, each child is provided opportunities for personal growth through group involvement, creative activities, problem solving, self-control, and acceptance of responsibility. Circle time activities will be provided each day which include stories, games, and conversational activities. Circle time provides opportunity for interaction among the children in a large group setting.

Teachers will develop their curriculum by themes/units of study which include discovery activities, art projects, language games, Christian values, spiritual growth, and gross and fine motor skill activities:

- **Home Living** dramatic play and cooking activities
- **Block** building and transportation
- **Book/Creative Writing** quiet area for individual use; stories; language
- **Art** various art mediums; easel
- **Discovery/Science** science and sensory activities
- **Manipulative** games; eye-hand coordination; fine motor skills
- **Music** listening and rhyming



### Curriculum continued:

In addition, our four and five-year-old classes incorporate the *Handwriting Without Tears* "Get Set for School" curriculum into their existing thematic units. Young children learn best when they move, manipulate objects, build, sing, draw and participate in dramatic play. To achieve future success in school, children need to be eager, able and social in their learning. "Get Set for School" helps set the stage for just that.

### Health:

Our health policy is set by the Texas Department of Family and Protective Services. The purpose is to provide information on the procedures and guidelines used by the preschool to implement the health policy. For further information or explanation, please contact the Director.

Children will receive a health inspection daily upon arrival at the center. This health check will be performed by the classroom teacher. The purpose of the health check is to determine whether or not a child is healthy enough to stay at the center. Any additional information about the child's health that the parent can share with the teacher at this time would be greatly appreciated.

### **Children should remain at home if any of the following is present:**

- Symptoms prevent the child from participating in activities including outdoor play
- The child has a greater need for care than our staff can provide without compromising the health, safety, and supervision of the other children
- Oral or ear temperature of 100.4 or higher, or an underarm temperature of 99.4 or higher in the past 24 hours
- Vomiting within the last 24 hours
- Diarrhea two or more times within 24 hours (watery BM's that look different and are more frequent than usual or stools that are not contained in the diaper)
- A rash or skin eruption that cannot be identified or which has not been diagnosed
- Discharge from the eyes
- Any contagious disease, until the child has medical documentation to indicate that the child is no longer contagious

Children in a group setting are at greater risk for illness. Research on day care and health issues recommends thorough hand washing for staff and children and exclusion of ill children as the best ways to reduce the risk of illness. Parents can help by keeping children home if they have not slept well during the night, or if they are not feeling well in the morning. If your child becomes ill at school you will be called and asked to pick up your child. Your prompt arrival ensures the comfort of your child and the health of the other children. If a child has a communicable disease, we will notify parents by placing a note on the classroom door.

**Emergencies:**

**If a child is sick or injured:** If a child becomes ill or exhibits symptoms of illness during the school day, we will isolate the child in the preschool office. A parent will be notified and arrangements must be made to pick up the child immediately.

**If a child is seriously injured or ill:** EMS (911) will be called immediately and first aid will be performed until EMS arrives. The parent will be notified as quickly as possible. The teacher will accompany the child, and the rest of the class will be supervised by the other teachers, Director, or Assistant Director.

**Allergy Alert Forms:**

If your child has any serious allergic reactions that may require immediate and/or emergency treatment, you must fill out an Allergy Alert Form which specifies an allergy action plan. Parents must sign the form, giving the Preschool permission to post the child's allergy information in all areas the child is present.

**Medicine:**

We do not administer medication. If your child has a special need and must have medicine during the school day, please discuss the situation with the Director. If you wish to have diaper ointment, sunscreen or insect repellent applied, parents must provide a written note along with the labeled item.

**Immunizations:**

Each child enrolled in Covenant Presbyterian Preschool must meet applicable immunization requirements specified by the Texas Department of State Health Services Immunization Requirements. All immunizations required for the child's age must be completed by the date of admission, and we must have record of current immunizations before the first day of school. A notarized affidavit is required if your child is not receiving certain immunizations or if they are on a delayed schedule.

**Vision and Hearing Screening:**

All children who are four years old are required to have their vision and hearing screened by a licensed professional. The preschool provides this opportunity in October through an outside agency. Families who do not participate in this screening opportunity must provide a copy of the screening obtained elsewhere.

**Speech and Language Screening:**

The children will have the opportunity to have a speech and language screening by a licensed professional. This is a voluntary screening that is offered to the three-and four-year-olds at the beginning of the year. If you have a younger child that you would like screened, please let us know so that we can arrange.

### **Nutrition:**

Covenant Preschool does not provide snack or lunch, and we are not responsible for the nutritional value of food provided by parents or for meeting the children's daily food needs. However, we strongly encourage and support healthy eating habits. Treats such as cookies and candy should not be part of your child's meal while at preschool and may not be served by the teacher.

\*Please encourage your child to try new foods at home. Children need an average of 15 tries of a new item before developing a taste for it.

### **Snacks and Lunch:**

All parents are responsible for providing a snack and lunch for their child. When packing a snack or lunch for your child, try to choose foods that are low in sugar and fat and contain no additives or dyes (for example, corn syrup, sucrose, and food colorings). Please check the nutritional information on the package; a serving should contain less than 10 grams of sugar. **Please note that we are a NUT FREE SCHOOL.**

Please send two sippy cups or water bottles each day - one with water only to be used at snack time and during outdoor play. Water is the best drink for everybody and children will be served water with snack every day. Children will be able to have a drink of water whenever they need to. Encourage your child to drink lots of water by sending it in a fancy bottle. If you forget to bring water or a snack and need the preschool to provide either for your child, a \$1 fee will be charged to your account.

Children also need lots of milk, as their bones are still growing. 2% milk fat is typically fine for anyone over the age of two but please use your pediatrician's recommendation.

Fruit juices, sodas and punch contain mainly sugars and food dye and are overused with children. The daily recommended allowance of fruit juice for children is only  $\frac{1}{2}$  cup per day. These juices do not quench a child's thirst as they contain too much sugar.

**We will not serve these foods to children under the age of 4:** hot dogs (whole or sliced), whole grapes, raw peas, hard pretzels, chunks of raw carrots, or meat larger than can be swallowed whole.

**In addition, we will not serve popcorn, peanuts, nuts, peanut butter or nut spread to any age group. If a lunch contains one of these items, we will send it home and provide an alternative choice.**

**Birthdays:**

Each teacher will have a special method of recognizing the child's birthday. We do ask, however, that parents *avoid* providing chocolate or other high sugar foods. Parents may bring individually wrapped treats to be taken home and eaten by students after class or may bring pre-packed ice cream cups or popsicles to eat at school after lunch.

Distribution of invitations at school must include the whole class; otherwise, they must be mailed. ***Balloons are not allowed at the preschool.***

**Holidays/Weather:**

The school has established a Covenant calendar for holidays. We do observe National Weather Emergencies. If the Austin ISD closes due to inclement weather, we will close also. If AISD has a late start due to the weather, we will be closed for the whole day. If the Covenant Presbyterian Church campus administrator closes the church campus, we will close also. If a day is missed due to weather or other unforeseen circumstances, there will be no make-up day. We will notify you in advance of holiday dates.

**Outside Play:**

The children will play outside each day to help develop gross motor skills. Since Texas weather can be unpredictable, we suggest you send a sweater or jacket when seasons are changing. On rainy days, the teachers will provide appropriate activities for the children in room 300 or in the gym.

**Arrival:**

The first day of school for each of the classes may be found on the school calendar. We know the children are excited about coming to school, but please do not enter the classrooms before 9:00 AM, as the teachers are preparing for the day. For a successful school experience, it is extremely important for children to arrive promptly at 9:00 AM. Please say goodbye at the door and do not let other siblings enter the classroom - this is for the safety of all children. If you need additional time, we offer an extended hour beginning at 8:00 AM Monday - Friday.

**Departure:**

School ends at 1:00 PM. Your prompt arrival to pick up your child at 1:00 PM is appreciated. In the event that you are late, the following fees will be assessed:

1:05 PM - 1:15 PM	\$15.00 charge
1:15 PM - later	\$1.00 charge for each additional minute

If you are consistently late, your late fees will be increased at the Director's discretion.

The Director's clock will be used for the standard of time. If an emergency situation arises that may cause you to be late in picking up your child from school, it is necessary to contact the Director to make proper arrangements. We offer afternoon extended care until 2:15 PM on Monday - Friday. Late fees will apply for parent picking up after 2:15 PM.

**Sign-in/Sign-out:**

Each child must be signed in and signed out daily by whoever drops off or picks up. The **actual time** of arrival and departure must be notated. Keep in mind that once your child has been signed in, Covenant Preschool assumes responsibility of that child until he/she is signed out. Before you sign in, and when you sign your child out at the end of the day, you are assuming responsibility and must remain with your child in the building or on the playground.

**Co-op Requirements:**

All parents who are participating in our co-op program are required to sign our co-op policy and attend the co-op orientation. Parents must be background checked and fingerprinted before volunteering on a regular basis. In addition, parents may not bring other children to class on their co-op days. You may opt out of your co-op duty for \$75/occurrence.

**Student Records:**

The school shall keep records on the registration and attendance of each student. It shall also maintain a permanent cumulative record of student's personal data and progress including developmental achievement, health information, and any test results. Examination of these records by teachers or parents will be documented.

**Release of children:**

We will release a child only to the parent or to someone the parent has authorized in writing to pick up. If a parent calls to authorize the emergency release of a child, the school shall verify that the caller is actually the parent by asking the parent to give our code number. The code number is **370** (the last three digits of our phone number). The school shall verify the identity of a person authorized to pick up a child but not known to the staff by viewing the person's driver's license in the office where they will be given a pass to give to the classroom teacher.

In the event that you need to pick up your child early from school, please communicate with the office so that we may retrieve your child for you. Having parents arrive early can be upsetting for the other children in our school.

### **Absences:**

In the event that your child will be absent from school, please notify the office by phone or email so that the teacher may be notified. If your child is reported absent for two days without us being notified, we will contact you to verify.

### **Chapel:**

Covenant Preschool has Chapel in the Sanctuary every Wednesday morning. Chapel is the time when the threes, fours and fives come together to worship God and is a very important event in our week. Please be respectful of our Chapel leaders, and make sure your child arrives on time, at 9:00 a.m., each Wednesday. Chapel begins at 9:30. If you are running late, you may join us for Chapel, but remain with your child until Chapel is over. It is very disruptive to have children being dropped off and separating from their parents during Chapel time. Toddlers and Two's have Chapel in the Sanctuary (or music room) on Wednesdays and Thursdays at 10:00 a.m.

### **Music:**

The children will attend music classes once a week in addition to their classroom music. A music schedule will be provided to you by your child's teacher. Parents are always welcome to come and visit during music class.

### **Clothing:**

Dress your child for comfort! Please label everything your child brings to school. Send a change of outerwear and underwear for any accidents that could occur. Please keep in mind that clothes will be subjected to paint, glue, the playground, and other elements. Our playtime can get messy!

### **Shoes:**

Be sure that your child's shoes fit correctly. Poorly fitted shoes may inhibit your child's physical development. Please **do not** send your child in ***western boots, rain boots, sandals, jellies, flip flops, or crocs***, as they are inappropriate for preschool activities. ***Sneakers or tennis shoes are best for participating in activities during the school day.*** All walking children must wear shoes.

### **Jewelry:**

Jewelry is not allowed at the school. Please do not let your child wear necklaces, dangling earrings, bracelets, or rings as they may be a safety/choking hazard.

### **Cooking:**

Many classrooms conduct cooking projects. Teachers will give parents 5 days advance notice of these activities and provide a list of ingredients/products being used. If your child has a food allergy action plan, you will be required to sign off on each project.

**Pets:**

Teachers may have small animals in their classroom as pets. Classroom pets may include, but are not limited to, small rodents, hermit crabs, or fish. All animals at the Preschool meet health and safety requirements of the Texas Department of Family and Protective Services. If you would like to bring a pet for Show-and-Tell, you must notify the teacher at least 48 hours in advance so that the families in the classroom can approve. Your pet must have a current health certificate from your veterinarian and be up to date on its vaccines. Families will be notified in writing when a new animal will be present at the Preschool. Children must not have contact with chickens, ducks, reptiles or amphibians.

**Gang-Free Zone Information:**

Under the Texas Penal Code, any area within 1000 feet of a center is a gang-free zone where criminal offenses related to organized criminal activity are subject to harsher penalty.

**Provisions for Breastfeeding Mothers:**

You have the right to breastfeed and/or provide breast milk for your child while in care. We have a "family nook" area located on the second floor behind the nursery check-in desk and a private room on the third floor to help support this practice.

**Children's Products Certification:**

The Preschool receives and reviews bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products and ensures that to the best of our knowledge such products are inaccessible in our school.

**Notification for Pesticide Application:**

This school periodically applies pesticides to treat the outdoor play areas. Treatment will only occur on Friday afternoons after school dismissal. Extenuating circumstances may require unplanned treatments. More information about times and types of applications is available on request. Our pest control provider is licensed by the Texas Department of Agriculture Structural Pest Control Service.

**Parking and Safety on Campus:**

Covenant is a thriving campus and parking can sometimes create a challenge. Please be mindful of others when parking in our lot. NEVER PARK IN A FIRE ZONE OR HANDICAPPED PARKING SPACES. The special spaces that are labeled "Sunday Visitor or Special Needs Only" are for parents with small children; this means they are reserved for our preschool parents. In addition, from 8:45AM-9:15AM and from 11:45AM-1:15PM, the parking spaces in the southeast corner of the lot are reserved for preschool parents only.

Please do not ever leave a child in a car unattended. Not only is it unlawful, but the parking area is not a safe area to leave a child alone. In addition, please be extremely careful and have your child hold hands with you at all times - do NOT talk on your phone while walking through the parking lot with your child!

When approaching the Preschool building, it is best to enter through the south entrance in order to avoid car traffic. Please do not at any time let your child become separated from you in the parking lot or building. No child should be alone on the elevator or in the stairwells.

**Cell Phone Usage:**

It is our desire to keep the preschool a “**cell phone free zone.**” Parents and teachers are not able to properly supervise children if a cell phone is in use. Teachers are held accountable through our state licensing authority. Covenant encourages parents to act similarly when on our campus in order to keep your child safe.

**House Bill 910 Regarding Open Carry:**

Under state licensing requirements, no firearms of any kind are allowed on campus or church premises. Please know that if you are a licensed carrier, you may NOT carry your handgun (concealed or not) into the school.



# EMERGENCY EVACUATION PLAN

## **In case of fire:**

The children will exit as posted by the door of each room and proceed along their designated routes. The infants, toddlers and two's classes will exit through the hallway through the double doors, into the building foyer and exit the main building taking the ramp to ground level. They will then travel to the courtyard plaza in front of the Sanctuary building to gather. Children with limited mobility or otherwise need assistance will be evacuated by the Floater and Assistant Director. The three's classes will exit through the hallway toward the office and proceed to the stairwell on the north side of the building. They will then exit the building taking the stairs to ground level and travel to the courtyard plaza in front of the Sanctuary building to gather. The four's and five's classes will exit the hallway away from the office and proceed to the stairwell on the south side of the building. They will then exit the building taking the stairs to ground level and travel to the courtyard plaza in front of the Sanctuary building to gather. If necessary, they will then enter the Sanctuary building using the accessible door. During an evacuation, the teachers must bring their attendance sheet and children's enrollment/emergency forms with them when leaving the classroom. The Assistant Director will be responsible for bringing the staff/child emergency information and helping the toddler classrooms on the second level. The Director will call 911. The Director will check the bathrooms and classrooms to make sure each child is with a teacher. The Director will be the last person out of the building and will make sure everybody has safely evacuated. Teachers will immediately take attendance when they have arrived at the meeting site. The Director and Assistant Director will notify the parents. The Assistant Director and Floater will assist the teachers with the supervision.

## **In case of severe weather:**

The infants, toddlers and two's will relocate to room 210 against the walls and "duck and cover." Children with limited mobility or otherwise needing assistance will be relocated by the Floater and Assistant Director. The three's, four's and five's will relocate to the second floor in room 200 against the walls and "duck and cover." The three's, four's and five's will proceed from the third floor using the above designated stairwells used in the fire route. During relocation due to weather, teachers must bring their attendance sheet and children's enrollment/emergency forms with them when leaving the classroom. Each teacher must also have a flashlight and first aid kit. The Assistant Director will be responsible for bringing the staff/child emergency information notebook. The Director will be responsible for listening to the weather radio and sounding the "all clear." The Director and Assistant Director will notify the parents. The Assistant Director and Floater will assist the teachers with the supervision.

**In case of a localized emergency requiring evacuation of the church grounds:**

We will walk the children to the Northwest Recreation Center and then notify the parents. Children with limited mobility or otherwise needing assistance will be relocated by the Floater and Assistant Director. During an evacuation, teachers must bring their attendance sheet and children's enrollment/emergency forms with them when leaving the classroom. The Assistant Director will be responsible for bringing the staff/child emergency information notebook. Teachers will immediately take attendance when they have arrived at the meeting site. The Assistant Director and Floater will assist the teachers with the supervision.

**In case of an area-wide emergency requiring evacuation to another part of town:**

The children will be transported to First Presbyterian Church, 8001 Mesa Dr., using any available, safe vehicles. The classroom teacher(s) should transport the children in their care. The Director and other church staff members as needed, will also transport children. Children with limited mobility or otherwise needing assistance will be relocated by the Floater and Assistant Director. During an evacuation, teachers must bring their attendance sheet and children's enrollment/emergency forms with them when leaving the classroom. The Assistant Director will be responsible for bringing the staff/child emergency information notebook. Teachers will immediately take attendance when they have arrived at the meeting site. The Director and Assistant Director will notify parents to pick up their children at First Presbyterian Church. The Assistant Director and Floater will assist the teachers with the supervision.

**In case of an intruder/security breach:** The Director will call 911 immediately and the Assistant Director will call the Director of Administration for a building lock down. Teachers will secure the classrooms and turn off the lights. Teachers will move to the safest area of the classroom and stay in designated area until the "all clear" has been given by the Director. The Director and Assistant Director will notify the parents.

**If a child is sick or injured:** If a child becomes ill or exhibits symptoms of illness during the school day, we will isolate the child in the preschool office. A parent will be notified and arrangements must be made to pick up the child immediately. If a child is injured, we will perform necessary first-aid in the preschool office and notify the parent as necessary.

**If a child is seriously injured or ill:** EMS (911) will be called immediately and first aid will be performed until EMS arrives. The parent will be notified as quickly as possible. The teacher will accompany the child, and the rest of the class will be supervised by another staff member.

# FIELD TRIP POLICIES

- Each child must wear a shirt, nametag, or other identification listing the name of our preschool and our telephone number.
- Each child needs to ride in an age-appropriate booster or car seat. No exceptions. If you do not have a car seat for your child, we have a few extra ones at the preschool. Parents must install the car seat in the car of the person who is driving.
- Children need to ride in the back seat, away from airbags.
- Each time **you drive** on a field trip, you must:
  - Show proof of insurance to office
  - Show driver's license to office
  - The office must see this information at least one day before the field trip, and will not accept proof of insurance that is faxed the morning of the trip. This information is not kept on file, so make sure you have it handy whenever you drive.
- Each car transporting a group of children must have:
  - a list of the children being transported
  - emergency information and authorization forms for each child
  - allergy alert form for any child with an allergy action plan
  - a cell phone and cell numbers of the other drivers and the school
  - a map or directions to the field trip site
  - a first-aid kit
  - a fire extinguisher
- If you are driving, make sure the director, teacher, and the other drivers have your cell phone number. **In accordance with state law, YOU MAY NOT TALK OR TEXT ON YOUR PHONE WHILE DRIVING.**
- Drivers will pull into the circle drive of in front of Covenant Hall to load and unload the children; and at the site of the field trip, children must be loaded and unloaded curbside, as close to the building as possible. Walk with the children you are supervising to the meeting place. A child may not cross a street unless accompanied by an adult. Never leave a child alone in a vehicle.
- Safety is the **#1** priority on field trips.

# CURRICULUM POLICIES

**PURPOSE** : The program of Covenant Presbyterian Preschool and Child's Day Out is to provide a rich and varied educational experience in a secure, warm, friendly, Christian atmosphere. Recognizing the importance of balanced growth and development, the staff will provide opportunity for social, emotional, mental, physical and spiritual development of the child.

- A. The program provides a service to the families and children of the program. This service grows from a sincere love of the children and a desire to help in proper development and adjustment in our modern world.
- B. Recognizing that the young child's most important teachers are his parents, a main thrust in the Preschool is to be the Parent Ministry. The program is to include educational opportunities for parents including orientations, professional speakers addressing child development issues, child development library, and school newsletter.
- C. The Preschool is at all times to be in harmony with the regulations of the Texas Department of Family and Protective Services and is to remain licensed under its authority and supervision.

**DEVELOPMENT**: The curriculum is to be developed by the Director and teachers for the complete school year, based upon the particular needs of the children. The following guidelines will be observed in connection with the development of the curriculum:

- A. It is to provide a carefully supervised and balanced program that is to include varied cultural activities including music appreciation, creative art and drama, story telling and reading. The day's activities include language development, reading readiness, science, and math. The important physical development goals are achieved through activities which develop gross and fine motor skills and health studies.
- B. Underlying the formal curriculum above is the goal of providing each child with age-appropriate social, emotional, physical and spiritual development.
- C. The curriculum will be evaluated regularly. Evaluation is to include reviewing the goals for each group of children and reviewing the teacher's lesson plans.
- D. From time to time, preschoolers (3's, 4's and 5's) will take supervised field trips off campus as an extension of a unit studied in the class.
- E. The curriculum includes experiences that help the children develop a love of God and a love of learning about God. These experiences are to include Bible stories, Bible verses, devotional experiences and prayers.

# GUIDANCE POLICIES

The staff at Covenant Presbyterian Preschool and Child's Day Out believe in a caring, loving atmosphere where children are nurtured to develop their positive self-image.

When it is necessary to use effective guidance we:

- Use guidelines that are simple and positive
- Express open communication
- Remain constant and loving
- Redirect the child to appropriate behavior

If a child is having difficulty responding to the above guidance, Covenant Preschool reserves the right to:

- Request a Parent Conference
- Request the parents have the child examined by a pediatrician
- Request the parents have the child examined by a Child Guidance Counselor
- Request the parents withdraw the child from school

**GUIDANCE:** Guidance shall be used as a tool for learning, and a means of establishing secure boundaries for the children. The Director will issue guidelines for appropriate disciplinary methods. Under no circumstances shall corporal punishment of any kind be used.

## I. GUIDANCE

- A. Prevention vs. Correction: Forestall any potential misbehavior and redirect the child to appropriate behavior
- B. Determine if the act is "behavior" or "misbehavior"
- C. State determined guidelines simply and positively.
- D. Be positive - use "don't", "no", "stop" for emergency situations
- E. Maintain a controlled voice level
- F. Plan activities that give an outlet for emotions, e.g. play dough and pounding activities
- G. Always speak directly, with good eye contact, and at the child's level
- H. Do not associate punishment with food or rest
- I. Praise positive behavior

## II. RULES

- A. Rules help children know what is expected of them and they help a parent be consistent in training their children
- B. Keep rules short, stated positively and easy to remember
- C. Rules should specify a behavior and a consequence

- D. Rules should be stated so that they can be easily enforced
- E. Be sure that the rule is one you can teach your child
- F. Implement rules one at a time
- G. When a rule is broken, ask the child to state the rule as part of the correction
- H. Use reminders to teach rules, then fade reminders out
- I. Ignore protests about rules
- J. Use positive consequences to teach your child what you want him/her to do
- K. Do not ask a child to do something unless you really want it done. Be prepared to insist on it by waiting with him/her to see that it is done

### III. BEHAVIOR GUIDANCE

- A. Effective guidance is given immediately
- B. Effective guidance provides a method of earning back privileges
- C. Effective guidance makes use of a warning signal
- D. Effective guidance is carried out in a calm, matter of fact way
- E. Effective guidance is given with reinforcement for good behavior
- F. Effective guidance is consistent

### IV. IGNORING

- A. A method of reducing inappropriate behavior in children is by paying no attention to the behavior when it occurs. This method is inappropriate for behavior that happens when the child feels like he/she can get his/her way by persistence
- B. Only ignore specific misbehavior that you want to see reduced
- C. Only ignore behavior that can be safely tolerated
- D. Everyone has to ignore the misbehavior
- E. Leave the direct area of conflict, but continue to supervise the situation
- F. Praise the child who behaves appropriately
- G. Be prepared for the frequency of the misbehavior to increase at first

### V. TAKING A BREAK

- A. Use only for serious misbehavior such as fighting, tantrums, arguing, aggressiveness, intentional destruction
- B. Make sure the break is dull, dull, dull
- C. Make sure it immediately follows the misbehavior
- D. The break lasts one minute per year for your child's age
- E. Don't talk with the child during the break
- F. After the break, explain what happened and what is expected in the future

## VI. USING LOGICAL CONSEQUENCES

- A. Is the consequence reasonable?
- B. Is it enforceable?
- C. Is it consistent with nurturing care?
- D. Is it too powerful?
- E. Is the consequence related to the offense?

## VII. REWARDING GOOD BEHAVIOR

- A. Think of what your child is doing now that you would like to see happen less often
- B. Decide on an activity you would rather see your child do
- C. Give praise, attention, and approval for the more acceptable conduct
- D. Be specific
- E. Pick out only one or two observable behaviors to reward
- F. Reward every time in the early stages of changing behavior
- G. Keep a record of progress
- H. Only give a reward after a child performs the desired act
- I. Use anything (within reason) the child likes as a reward
- J. Praise the behavior, not the child

VIII. ESCAPING THE CRITICISM TRAP - Children need and want our attention and will behave in a manner that will get them the most attention. For most parents, that is negative attention. So, they fall into the criticism trap by increasing the behavior they want to stop. Spending time in meaningful interaction will fulfill the need for attention.

## IX. REWARD IMPROVEMENT

- A. Remember that what seems small to you may be a giant step for a child. Don't expect perfection
- B. Don't make a reward too far in the future. Children need immediate reinforcement
- C. NEVER TAKE AWAY THE REWARD A CHILD HAS EARNED AS A PUNISHMENT FOR AN UNRELATED MISBEHAVIOR
- D. If a behavior is not improving, review what you are doing
  - 1. Rewards may be too weak or unimportant
  - 2. Make sure the child is getting reinforcers only when they earn them
  - 3. Make sure you are only focusing on one problem at a time.
- E. Use the system for at least one month after new behavior has become well-established. Then phase out. Remember to give periodic praise.

Covenant Presbyterian Preschool and Child's Day Out is licensed by the Texas Department of Family and Protective Services, and will maintain the standards required by the DFPS. Parents may view a copy of the DFPS Minimum Rules for Licensed Child-Care Centers as well as a copy of the most recent licensing inspection report at any time. A copy of each is kept in the office. The phone number for DFPS is **512-834-3195**, and the website address is **[www.tdfps.state.tx.us/child\\_care](http://www.tdfps.state.tx.us/child_care)**

Covenant Presbyterian Preschool and Child's Day Out staff is required to receive annual training on prevention, recognition, and reporting of child abuse and neglect. All preschool staff is required by state law to report any suspected child abuse/neglect to the Texas Department of Family and Protective Services (DFPS) and any applicable law enforcement without prior consultation with any family member involved. Parent awareness of signs and symptoms of child abuse, including warning signs that a child might be a victim as well as prevention techniques is vital to the health of our community. Such information is available through the preschool office or by contacting Texas Child Care Licensing.

**Report suspected child abuse  
1-800-252-5400  
24 hr. toll free child abuse hotline**