

Children's Corner Family Handbook

Children's Corner Mission Statement

Children's Corner Preschool is a ministry of First Presbyterian Church for preschool children and their families. We strive to help children grow physically, mentally, socially, spiritually, and emotionally to reach their God-given potential. The school provides a Christian atmosphere in which children are encouraged and guided in the exploration of the world around them. The program is designed to help children discover an interest and joy in learning, to nurture children's spiritual growth, and to foster feelings of security, success, and responsibility.

General Information

Address: 800 Jefferson Street
Kerrville, Texas 78028

Phone number: 830-257-2088

Fax number: 830-257-3932

Church office: 830-257-3310

Director of Operations: Shannon Webb

Director of Children's Ministries: La Verne Baublitt

Children's Corner Preschool accepts applications for children who range between the ages of 6 weeks of age up to 5 years of age. All children are welcome at Children's Corner regardless of race, social standing, or religious background.

Policies and Procedures

The basic policies of Children's Corner are determined by the Children's Corner Committee, which is comprised of members of the First Presbyterian Church who have been appointed by the Session of the Church. The Director of Operations and the Director of Children's Ministries of the Church are non-voting members of the committee. The committee is responsible to the Session of First Presbyterian Church.

Child Care Licensing Information

Children's Corner is licensed by the Texas Department of Protective & Regulatory Services and operates according to all laws, rules and standards stated in the Daycare Center Minimum Standards and Guidelines published by this department. A copy of the most recent inspection report is posted by the Director's office. Upon request, we will provide a copy of the Child Care Minimum Standards Guidelines. You may contact Child Care licensing at:

Child Care Licensing- (830) 257-8111

Website: www.dfps.state.tx.us/child_care_licensing/default.asp

Child Abuse Hotline: 1-800-252-5400

Hours of Operation

Our daily hours of operation are 7:30 a.m. – 5:30 p.m. Monday -Friday. Children's Corner is a year round preschool. A yearly calendar is provided to all families showing all school closings for holidays, teacher workdays, etc. The yearly calendar showing all school closings is also posted on the large bulletin board in the main hall as well as in this packet. It is a policy of Children's Corner Preschool that all children must be dropped off no later than 9:30 a.m. daily. Children will not be accepted into care after 9:30 a.m. unless previous arrangements have been made with the child's teacher or office personnel. Even though teachers might be in the building, children and parents are not permitted to enter the buildings until 7:30 a.m. Children's Corner closes promptly at 5:30 p.m. Children who are being picked up late will be charged late fees as listed. 5:30 p.m. to 5:45 p.m. - \$25.00 flat charge, and \$1.00 per minute thereafter. **LATE FEES MUST BE PAID TO THE OFFICE BEFORE THE CHILD CAN RETURN TO CARE.**

Classroom Visits

Children's Corner has an "open-door policy." You may stop by the school at any time during our hours of operation unannounced and visit your child's classroom or observe the center. We encourage family involvement in our program and welcome all parents/guardians to visit their child's classroom regularly. All visitors must check in at the office before going to the classrooms. Parents/guardians may volunteer at Children's Corner however, this can create a difficult situation for the child, and usually volunteers will be placed in a classroom other than their child's classroom. All volunteers must complete a volunteer application and pass a background check and a FBI fingerprint check. The cost of the fingerprinting is \$45.00.

Application and Registration

It is the policy of this school to give those students presently enrolled in Children's Corner and their siblings first priority of enrollment for the upcoming term.

Enrollment opens to the community two weeks after it is available to our current families. Any child currently enrolled at Children's Corner and not registered for the upcoming term by this date will not be given priority in registration, and registration is on a first-come first-serve basis.

A non-refundable registration fee must be paid in full upon registration for admission to Children's Corner.

A separate non-refundable registration fee is due for summer registration and must be paid in full before the summer session starts.

At a child's first admission, a parent/guardian must present the following:

1. A complete enrollment packet with all appropriate signatures.
2. Immunizations: Each child must meet applicable immunization requirements specified by the Texas Department of Health. All immunizations required for the child's age must be completed by the date of admission.
3. A current driver's license for everyone who will be dropping off or picking up your child.

Each child's file is reviewed and updated periodically. If your family moves please come by the office as soon as possible to update address and phone numbers.

Sign-In and Sign-Out Procedures

All children must be signed in and out each day. When a child is enrolled in Children's Corner, the enrolling parent/guardian will be asked to list the names of all people given permission to drop off and/or pick up their child from school. Children's Corner will need a photocopy of the I.D. of each individual given permission to drop off or pick up the child. Parent/guardian or the designated person must physically check their child in and out with a staff member as well as signing the sign in/sign out sheet for their child's classroom. Children's Corner is not responsible for children left unattended by parents.

Tuition

Tuition fees are due on or before the first of each month. If you need to make special arrangements to pay tuition fees you must speak with the Director of Operations and receive verbal and written permission. If payment is not received by the tenth of the month, a ten percent late fee will be processed to your account.

Children's Corner will not carry over monthly tuitions, and your child will not be accepted into care until your monthly balance is no longer in arrears.

Tuition for the nine-month school term and three-month summer term is divided into monthly payments for your convenience. Our expenses do not decrease if your child is absent. Therefore, tuition must be paid in full each month, regardless of whether your child is here every day. There is no

reduction in tuition for school holidays or bad weather days. The only exception to this is during the Christmas holidays. Children's Corner will prorate the tuition for the month of December only.

Scholarships

Partial scholarships may be available to students at Children's Corner. Parents applying for a scholarship must have an up to-date balance. Also if receiving a scholarship your balance **MUST** stay up-to-date month- to-month or you will forfeit the scholarship. Our scholarship funds are very limited and we try to help as many of our students as possible.

Discipline

State minimum standards require us to inform you of the guidelines for discipline. They are as follows:

- Discipline will be:
 1. Individualized and consistent for each child.
 2. Appropriate to the child's level of understanding.
 3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 2. Reminding a child of behavior expectations daily by using clear, positive statements.
 3. Redirecting behavior using positive statements.
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There will be no harsh, cruel, or unusual treatment of any child. Corporal punishment of any kind is prohibited.

Our ultimate goal is that the child will become self-disciplined. To this end our staff tries to use verbal reminders and redirection in response to inappropriate behavior. In cases where a child may be a safety threat to themselves or to other children the teacher may separate the child from the rest of the class for a period of time not to exceed one minute per year of a child's age. There may be times when a teacher may consult a parent/guardian about a persistent disruptive behavior.

A child in Children's Corner will be expected to function normally in the classroom. Should a constant discipline problem develop, which cannot be

solved by the parent/guardian and school working together, the child will be dismissed from enrollment.

The aim of Children's Corner is to use positive guidance and reinforcement to enable a child to develop high self-esteem in the knowledge that they are loved by others and by God.

Biting Policy

It is a historical fact that younger children bite and occasionally lash out at others. This type of behavior usually stems from frustration and/or lack of verbal skills to communicate wants and needs to others. In most cases, with patience and cooperation from parents and staff, these problems are alleviated. However, if there is a continuation of these actions, the school does reserve the right to dismiss a child if she/he shows an inability to adjust to the center's program. A conference with the parents will be scheduled before such action is taken.

Babysitting

Employees of Children's Corner, including teachers and aides, are not allowed to babysit or provide any other child care services for a child who attends Children's Corner unless the parent or guardian have executed and delivered to the Director of Operations of Children's Corner a waiver that is acceptable to Children's Corner. Waivers may be obtained from the Director of Operations. Teachers and aides are subject to disciplinary action, including possible termination of employment, if they fail to comply with this policy. For this reason, please do not ask employees of Children's Corner to provide such services unless you have delivered the required waiver to the Director of Operations.

Attendance Policy

Children's Corner Preschool is a place for healthy children. Therefore the following guidelines have been established in accordance with Child Care Licensing guidelines and school policies, to determine when a child should not be at school.

Please keep your child home if your child:

- ❑ Is not able to actively participate in all class activities.
- ❑ Has a fever over 100 degrees. The child must be fever-free 24 hours without medication before returning to school.
- ❑ Has a strep infection. The child should remain at home until the child is fever-free and has been on an antibiotic for 24 hours.
- ❑ Has green secretion from his eyes or nose. The child should remain at home until a doctor has determined that he/she has neither conjunctivitis nor a severe cold. If he/she has

conjunctivitis, the child must remain at home until he/she has been on medication for 24 hours and symptoms have dissipated.

- ❑ Has frequent, watery, bowel movements. Be this a **virus** or **teething**, your child should stay home until his/her stool is firm. If your child has continued bouts of diarrhea, you will be asked to take him/her to a doctor to determine if his/her condition is contagious. Diarrhea is not always “just a virus.”
- ❑ Is vomiting. He/she should be kept home until he/she is able to tolerate a normal diet and has been symptom free for 24 hours.
- ❑ Has an undetermined rash or spots.
- ❑ Has impetigo. The child should be kept at home until he/she has been on medication for 24 hours and oozing and crusting has ceased.
- ❑ Has chicken pox. The child should be kept at home until all lesions have scabbed and are dry, and must have a doctor’s note to return.
- ❑ Has head lice. The child should be kept at home until he/she is nit free.
- ❑ Has any illness that your doctor considers contagious.
- ❑ Has had a procedure such as tubes placed in ears, etc. Children should be kept home for 24 hours after procedures.

Parents will be notified of any of the above symptoms, which may occur during the day. We will not treat these symptoms unless it is an emergency. If it is decided that the child should be picked up, you will have one hour to comply with our request.

Medicine

Prescription medication will be administered in the Director of Operations office only, provided a medication permission slip has been filled out and signed. All medication must be in the original container and kept in the Director of Operations office. Please do not leave medicine of any kind in the child’s diaper bag or back pack.

Medical Emergencies

In case of a medical emergency Children’s Corner will:

1. Ensure that the child’s medical needs are taken care of immediately.
2. If EMS needs to be contacted first, we will call 911 and then notify the parent. If the child is not in immediate danger, we will contact the parent first.

Curriculum and Objectives

Children's Corner is committed to the complete development of each child. We believe that preschool children learn through play in a variety of settings: creative art, science, literature, finger plays, music/movement/rhythm, dramatic play, sand and water play and a diverse program of motor activities. It is our goal to provide developmentally appropriate learning activities at all levels.

Preschool classes cover the "Essential Elements of Learning" set forth by the Texas Education Code (House Bill 72). Moreover, Children's Corner is committed to the intellectual, emotional, physical and spiritual growth of each of its students.

Currently we use the Pinnacle faith based curriculum. The curriculum is available for review in the office of the Director of Operations.

Parent Association

The Parent's Association of Children's Corner is comprised of every parent/guardian who has a child enrolled in our program.

All parents/guardians are encouraged to become involved. Contact a Parent Association officer and contribute your time and talent to Children's Corner. You are needed and appreciated. This is an opportunity for you to have input into the education of your child.

Donations

Children's Corner gratefully accepts gifts and donations, including gifts as memorials or honorariums for family members or friends. Please contact the Director of Children's Ministries about donating to our program. If you or your family or friends would like to purchase equipment for your child's room or for the school, please pick up a wish list from the Director of Operations. There are many specific rules and regulations we must follow when purchasing toys or equipment. Please stop by the Children's Corner office and we will be happy to answer any questions. Children's Corner appreciates all the support we receive every year from our families and community.

Hearing and Vision

All four-year-olds will be screened for possible hearing and vision problems in the fall semester. Any child four years or older who registers after December will need to have a hearing and vision screening done. The parent has 120 days from the date of enrollment to get the screening information to the Children's Corner office.

Music

The music program at Children's Corner has its major goal to give each child a positive experience with music. At Children's Corner the children discover the fun of creating music in a group situation. Our program is designed to encourage active involvement in music in several ways, and the children are exposed to a wide repertoire of songs, both in singing and in using rhythm instruments.

Art

The art program at Children's Corner is designed to give students an opportunity to enjoy as many experiences as possible each semester. Although most activities are individualized, social interaction and the exchange of ideas are encouraged through small group projects integrated in each classroom curriculum. Emphasis is placed on the enjoyment of exploring and the freedom of creativity, not on the finished product.

Motor Development

The motor development program at Children's Corner pays special attention to the development of various perceptual-motor factors (locomotion skills, eye-hand and eye-foot coordination, and body awareness). In addition to individual development, the students learn problem solving through teamwork and sharing.

Fire Drills

Children's Corner practices fire drills each month. All fire escape routes are posted in each classroom. Disaster drills are held twice each year. If we must evacuate our buildings our emergency evacuation site is the YES Center located behind our facility on the corner of Washington and North streets.

Animals

Some of the classrooms will have "pets." If your child's class has a "pet," the child's teacher will notify you in writing. The animals will, of course, be safe and in sanitary conditions. Children will not handle the animals, and caregivers are required to practice good hygiene and hand washing after handling the animals or items used by the animals.

Concerns

If you have a concern regarding your child or the teacher, we ask that you address that concern with the teacher first. If you feel the issue has not been resolved, please feel free to come to the Director of Operations or the Director of Children's Ministries. Our goal is to work together for the best interest of each child in our care. If you would like to talk to the Director of Operations or Director of Children's Ministries, please call to make an appointment. By

making an appointment, we can assure that we have adequate time to address all of your concerns.

Conferences

Family-teacher conferences are encouraged and may be scheduled by the teacher or the parent/guardian as needed throughout the year. The teachers will be happy to provide parents/guardians with a progress report to make them aware of their child's progress. We ask that you please remember arrival and departure times are not times to discuss problems. Your child's teacher will be more than glad to set aside a conference time which is convenient for everyone. Make it a point to never discuss problems in the presence of your child or other children and parents.

Classroom Needs

NURSERY: Diapers, wipes, bottles, formula, box of tissue, several changes of clothes, and any food that your child may need during the day. Only pacifiers, which are attached to the child's clothing with a clip, will be allowed. **Everything must be labeled.**

WOBBLERS: Diapers, wipes, bottles or cups with lids, box of tissue, several changes of clothes, and any food or drinks that your child may need during the day. Only pacifiers, which are attached to the child's clothing with a clip, will be allowed. For rest time each child will need a labeled rest mat, blanket, and pillow. All nap blankets and pillows need to be taken home every Friday to be laundered and returned on Monday. **Everything must be labeled.**

TODDLER I Diapers, one change of clothing, wipes, one box of tissue, tube of ointment for diaper rash if needed, a cup if child drinks out of one (all of these items need to be in a Ziploc bag and labeled). For nap time each child will need a labeled rest mat, blanket, and pillow. All nap blankets and pillows need to be taken home every Friday to be laundered and returned on Monday. Pacifiers with a clip are allowed at naptime only Children who are toilet training need to be in pull-ups or have plastic pants on over their underwear. **Everything must be labeled.**

TODDLER II Labeled rest mat, blanket and pillow for nap time. Diapers or two changes of training pants and socks, one change of clothing. If the child is still in diapers they will

need diapers and one box of diaper wipes; also one box of tissues. Children who are toilet training need to be in pull-ups or have plastic pants on over their underwear. All nap blankets and pillows need to be taken home every Friday to be laundered and returned on Monday. **Everything must be labeled.**

PRE-K Labeled rest mat, blanket and pillow, change of clothes and a box of tissues. All nap blankets and pillows need to be taken home every Friday to be laundered and returned on Monday. **Everything must be labeled.**

K/R Complete change of clothing (labeled in a Ziploc bag), box of wipes, labeled mat, blanket, pillow and a box of tissues. All nap blankets and pillows need to be taken home every Friday to be laundered and returned on Monday. **Everything must be labeled.**

At the beginning of your child's school term your child's classroom teacher may give you a list with more specific items on it for their classroom.

LABELING OF PERSONAL ARTICLES, BOTTLES, CLOTHING, ETC., IS MANDATED BY STATE LAW.

Bringing Things to School and School Attire

The children are not permitted to bring toys or other objects of interest to school unless requested by the teacher on "Show and Share Day." We cannot assume responsibility for anything brought to school. Toy weapons or sharp objects, are not allowed! Additionally, Children's Corner does not assume responsibility for lost or damaged clothing; so please dress your child in play clothes that may get soiled or stained. We do use washable paints, markers, crayons, etc., but from time to time we will still have stains. Our days are very active at Children's Corner with lots of running, skipping, hopping, jumping and climbing; it is recommended that children wear shoes that do not easily slip off their feet. Sometimes flip flops and sandals are also tripping hazards.

Snack and Lunch Procedures

Parents/guardians in each classroom take turns providing a morning snack for their child's classroom. Your child's teacher will post a calendar with the snack assignments on it and will inform you as to how many children are in the class. You will also be notified if certain foods are not allowed due to food allergies. Please do not provide a snack that requires special preparation by the classroom teachers, such as mixing up a box of pudding. Children's Corner provides an afternoon snack as well as juice twice each day.

The following is a list of snacks provided by Children's Corner:

Fresh fruit	English muffins	
Peanut butter & crackers		
Finger Jell-O	Graham crackers	
Raisin bran or cheerios		
Popcorn	Breadsticks	
Celery & peanut butter		
Cheese & crackers	Granola	
Celery & cream cheese		
String cheese	Muffins	Applesauce
Oatmeal cookies	Pudding cups	Fruit cocktail
Peanut butter & jelly sandwiches		

Each student brings their own lunch to school. Parents/guardians are encouraged to pack nutritious lunches. We can microwave food to heat it, but we cannot cook for the children. **NO FROZEN MEALS PLEASE.** We provide water for the students to drink with their lunches. We will not serve soft drinks or candy to children during school.

Special Parties

Birthdays are special at Children's Corner. If you would like to recognize your child's birthday in a special way, we will be happy to have you bring cupcakes or cookies for each person in your child's class to be served during snack time. Please make prior arrangements with the class teacher.

As a means of reinforcing cultural heritages, Children's Corner teachers incorporate in their lesson plans special focus on seasonal holidays. If you would like to provide a special treat or activity to celebrate a particular holiday, please check with your child's teacher.

Inclement Weather

In the event of inclement weather, Children's Corner will be closed. We use the same guidelines as IISD/KISD for closing. Parents/guardian will be contacted by their child's teacher if the school will be closed.

Pictures

A professional photographer will take the children's photographs annually. You will be notified of the date when your child's class will be having his/her pictures taken. This service is optional.

Field Trips

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. We will provide responsible adult supervision and will comply with all state seat belt regulations. Parents are always welcome to join us. Your permission for the child to participate is necessary. Please make sure that you filled out and returned the field trip permission slip to the office.

If you do not choose to have your child participate in a particular field trip, your child will be placed in another classroom as vacancies allow that may not be age appropriate,.

Toilet Training

In order for a child to be toilet trained, he/she must be ready not only physically, but emotionally as well. Therefore, there is no magic age for toilet training. Transition times such as giving up the bottle, or pacifier, moving, or the arrival of a sibling are not good times to begin training. Staying dry for longer periods of time, especially at night and naptime, and showing an interest in using the bathroom are indicators that a child is ready. We ask that you work with your child at home before training actually begins at school.

Withdrawals

Parents/guardians may withdraw a child from the program at any time after giving a required two-week written notice. Parents/guardians wishing to withdraw their child, but who fail to provide a two-week written notice, will still be liable for the tuition for the last two weeks. Withdrawal and subsequent re-enrollment will entail an additional registration fee.

Mailboxes/Communication

Children's Corner has child/family mailboxes located outside of the Director of Operation's office in the hallway of the education building. Each child has an assigned mailbox. Please check your child's mailbox daily. All important notes, lesson plans and school reminders go out in the mailboxes.

Thank you for choosing to send your child to Children's Corner preschool. Our staff strives to provide the best early childhood education for each child here. Please feel free to ask questions or make suggestions as we work together to make this a happy experience for you and your child.