**SPRING VALLEY UNITED METHODIST CHURCH**

**PRESCHOOL**

**![A group of children playing with a toy

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**Parent Handbook**

**2023-2024**

7700 Spring Valley Road

Dallas, Texas 75254

972-233-2317

[**www.svumc.org**](http://www.svumc.org/preschool)

**Suzan Meyer, Preschool Director**

**Angel deRozario, Assistant Director**

**Frank Drenner, Senior Pastor**

**Shea Harrington, Director of Children and Family Ministry**

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Greetings Preschool Families,

On behalf of each member of the SVUMC Preschool staff, I’d like to take this opportunity to welcome you. We consider it a sacred privilege to be a part of your lives!

SVUMC Preschool has an outstanding, dedicated group of teachers who have been diligently preparing for the upcoming schoolyear. Because we understand that children learn best when they are in a safe and loving place, we are committed to loving, nurturing, and encouraging your preschooler, as we create a multi-sensory, developmentally appropriate environment for each of our kids. It is going to be a great year, and we all look forward to the friendships and relationships that will grow during our time together.

We understand that we are partners with a common goal – the growth and development of your child. Please feel free to reach out to us.

We are delighted that you have chosen to share your child(ren) with us!

Blessings,

Suzan Meyer

Director of SVUMC Preschool

Dear Parents,

On behalf of the Preschool Advisory Board welcome to Spring Valley United Methodist Church Preschool.

Our Board is a volunteer advisory body that provides oversight through the Director. We strive to be a liaison between Spring Valley United Methodist Church and the Preschool. We examine policies and procedure, review financial statements and are a sounding board for the Preschool Director. Want to let us know what is on your mind? Feel free to contact us via email or ask to address the Board at its next meeting.

When you have questions, concerns, or praise to share, we encourage you to start with your child's teacher or a staff member. If your concern is more broad, or if its sensitivity dictates the involvement of someone other than the teacher, please bring it to the attention of the Director. If the issue is not resolved to your satisfaction, or if it is too sensitive to bring to the Director, request a conference with the SVUMC Senior Pastor, Rev. Paul Gould. At any level of the process, you can expect confidentiality and sensitivity to the needs of your child and your family.

Again, welcome, and we hope you and your family have a terrific experience at Spring Valley United Methodist Church Preschool.

Grace and peace,

Betsy Owens

Chairman, SVUMC Preschool Board

SVUMC Preschool Board Members

Courtney Wright

Jonathan McBride

Jessica Espiritu

Jordan Teeple

At-Large (non-voting) members:

Shea Harrington, SVUMC Director of Children’s Ministry

Suzan Meyer, SVUMC Preschool Director

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18 August 2023

Dear Spring Valley Preschool Families,

“Grace to you and peace from God our Father and the Lord Jesus Christ” - Ephesians 1:2

My name is Pastor Frank and I was appointed to be the Lead Pastor at Spring Valley this past July 1. My predecessor, Rev Paul Gould, had nothing but wonderful things to say about the school, its leadership and staff, and its kiddos and families. I cannot wait to hear the noises, see the smiles, and be a part of the school as a new year begins soon!

As a parent myself, I know what a great privilege and gift it is to raise children. I also know that it is too much work for parents to do on their own. Just the other day Christy and I moved our middle son to college for his first semester. I thought about all the church preschool teachers, public school teachers, camp counselors, Boy Scout leaders, Sunday school teachers and youth leaders who helped shape Miles into the young man he is today. So I am grateful for institutions like our school and church that make the commitment to support and care for the children whose lives we share. It is a great responsibility, and we take it very seriously. It’s also a tremendous blessing for us to enjoy them.

If you do not have a church home and are seeking one, I am more than available to share more about the Spring Valley congregation and mission. If your child has not been baptized and you are interested in learning more, please let me know. We would love to see you and your family in worship, Sunday school, or any of the opportunities we offer for families to grow and serve together. Reach out to me or Shea Harrington, our Director of Children, Youth and Family Ministry: [sharrington@svumc.org](mailto:sharrington@svumc.org) to learn more. Even if you never worship or participate in the church beyond the school, know that I am available to you for any care or need you may face.

Thank you again for sharing your child with us. I pray that this school year is a blessing to them and your family.

Peace and Joy,

Rev Dr Frank Drenner

[fdrenner@svumc.org](mailto:fdrenner@svumc.org)

**MISSION STATEMENT**

Children will grow, develop, and learn new skills when they feel safe, secure, and well loved! The mission of Spring Valley United Methodist Church Preschool is to provide each child with the essential building blocks for academic success and spiritual growth in a safe, nurturing environment.  We believe that play is the work of childhood, and skills and knowledge are gained through experience.  Learning concepts through play and exploration put children on a path to become lifelong learners.

**OUR CURRICULUM**

Teachers set their classrooms up in Learning Centers.  Each week, activities and literature will be centered around unit-based themes, Sample units include community helpers, nursery rhymes and fairy tales, seasons, holidays, animals, life on the farm, health and safety, Texas, U.S.A., transportation, and occupations. Our preschool curriculum resources, LifeWay’s WEE Learn and Frog Street Press, provide the teachers with foundational resources for stimulating activities that are Biblically sound and age-appropriate. Frog Street Press Pre K, a “comprehensive, research-based program that integrates instruction across developmental domains and early learning disciplines” is utilized in the two, three and four year old classrooms.

Each age group’s classroom structure is designed keeping developmentally appropriate practices in mind. Sacred Circle Time is a part of each child’s daily experience at SVUMC Preschool. This is a time for children to experience the stories of our faithwhile being reminded that they are a blessing and a part of God’s family.

Unit based lessons plans will focus on language, literacy development, and pre-reading skills, beginning number awareness and math; gross and fine motor development (including handwriting readiness skills) and social and emotional growth. Learning takes place during teacher led activities as well as during group and child initiated activities.

**SVUMC Preschool Office Hours**

Monday – Thursday Friday

8:30 a.m. – 3:15 p.m. 8:30 a.m. – 12:10 p.m.

**WEBSITE**

<http://www.svumc.org/preschool>

**CONTACTS**

**Suzan Meyer-** Preschool Director

972-233-2317

[smeyer@svumc.org](mailto:smeyer@svumc.org)

**Angel deRozario**- Assistant Director

972-233-2317

[Dir.assistant@svumc.org](mailto:Dir.assistant@svumc.org)

**Jill Chris** – Administrative Assistant

972-233-2317

[schoolsec@svumc.org](mailto:schoolsec@svumc.org)

**Frank Drenner**—Senior Pastor

973-233-7671

[fdrenner@svumc.org](mailto:fdrenner@svumc.org)

**Betsy Owens** – Preschool Board Chair

[owensbetsy@sbcglobal.net](mailto:owensbetsy@sbcglobal.net)

**MAILING ADDRESS**

**Spring Valley United Methodist Church**

**Attention: Preschool**

**7700 Spring Valley Road**

**Dallas TX 75254**

**FAX:  972-233-1758**

**Attention Preschool**

**GRIEVANCE POLICY**

If you ever have a concern or question regarding your child or the operation of the preschool, please contact your child’s teacher or the Director and request a conference.  For serious grievances, and to better enable us to respond in a timely fashion, please initiate your complaint within 24 hours of the occurrence or event.  If, after discussing your concern with the Preschool Director, it is not resolved to your satisfaction, or if your concern involves the preschool director, please request a conference with the Senior Pastor, Rev. Paul Gould. Confidentiality and sensitivity to your needs and concerns are very important to us.

**Spring Valley United Methodist Preschool** **is licensed by the Texas Department of Family and Protective Services.**

A copy of the “Minimum Standards Guidelines”, the current SVUMC Preschool license, a copy of the most recent Licensing Inspection Report and additional required postings are located in Director’s Office for review. SVUMC Preschool is regulated by the local licensing Office:

**Texas Department of Family and Protective Services**

8700 N Stemmons FWY, STE 104

Dallas, TX 75247

(214) 583-4046

24 Hour Hotline: 1-800-252-5400

www.dfps.state.tx.us

**GANG-FREE ZONE**

The Texas Penal Code indicates that any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

**NONDISCRIMINATORY POLICY STATEMENT**:

We welcome children regardless of language, class, culture, race or family structure.

**IMPORTANT TELEPHONE NUMBERS AND WEBSITES**

Spring Valley United Methodist Preschool:  972-233-2317

Spring Valley United Methodist Church:  972-233-7671

Spring Valley United Methodist Church FAX:  972-233-1758

Spring Valley United Methodist Church:  [www.svumc.org](http://www.svumc.org)

Texas Department of Family and Protective Services:  1-800-582-6036

Texas Department of Family and Protective Services:  [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

Abuse/Neglect Hotline: 1-800-252-5400 and [www.txabusehotline.org](http://www.txabusehotline.org)

**SECURITY**

**Here at SVUMC Preschool we take your child’s safety very seriously.**

The security of your child is of the utmost importance.  We take every precaution to provide a safe environment for your child.

If someone new will be picking-up your child, you must let us know in writing.  Also, let that person know that we will be checking identification.

When visiting the SVUMC Preschool during the school day we ask that you check in and check out with your child’s teacher.

Upon enrollment, parents are provided with a security code that will allow them access to get into the building. Do not give this code to anyone, if someone new is picking up your child(ren) please have them ring the bell at the front door and the office staff will buzz them in.

**PROGRAM DAYS**

September–May (See calendar for specific start and end dates)

School Day: Monday-Friday 9:00 am – 12:00 pm

Lunch Bunch: Monday - Thursday 12 pm -2:45 pm (additional cost)

SVUMC Summer Camp (See calendar for specific start and end dates)

Monday-Friday

9:00 am – 12:00 pm

Lunch Bunch: Monday-Thursday 12 pm-2:45 pm

July & August- Closed

**REGISTRATION OVERVIEW**

Registration begins in January, using priority tier groups. Our first priority group includes currently enrolled students and their siblings, as well as the children of staff and church members.

Upon notification of acceptance, registration forms are required by state licensing. Payment of your child’s registration fee will ensure your child’s spot.

When a class is full a waiting list is started. Students may be accepted as spots become available.  Children are placed in classes according to age, teacher input, and consideration of special circumstances.  Children are not moved into another room when they have a birthday. The class “ages” together through the school year.  Children are assigned to new classes each school year.

Parents of a child with special needs should discuss these needs with the Director at the time of enrollment in order to ensure a successful placement for your child.

**REGISTRATION FORMS**

The state requires the following to be completed before a child can enter SVUMC Preschool:

1. Enrollment Form

2. \*Current record of immunization

3. Health Statement signed by your child’s doctor

4. \*\*All four year olds must provide the results of hearing and vision screenings

5. An Allergy Action Plan for any child with food allergies, completed and signed by your child’s health care provider

6. Names and contact information of a total of 4 person who are authorized to pick your child up from school.

**\*IMMUNIZATIONS**

All children are required to remain up to date on their immunization and provide a copy of those immunizations to SVUMC Preschool. If immunizations are deferred for reasons of conscience or medical contraindications, a notarized affidavit is required before the child can start school. SVUMC Preschool can only accept an original, notarized affidavit which can be found at **immunizetexas.com.** Unvaccinated children will be required to stay at home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

**\*\*VISION AND HEARING SCREENING**

The State of Texas requires all children four-years and older on Sept.1 of the current school year to have vision and hearing screenings. This screening must be completed by a licensed healthcare professional within 120 days of admission and the screening results provided to SVUMC Preschool.

Please request this service at your child’s 4 year well child check-up.

**PARENTS’ RIGHT TO IMMEDIATE ACCESS**

Per Texas law, parents of children in our care are entitled to access, without prior notice, to their child whenever they are at SVUMC Preschool.

In cases where the child is the subject of a court order (e.g. Custody Order, Restraining Order, or Protection from Abuse Order) SVUMC Preschool must be provided with a certified copy of the most recent order and all amendments thereto. The orders of the court will be followed. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign a request for more liberal interpretation of the orders.

In the absence of a court order on file with SVUMC Preschool, both parents shall be afforded equal access to their child as stipulated by law. SVUMC Preschool cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, SVUMC Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent’s right to immediate access. SVUMC Preschool will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the School Director and are allowed in the preschool at the discretion of the School Director.

**TUITION/FEES**

**REGISTRATION/SUPPLY FEE**

**One Day $140**

**Two Days $230**

**Three Days $240**

**Four Days $250**

**Five Days $260**

**Registration and supply fees are *nonrefundable*.**

**TUITION RATES**

**Annual Tuition Installment (9 MONTHS)**

**One Day $140 per month**

**Two Days $235 per month**

**Three Days $255 per month**

**Four Days $285 per month**

**Five Days $305 per month**

Lunch Bunch is held on Mondays, Tuesdays, Wednesdays and Thursdays from 12:00 to 2:45.

One day = $70 monthly

Two days = $130 monthly

Three days = $190 monthly

Four days = $250 monthly

Drop in lunch bunch is available, if space allows, for the fee of $25 per day.

SVUMC Preschool offers Lunch Bunch to families enrolled in regularly scheduled classes.

The full payment amount is expected for all children enrolled whether present or not. Please keep in mind that you are paying for the **space** reserved for your child in a classroom, not for your child’s attendance. Thus, to hold that space, payment must be made regardless of attendance.

**TUITION PAYMENT SCHEDULE**

Tuition is due the first day of each month and will be considered late on the 8th. Tuition is paid September through May, even if your child is absent from school. Unless you have communicated a need to change your due date there will be a late fee of $25 dollars added to any account that misses the due date.

There is no discount if you choose to pay your tuition in full in advance.

**TUITION PAYMENTS**

***1.Cash***: Please deliver cash payments to the Admin Assistant or the Director so that you can receive a receipt.

***2. Personal Checks/ Money order:*** Make your check or money order out to Spring Valley United Methodist Church (or SVUMC) and place it in the drop box by Jill’s office. \*If your check is unable to be deposited or is returned for any reason, there is a $25 fee attached.   
  
***3. Auto Payment***: Parents can set up ACH payment through your Procare parent portal.

ACH processing fee is $1 per transaction.

4. **Debit or Credit**: Parents can pay their tuition with a debit or credit card through our online portal- Procare. There will be a convenience fee of 2.7% of the total amount plus 30 cents added if you choose to pay through Procare via debit/credit card.  
  
\*Please note that if an account has two returned payments or checks, that account will be asked to pay by cash or money order in the future.

**INVOICES/RECEIPTS/TAX DOCUMENTS:**

Invoices are available on your Procare account on the first of each month.

Receipts for cash are given at the time SVUMC Preschool receives the cash. End of Year Tax Statements are available upon request; please contact the Admin Assistant or Director for more information.

**DISCOUNTS:**

SVUMC members receive a $30 discount on registration fees and tuition.

Siblings receive a $20 per month discount on registration fees and tuition.

**Only one discount may be applied.**

**LATE PAYMENT FEES/ PENALTIES**

A late fee of $25 will be assessed after the due date on any account with an outstanding balance,unless prior arrangements have been made with the Director/Admin Assistant.

A continual problem of late tuition payments and/or NSF returned checks could result in your child being dismissed from SVUMC Preschool.

**DELINQUENT ACCOUNTS**

An account that is more than 30 days delinquent will require automatic withdrawal of the child/children, unless appropriate arrangements have been made with the Director.

**LATE PICK UP**

There will be a $1.00 per minute, late fee for picking up your child after 12:05 on regular days and after 2:50 on Lunch Bunch days.  For example, if your pick up your child at 12:10, the fee is $5 per child.   Please contact the Director/Teacher as soon as you know you will be late.

**WITHDRAWAL FROM SVUMC PRESCHOOL**

SVUMC Preschool requires a written 30-day paid drop notification.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the Director in ***writing via letter or email*** (we cannot accept a verbal notification) at ***least one month*** before the withdrawal date. If less than 30-day notification is given we require the tuition be paid for the month following withdrawal.

**REPORTING AN ABSENCE OR ILLNESS**

To report an absence, please email the director or message your child’s teacher through Procare to let us know that your child will not be in school. It will be helpful to include your child’s name and classroom in the email.

We request parents notify the Director as soon as possible if they believe their child has contracted or been exposed to a communicable disease, including Covid. The Director, if appropriate, will then communicate this information to those who need it.

**ILLNESS**

SVUMC Preschool will not accept children for class who are showing any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

We ask parents to inform your child’s teacher if your child was given any type of medication prior to coming to school (including allergy, cold or cough medicine)

Please do not bring your child to school when any of the following symptoms exist:

* Fever- must be free of fever (100° or more) for 24 hours without the aid of fever-reducing medicine)
* Vomiting and/or diarrhea (must be free of vomiting and /or diarrhea for 24 hours)
* Any symptoms of Covid or childhood diseases
* Chicken pox – all sores must be completely scabbed over and dry underneath
* Common cold
* Sore throat
* Cloudy, green or excessive runny nose
* Persistent cough or croup
* Skin rash or infection of any kind (such as boils, impetigo, etc.)
* Difficult or rapid breathing
* Conjunctivitis or other eye discharge (24 hours on medication)
* Any communicable disease
* Live head lice\*

We also ask that any open wounds, large scrapes or cuts be properly covered with a bandage. We require all open wounds to remain covered while the child is at school.

SVUMC Preschool may find it necessary to modify the illness policies during flu or Covid.

If a child has head lice, we will ask you to keep your child at home until one medicated treatment has been completed. We will not send a child home if only nits are found but we will ask that you treat accordingly. When your child returns to school, a head check is not required and there is no requirement to report cases of head lice to officials.

**ILLNESS AT SCHOOL**

If your child begins to show symptoms of illness at school, the Director/Admin Assistant will attempt to contact the parents. If we are unable to contact the parents, we will start contacting people on your authorized pick up list. Please make all of your authorized pick up people aware they may be called and expected to pick up your child in case of an illness or accident.

**ACCIDENTS**

A staff person will render first aid to an injured child and then determine if the parent should be contacted.

All accidents at SVUMC Preschool which require medical attention are required to be reported on an Accident/Illness Report form. This form is completed by the staff member who witnessed the incident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature. A copy of this form will be filed in your child’s record.

Your child’s teacher will inform you on Procare or at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at school. She will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs.

If your child becomes ill or gets injured at school, we will adhere to the following procedures:

If your child has a slight injury, such as a scrape or minor cut, we will wash the injury with soap and water or Band-Aid brand antiseptic wash and apply a bandage. We do not use any other medication.

If a child receives a bump on the head, we will contact a parent and let the parent decide if you want to come pick up your child or leave them at school.

If your child has an allergic reaction or more serious injury that does not require a hospital visit, we will contact a parent.

**MEDICAL EMERGENCY PLAN**

In a serious or life-threatening emergency, the Director will contact 911. The Director or another staff member will contact the parent to instruct them to either come to SVUMC Preschool or the hospital. If a child is taken to the hospital via ambulance, the Director will accompany the child to the hospital and stay with the child until parents arrive.

**MEDICATION POLICIES**

It is the policy of Spring Valley that NO medication will be administered at the school by the staff.  Medication may **not** be placed in a child’s tote bag or lunch for the child to take himself. If your child must take medication (such as insulin) during the day, please schedule an appointment to discuss this with the director.

Teachers are not allowed to apply diaper rash cream, sunscreen, or bug spray without written authorization from parents, as they are considered to be a type of medication. If needed, the parent may apply these prior to school. Do not put these products in your child’s backpack – hand them directly to a staff member.

**Allergy Action Plan** - If your child has a food allergy, s/he may require medication to treat serious, life threatening reactions upon exposure. SVUMC Preschool must be provided with an allergy action form which has been completed and signed by the doctor responsible for treating your child’s allergy. An Allergy Action Plan permits SVUMC Preschool staff to administer an epi-pen or other necessary medication. This action plan must be renewed and signed every year by your child’s physician.

**A note about children with Special Needs-**

At SVUMC Preschool, we are committed to providing a nurturing and inclusive environment for all children. We understand that each child is unique, and we are dedicated to accommodating the needs of children with special requirements to the best of our abilities. While we may not be equipped to cater to all special needs, we can make reasonable accommodations for certain ones.

Our Limitations: It is important to note that while we are dedicated to accommodating certain special needs, we may have limitations due to our resources, facilities, or staff expertise. We strive to be transparent about our capabilities to ensure the best interests of all children in our care.

Please discuss your child's specific needs with our staff during the enrollment process. We are committed to working with you to determine if our preschool is the right fit for your child and to create the most supportive and inclusive environment possible.

Children with disabilities and children with special health care needs and their families and caregivers/teachers should have access to and be encouraged to receive a multidisciplinary, interdisciplinary, or transdisciplinary assessment by qualified health providers before the child starts in the facility.

This information needs to be shared, with the parents/guardians’ consent and agreement to disclose information if it is relevant to the health and safety concerns in the child care setting.

If the parents/guardians consent to disclose the information and if the information is relevant to health and safety concerns in the child care setting, this evaluation should consist of the following:

1. A medical care plan developed by the child’s primary care provider/medical home;
2. Results of medical and developmental examinations;
3. Assessments of the child’s behavior, cognitive functioning, or current overall adaptive functioning;
4. Evaluations of the family’s needs, cultural and linguistic differences, concerns and priorities;
5. Other evaluations as needed.

**SVUMC STAFF**

SVUMC Preschool is a ministry of Spring Valley United Methodist Church. SVUMC staff are privileged to partner with you as we work together in the best interest of each of our kids!

All staff members are required to complete a minimum of 24 hours of staff development training every year. Staff members are certified in Pediatric CPR and First Aid.

Staff is also trained every year on identifying suspected Child Abuse/Neglect and mandated reporting responsibilities.

Staff is required to comply with the guidelines outlined in the Texas Child Care “Minimum Standards Guidelines.”

All staff undergo a criminal background check and fingerprint check as required by state licensing.

According to Texas law, SVUMC Preschool does not require staff members to obtain vaccines or TB testing.

All personnel have the following qualifications:

* Education and experience in teaching young children
* Continuing education, either through classes or workshops, in child development and guidance—a minimum of 24 hours each year
* Ability to relate to young children and their parents
* Find pleasure in teaching young children
* Agree with and support the church and the preschool’s philosophy and goals
* Are certified in CPR training (infant, child and adult)
* Are certified in Pediatric First Aid

**Each year staff members receive a variety of training which includes:**

Child Development andDevelopmentally appropriate practices

Program philosophy and goals, policies and procedures

Expectations of ethical conduct

Health, safety and emergency procedures

Accepted guidance and classroom management techniques

Daily activities and routines of the school and curriculum

Child abuse and neglect reporting procedures

Preventing the Spread of Communicable Diseases

Teacher/Child Interactions

Language and Literacy

**RATIOS (these are upper limits, in many cases our ratios are lower)**

|  |  |
| --- | --- |
| Age | Teacher to Student Ratio |
| One Year Old  (12 months as of September 1 ) | 1 to 5 or 2 to 12 |
| Two Year Old  (2 years as of September 1) | 1 teacher to 10 children |
| Three Year Old  (3 years as of September 1) | 1 teacher to 12 children |
| Pre-K & Transitional K  (4 years as of September 1) | 1 teacher to 12 children |

**DAILY SCHEDULE**

Predictable yet flexible and responsive to individual needs of children

Provides time and support for transitions

Both indoor and outdoor (weather permitting) experiences, including active play times and outdoor learning

Responsive to a child's need to rest and to be active

Incorporates time and materials for play, self-initiated learning, and creative expression

Includes time for large group, small group and individual activity

Includes both child initiated and teacher initiated activity

**ARRIVAL AND DEPARTURE**

**PARKING LOT**

Please be cautious in the parking areas. Do not exceed 5 mph. **The use of cell phones is highly discouraged while entering and exiting the parking lots.** Please by mindful of children in the parking lot when you arrive for drop off or pick up!

**DROP-OFF**

A parent or guardian must walk a child to their classroom. Please be prompt in bringing your child to school.

**PICKUP**

Parents will enter the building using your parent code and proceed to your child’s classroom to pick him/her up at noon or 2:45.

**SIGNING IN/OUT CHILDREN**

Families will complete the check-in process at the child’s classroom each morning. If someone other than the child’s parents will be picking the child up on that day that information must be provided to a staff member. Parents sign in and out on Procare.

**SPECIAL RELEASE**

Children should be picked up no later than 12:05 p.m. or 2:50 p.m. for Lunch Bunch. Children will be released only to their parents or another authorized person unless other arrangements have been made with SVUMC Preschool staff. We ask parents to inform preschool staff in writing if anyone other than the child’s parents will be picking up their child on any given day. We will not release children to a person who is unknown to us without prior written consent from a parent and an ID which confirms his/her identity.

**ITEMS NEEDED FOR SCHOOL**

**BACKPACKS:** Your child will need backpack or tote-bag to carry items to and from school. This bag must be taken to and from school each day. Make sure your child’s bag is clearly marked with their name.

**Important:** Please check your child’s bag **daily** for information from the teacher and remove papers and projects out of their backpack.

**WATER BOTTLE:** Each student is to bring a LABELED water bottle or sippy cup with water in it every day; if a water bottle is not labeled the teachers will write on the bottle with a permanent marker. These bottles or cups should only contain water and will be used throughout the day.

**CHANGE OF CLOTHES:** Every child should have at least one change of clothes in their backpack/bag, appropriate for each season. Please make sure all items are clearly labeled. In case of an accident, your child will be changed and the soiled items will be bagged and sent home. Accidents are not always bathroom related. We do a lot of crafts at school and if we get too messy we may need a change of clothes.

**DIAPERS/PULL UPS as applicable.**

**SNACKS**

We serve snacks in our school which have been provided by the parents.  We do not prepare or serve meals. State licensing requires that we do not serve food that might present a risk of choking to infants or toddlers (up to age 35 months).  Examples of these foods include hot dogs sliced into rounds, whole grapes, hard candy, string cheese, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter and chunks of meat that can be swallowed whole.

**LUNCH**

If your child stays for Lunch Bunch, you will need to send a lunch to school with your child. All lunches must be ready to eat. We do not have the ability to heat up lunches. We can't refrigerate lunch boxes, so please send food that can safely remain at room temperature until around 12:00 p.m. Please be sure to send any required utensils.

**ALLERGIES**

If a child has a special health care need or food allergy or special nutrition need, the child's health provider must give the school an Allergy Plan. This form must be signed by the doctor that treats your child for his/her allergy. The school will do everything possible to protect children with food allergies from contact with the problem food. We ask families of a child with food allergies to give us permission to post the information in classrooms, so that all staff, including substitute teachers, will have access to the information.

**NAP MAT**

If your child stays for Lunch Bunch, you will need to send a nap mat to school with your child. All classes will have a rest time. After a busy day, preschoolers need this time. The duration of the rest time will be age appropriate.

Nap mats will go home on the child’s last day of school each week to be washed; unless soiled before that. Again, please be sure to label all Lunch Bunch items.

**HOLIDAYS**

Holidays and any other days off during the school year are listed on the calendar. You can access our calendar via our website. Your child’s teacher will also send out this information in their parent communications.

**SPECIAL EVENTS AND PARENT INVOLVEMENT**

**Meet the Teacher Night (August or September)**

**Stay and Play (first day of school)**

**Halloween Costume Parade**

**Music Fest/Trunk or Treat**

**Veterans Day Program**

**Thanksgiving Feast**

**Family Advent Workshop**

**Christmas Program**

**Family Fun Day**

**International Program**

**Easter Egg Hunts**

**Story Book Costume Parade**

**Spring Program/Graduation**

**Chapel** – Chapel is held weekly for children 3 year and older. It is led by the director and ministers of SVUMC on a rotating basis. It is approximately 15 minutes long. All parents are welcome to attend. Chapel meets Thursdays at 10:50 a.m in the Church Sanctuary.

**Parent Conferences** - Twice per year, during the fall and spring semesters, we have designated conference days. However, you don't have to wait for an official parent conference day to talk with your child's teacher—feel free to schedule a conference at any time. Parent Teacher Conferences are school holidays for students.

**Seasonal Parties** – All classes will be involved in classroom parties at various times of the year. Parents sign up to provide treats, party favors and paper products. You are always invited to attend parties.

We will have special school-wide events during the year in which all groups will participate (e.g., Texas Week, Dr. Seuss Week, and Teacher Appreciation Week). The dates for these special days will be published on the school calendar and in upcoming newsletters.

If your child does not attend school on the day of a special event or class party, you may bring your child to participate.

**Birthday Parties** – Birthday snacks are always a special treat. Parents are encouraged to provide simple snacks, as well as plates and napkins if desired, to celebrate a child’s birthday. Your teacher will coordinate a day and time for your special birthday snack.

See the section on meals and food service for further guidelines.

**COMMUNICATION WITH PARENTS**

We use several different forms of communication to relay important information to our preschool families. Take time to do the following so you can stay informed:

Read all information that is sent home with your child.

Check the sign-in table at your child’s classroom. We will post some notices at the table.

Check Procare for information and updates. Read these messages thoroughly.

Please try to avoid hallway conferences with your child's teacher at drop-off or pick-up.  When she is with her class, her attention needs to be focused on her students.  If you need to talk to her or set up a conference, please call the school office and ask that she return your call when she has a break or send a message through Procare. For your privacy, the teachers have been instructed *not* to discuss any issues or concerns at the classroom door. This is for your privacy so that others, including your child, will not overhear.

Parents are encouraged and welcome to discuss any issues or concerns with the Director. You are highly encouraged to contact the Director as soon as a concern arises regarding your child. You are welcome to stop by, email, call or set up an appointment.

Our teachers are not allowed to use their cell phones during class-time, which means they will not be able to receive personal calls or texts from parents during the school day. This is a Texas state guideline. If you have a concern, please contact the Director or Admin Assistant.

Teachers work in partnership with families to establish and maintain regular, ongoing communication.  We use some of the following tools to help achieve that goal:

**Procare Communications–**Teacher will keep you informed about what your child is learning at school during that month, via our Procare parent portal. This will give you an opportunity to share in your child’s week by asking questions about things that he/she is learning at school.

**School Newsletters** – you will receive regular school newsletters via Procare. These will keep you up to date on what’s happening at our school.

**Website** – The preschool website also has information posted.  Our website address is [www.svumc.org/preschool](http://www.svumc.org/preschool)

**INCLEMENT WEATHER/ WEATHER RELATED CLOSINGS**

If for any reason the Richardson Independent School District (RISD) cancels school, we will cancel school.  If RISD has a delayed start at or after 10:00 a.m., we will cancel school on that day. If you are uncertain if we are closing early, please contact your teacher.

You can check WFAA closing for an updated list of closings; SVUMC Preschool has an account with this station. http://www.wfaa.com/closings

**No credits or makeup days will be given for any weather or emergency-related closings.**

**POWER OUTAGES**

In the event of an extended power outage during school, the Director may determine to contact parents for immediate pick up.

**EMERGENCY DRILLS**

SVUMC Preschool conducts monthly fire drills.

Tornado drills and Lockdown drills are conducted 4 times a year. If a parent is present during a drill, we ask that you follow instructions given by the teacher and participate fully. Our staff is trained for each of these emergency situations.

**EMERGENCY PREPAREDNESS PLAN**

If the Director finds it necessary for staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be moved to an emergency evacuation site within walking distance. In the event of the need for an evacuation of the neighborhood, our students and staff will move to FUMC Richardson. All children will be transported to the emergency evacuation site in the safest mode possible. SVUMC will follow the Dallas Police and/or Fire Department instructions.

Teachers will have all contact numbers with them.

**A copy of the Emergency Preparedness Plan is available in the Director’s Office.**

**CURRENT INFORMATION**

It is extremely important that SVUMC Preschool be able to contact the parents in case of an emergency. Therefore, it is the responsibility of the parent to notify SVUMC Preschool of any changes in the contact information which was provided on the child’s application. You will be required to review your family information at the beginning of each school year to ensure we still have your most current information. In the meantime, if anything changes, please email us the new contact information.

**CLOTHING**

Please label all your child's belongings.  It is especially important that you label tote bags and backpacks, coats, hats, gloves, scarves, nap mats, and lunchboxes.

Toys should only be brought to school on designated "show-and-tell" or "share bag" days.

Dress your child in comfortable clothes.

Here are some items to consider when preparing for school:

* Potty trained/training children should be sent in clothing that will allow him/her to go to the restroom with little assistance from the teacher.
* Select clothing free of complicated fastenings.
* Washable play clothes are recommended for school days. We have a lot of fun at school, including lots of painting and messy/water play outside, so please keep the dress clothes at home.
* Pack a complete change of clothing labeled with your child’s name, and include underwear and socks in his/her bag every day. Please remember that accidents are not always bathroom related.
* For all students’ safety, shoes must be worn at all times while at school. Children are encouraged to wear tennis shoes or other similar **closed-toe, rubber-soled shoes**. The slick bottoms on Cowboy boots**,** Sandals, Flip-Flops and Jellies make it very difficult for a child to play safely; therefore, they are strongly discouraged. We want all children to be able to run, climb and play in shoes that help ensure their safety. Velcro-fastened shoes are great for little ones.

**PLAYGROUND/OUTDOOR TIME**

Our playground areas and outdoor learning areas are enclosed and gated. Our classes generally go outside every day (several times a day)—even in the cool weather. Remember to pack a jacket or coat during cooler weather and write your child’s name on the label! All ages will go outside during the school day, weather permitting.

**TOILET TRAINING**

We want to support your child in his/her potty training. Communication is the key to success during this time. Please discuss home potty training schedules and successes with your child’s teacher to determine the appropriate time to begin training at school. There will be daily communication between parents and teachers during potty training.

* One and two year old children are not required to be toilet trained. Once potty training begins, these children will be taken to the bathroom by a staff member frequently (every 1 to 1 ½ hours).
* We ask that all three-year olds be potty trained. \* If your three-year old is actively training and still wearing pull-ups, s/he must be willing to go to the bathroom and try to potty when asked by their teacher. Children must have the ability to communicate to the teacher the need to go to the toilet.
* \*\*All children entering Pre-K and Transitional K classes must be completely toilet trained.
* A child is considered completely toilet trained (urination and bowel movements) when he/she no longer wears diapers or pull-ups and is able to:
* Anticipate the urge to use the toilet.
* Communicate that need to their teachers.
* Control the urge and get to the toilet on time.
* Pull down his/her pants.
* Use the toilet
* Clean themselves
* Pull up his/her pants.
* Wash up after him/herself.

\*Children must wear pull-ups or protective pants until they have been consistent at school for two weeks (no accidents**)** due to health/sanitation issues in the classroom.

\*\*For 4-5 year olds, after two accidents in a two-week period, parents will be contacted by the Director or teacher to address this concern.

**DIAPERING**

Ones and two-year olds must bring disposable diapers. If your child needs special wipes or diaper cream, you will be asked to supply these items.

Pack all disposable diapers, wipes, diaper ointments and other items that your child will need during the school day. All diaper ointments (prescription or over the counter) may only be applied by SVUMC staff with a parent’s written authorization. Be sure to label all items with your child’s name.

**PERSONAL TOYS**

We ask you to leave your child’s toys at home or in the car with the exception of a naptime security item.

We cannot be responsible for any personal stuffed animals, special blankets or irreplaceable items that could get lost or torn, so please remember this if choosing to provide a “lovie” for nap-times. If you child requires a ”lovie” of any kind, it will remain in his/her bin until nap time.

**Play guns and weapons of any kind are not allowed at SVUMC Preschool.**

**STROLLERS**

We cannot allow any strollers to be left in the hallways or stairwells as they are considered a fire hazard.

**NURSING ROOMS**

SVUMC Preschool is supportive of and encourages breastfeeding for as long as the mother deems appropriate. SVUMC Preschool has a room available to nursing mothers; room #172. This is for your convenience and comfort during school hours. Parents also have the right to provide breast milk for your child while in our care. Please meet with the Director for more information.

**PETS/ANIMALS**

Pets are not permitted on the premises at any time. This allows us to maintain a safe, healthy environment for all children and staff members.

**FIELD TRIPS/TRANSPORTATION**

SVUMC Preschool does not take field trips and children are not transported from the center unless there is an emergency.

**WATER PLAY AND SPRINKLER ACTIVITY**

Water activities are limited to water play in the classroom or playground by using the water table or small tubs, and water pump/outdoor kitchen in our Outdoor Learning Area.  During our June Summer Camp we offer splash day where the children have supervised play at water tables, wading pools, splash pads and sprinklers.

**PARENT NOTIFICATION AND POLICY CHANGES**

When a policy changes, parents will be notified in writing.

**CONFIDENTIALITY OF RECORDS**

Children’s records are open only to the child’s teachers, the Director and her assistant, an authorized employee of the state licensing agency, and the child’s parent or legal guardian.

No information about any child will ever be shared with anyone other than those listed above, for any reason.

**ASSESSMENT AND PROGRESS REPORTS**

The school uses an in-house assessment tool.

Assessments cover the following areas:

Shapes, Colors, and Number skills

Language development and early literacy skills

Socio-emotional development

Health and safety practices

Personal and social development

Gross and Fine motor skills

While assessment of a child’s skills, abilities and progress occur on a daily basis, teachers formally assess students each school year.  If you have questions regarding your child's progress, please call the teacher or director and set up a conference.  You will receive a copy of any assessment completed on your child during your parent teacher conferences.

**SPECIAL CONCERNS**

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. SVUMC Preschool reserves the right to determine if the program is not able to provide adequate care for a child.

**EARLY INTERVENTION**

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. SVUMC Preschool reserves the right to recommend that a parent considers having his/her child evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if it is determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the program.

**SEPARATION ANXIETY/ LEAVING YOUR CHILD**

If your child experiences anxiety during the morning transition time, we have found that it is less stressful on the child if you keep your goodbyes brief and cheerful.

By 9:05 a.m., we are ready to begin our school day. For this reason, we ask parents not to enter the classroom if you are bringing your child to school late. Please, refrain from peeking in the door after you have dropped off your child and said your goodbyes.

If your child’s anxiety continues for an extended period of time, the director may contact a parent to discuss the situation.

**If you are concerned about how your child is doing during the day, please feel free to contact the Director and we will be happy to check on them.**

**BITING AND HITTING**

SVUMC Preschool recognizes that biting is a developmentally appropriate behavior for children in the one and two-year old classrooms. Parents with children in these classrooms should understand that their child may be bitten or may bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior, so that it can be prevented in the future. The staff will not punish or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Children older than three years of age may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlines in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. SVUMC reserves the right to un-enroll a child who repeatedly bites, because the safety of all children in our program is of the utmost concern.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered confidential and cannot be disclosed.

**GUIDANCE AND DISCIPLINE**

Guidance is a necessary part of an early childhood program.  With age-appropriate techniques, children learn to trust adults, to work and interact successfully in the learning environment, to learn self-control and how to resolve conflict or difficult situations in an acceptable way.

**Staff members help promote pro-social behavior by:**

* Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
* Reminding a child of behavior expectations daily by using clear, positive statements;
* Redirecting behavior

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. Our aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them develop internal control of their actions and encourages acceptable behavior. Positive cooperation is expected from the family when dealing with disruptive behavior. We feel that consistency from all involved parties is the best way to handle these issues. SVUMC Preschool reserves the right to un-enroll a child for frequestn or persistent discipline problems.

**Our teachers are trained to utilize the following techniques:**

* Teach desired behaviors rather than simply punish undesired behaviors
* Serve as role models in the classroom, modeling the desired behaviors
* Use active calming techniques
* Understand behavior as a form of communication
* Allow children to express their emotions while supporting and comforting children in distress

**We will not use corporal punishment or harsh punishment that hurts or humiliates a child.**

**UNENROLLMENT POLICY**

The State of Texas mandates the following information:

Occasionally, there are situations that result in the expulsion of a child from our program either on a short term or permanent basis. These situations are always unfortunate. We want you to know we will do everything possible to work with you, the parents/guardian, in order to prevent this policy from being enforced.

**IMMEDIATE CAUSES FOR UNENROLLMENT**

* + A child who is a safety threat to themselves or others
  + A parent threatens physical or intimidating action toward staff members, other students, or parents
  + A parent engages in verbal abuse toward staff members, other students, or parents
* Unsuccessful resolution of an issue, resulting in the un-enrollment of a student, would necessitate the un-enrollment of siblings and other family members.
* Unsuccessful resolution of an issue where a parent develops an expressed or apparent lack of confidence in the staff

**PARENTAL ACTIONS THAT MAY LEAD TO A CHILD’S UNENROLLMENT**

* + Failure to pay and/or habitual lateness in tuition payments
  + Failure to complete required forms/health documents.
  + Habitual tardiness when picking up your child

**CHILD’S ACTIONS THAT MAY LEAD TO A CHILD’S UNENROLLMENT**

* Child is a threat to himself or others
* Dangerous, inappropriate behavior
  + Failure of child to adjust after a reasonable amount of time
  + Uncontrollable tantrums/angry outbursts
  + Ongoing physical or verbal abuse to staff or other children
  + Developmental concerns that SVUMC Preschool is not equipped to successfully handle

**REPORTING OF SUSPECTED CHILD ABUSE**

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. Employees of SVUMC are considered mandated reporters under this law. The employees of SVUMC are not required to discuss their suspicious with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. At Spring Valley United Methodist Church Preschool, we take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. Immunity from civil or criminal liability is guaranteed if the report is made in good faith and without malice.  Reports of child abuse or neglect are confidential.

**Causes for reporting suspected child abuse or neglect include, but are not limited to:**

* Unusual bruising, marks, burns, or cuts on a child’s body
* Severe verbal reprimands
* Improper clothing relating to cleanliness, season, size
* Transporting a child without proper child restraints (car seats)
* Dropping off or picking up a child while under the influence of illegal drugs or alcohol
* Not providing proper meals and nutrition for your child
* Leaving a preschool child unattended for any amount of time
* Failure to attend to the special needs of a disabled child
* Sending a sick child to school over medicated to hide symptoms which would typically require the child to be kept home until symptoms subside
* Children who exhibit behavior consistent with an abusive situation

**Staff is trained annually in the detection and reporting of suspected child abuse and neglect.** They also take an online child abuse prevention course sponsored by the Methodist church called ‘Ministry Safe’.  This is renewed every two years. These trainings serve to increase awareness of issues regarding abuse and neglect, including warning signs and prevention techniques.

If parents 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 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html) Please reach out to the director, your teacher or a minister on staff here at Spring Valley for help, support, and help in accessing resources.

**For more information or to make a confidential report:**

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

**Additional resources may be found in the Director’s office.**

**WAYS PARENTS CAN HELP**

PLEASE check your child’s tote bag after each school day, and read emails from the school.

Label everything -- coats, hats, sweaters, etc. with full name.

Do not allow children to bring toys.

Dress children appropriately for messy play and weather.

Keep sick children at home.

Be on time at drop-off and pick-up.

Notify teachers in writing (either note or email) when someone other than yourself or regular carpool will be picking up your child.  Include driver’s license number and a brief description.

Pay tuition on time and pay the correct amount.

Notify the preschool office immediately of any contagious disease or other illness.  Also, let us know if your child will be absent for any other reason.

After you say good-bye to your child, leave.

Focus on your child when you pick them up.  They are excited to see you.

Respect our teachers – They are professionals.

Address concerns when they happen but not in front of the child.

Communicate what’s going on at home, including social, emotional or developmental changes.

Become active in preschool functions.

**Make sure we received updated vaccination records and vision and hearing screenings after any checkups.**

**PLEASE CONTACT THE DIRECTOR, VIA EMAIL OR PHONE, SHOULD YOU HAVE ANY QUESTION ABOUT THE POLICIES AND PROCEDURES OF SVUMC PRESCHOOL.**