

## CHILDREN'S CORNER PRESCHOOL FAMILY HANDBOOK

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## CHILDREN'S CORNER PRESCHOOL FAMILY HANDBOOK

1. **Children's Corner Preschool** – Children's Corner Preschool (CCP) is a ministry and a mission of First Presbyterian Church (FPC) Kerrville serving preschool children of working families.
2. **Mission Statement**  
*Children's Corner Preschool, a Christian environment, is committed to nurturing children's growth to reach their God-given potential – academically, socially, emotionally and spiritually. Children are encouraged to explore the world around them, to discover the joy of learning, and to foster feelings of security, success and responsibility.*

### *Nurturing God's Children for Success*

3. **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: Angela Spino

4. **Statement of Non-Discrimination**

CCP is an equal-opportunity provider. All children and families are welcome at CCP, regardless of race, color, national origin, gender, sexual orientation, religion, political beliefs, marital or family status, or disability.

5. **History**

From its modest beginnings as a part-time preschool in 1974, CCP has enjoyed a long and rich history as a ministry and a mission of FPC. The program began with three classes meeting just two days a week; but the very next year, 1975, saw the addition of another class and another morning to its schedule. In the late 1980's CCP expanded to five mornings a week, and families were able to choose how many mornings their child would attend. The program at that time did not meet during the summer months. By the early 1990s, however, a growing need in Kerrville became apparent not only for quality preschool education, but also for full day child care for children of working families, so the program was expanded to meet those changing needs. All of those involved with CCP throughout its history have held in common the desire for it to be a preschool program of highest standards. Each child and adult who has ever been associated with this ministry has learned about and been reminded of God's eternal love and amazing grace.

## **6. Governance**

CCP is a ministry and a mission of First Presbyterian Church, Kerrville, TX. The Session is the governing body of the Church. A permanent committee of the Session, the CCP Committee, provides oversight of the CCP ministry and mission in accordance with the Church's Standards of Procedures.

The committee includes the Director of CCP, appointed elders, church members, and a CCP parent. The CCP Committee is accountable to the Session of First Presbyterian Church.

## **7. Child Care Licensing Information**

CCP is licensed by the Texas Department of Family and Protective Services (DFPS) and operates according to all laws, rules and standards stated in the Childcare Center Minimum Standards and Guidelines published by this Department. A copy of the Department's most recent inspection report is posted by the CCP office. Upon request, we will provide a copy of the Childcare Minimum Standards Guidelines. You may contact child care licensing at:

Website: [www.dfps.state.tx.us/child\\_care\\_licensing/default.asp](http://www.dfps.state.tx.us/child_care_licensing/default.asp)

### **Reporting Child Abuse**

As safety is our main concern at CCP, please understand that any abuse or suspected abuse will be reported to the appropriate authorities as required by the DFPS.

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

## **8. Hours of Operation**

Our daily hours of operation are 7:30 a.m. to 5:30 p.m. Monday-Friday with classes beginning at 8:30am. CCP is a year-round preschool. A yearly calendar with all school closings is provided for every family. A copy of the calendar may also be found on the parent information board located outside of the CCP office.

Children will not be accepted into care after 9:00am unless previous arrangements have been made with the child's teacher and office personnel. Even though teachers might be in the building preparing for the day, children and parents are not permitted to enter the buildings until 7:30 a.m. CCP closes promptly at 5:30 p.m. Children who are picked up late may be charged late fees listed herein: 5:30 p.m. to 5:45 p.m. – \$25.00 flat charge, and \$1.00 per minute thereafter.

## **9. Classroom Visits**

CCP has an "open-door policy." Parents/guardians may stop by the school at any time during hours of operation unannounced and visit their child's classroom or observe the preschool. We encourage family involvement in our program and welcome visitation regularly. **HOWEVER, ALL VISITORS MUST FIRST CHECK IN AT THE OFFICE BEFORE GOING TO THE CLASSROOMS.**

## **10. Application and Registration**

It is the policy of this preschool to give those students presently enrolled in CCP and their siblings first priority of enrollment for the upcoming term.

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

1. A completed enrollment packet with all appropriate signatures;
2. A current immunization record; 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. Each person who is permitted to drop off or pick up a child will need to present a government issued photo identification to be copied and kept on file with the child's records.

Parents/guardians will be asked to review and update their child's file periodically. If any changes occur with your contact or pick up information, please notify the school office immediately.

## **11. Sign-In and Sign-Out Procedures**

All children must be signed in and out daily. When a child is enrolled in CCP, 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. As mentioned in 10-3 above, CCP will need to copy a government issued photo identification of each individual given permission to drop off or pick up the child. Parent/guardian, or the designated person, must physically check the child in /out with a staff member by signing the sign-in/ out sheet for their child's classroom. If anyone not on the list is going to be dropping off/picking up your child, please contact the school office in advance. The person must come to the office so their identification can be verified before they pick up the child.

CCP is not responsible for children left unattended by parents, either before sign-in or after sign-out.

## **12. Tuition**

Tuition is due on or before the first day of each month. If you need to make special arrangements to pay tuition, you must speak with the Director and receive verbal and written permission.

If payment is not received by the start of the following month and arrangements have not been made, your child will not be accepted into care until your monthly balance is no longer in arrears. PLEASE COMMUNICATE WITH US, AND WE WILL BE GLAD TO WORK WITH YOU.

Our school's 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, teacher work days or bad weather days.

Payments made before 1:30pm will be processed the same day. Payments after 1:30pm must be deposited into the secure lock box outside of the CCP office and they will be processed the next business day.

### **Returned Check Policy**

CCP may charge a \$25.00 returned check fee for each returned check given to the preschool. When paying your return check fee and tuition they must be paid by cash or money order within three days to continue care. Any persons having two returned checks must pay their monthly tuition in cash or money order thereafter.

### **13. Withdrawals**

Parents/guardians may withdraw a child from CCP at any time, although we do request that you sign and date a two week written notice of intent to withdraw. Anyone who withdraws a child without such notice may still be liable for the last two weeks of tuition, depending upon circumstances. Any balances left unpaid at time of withdrawal may be reported to a collection agency. Withdrawal and subsequent re-enrollment within 30 days will not necessitate an additional registration fee.

### **14. Scholarships**

Partial scholarships may be available to students at CCP. Parents applying for a scholarship must have a current account balance. Also, if receiving a scholarship, your balance should stay current or the scholarship may be discontinued. Our scholarship funds are very limited, but we try to help as many of our families as possible. If interested in applying for a scholarship, please pick up an application in the CCP office.

### **15. Discipline/Guidance**

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

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.

Staff members will only use positive methods of discipline and guidance that encourages self-esteem, self-control, and self-direction, which includes 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. 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 use short periods of separation as mentioned above. There may be times when a teacher has to consult a parent/guardian about a persistent disruptive behavior.

A child in CCP will be expected to function normally within the rules and guidelines of the classroom and school. 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 CCP 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.

#### **16. Biting Policy**

It is an 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 between parents and staff, these problems are alleviated. However, if there is a continuation of this behavior, the school does reserve the right to dismiss a child if he/she shows an inability to adjust to the preschool's program. A conference with the parent/ guardian will be scheduled before such action is taken.

#### **17. Babysitting/Child Care**

Employees of CCP, including teachers, aides, and office staff are not allowed to babysit or provide any other child care services outside of school time for a child who attends CCP, unless the parent/guardian has completed a waiver. A copy of the waiver may be obtained from the CCP office. The completed signed waiver must be turned in to the CCP office before the date of service.

#### **18. Illness and Attendance Policy**

CCP is a place for healthy children. Therefore, the following guidelines have been established in accordance with Texas State Child Care Licensing guidelines to determine when a child should not be at school:

1. Is not able to actively participate in all class activities.
2. Has a fever over 100 degrees. The child must be fever-free for 24 hours without medication before returning to school.
3. Has a strep infection. The child should remain at home until he/she is fever-free and has been on antibiotics for 24 hours.
4. Has green secretion from his/her 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 the child has conjunctivitis, the child must remain at home until he/she has been on medication for 24 hours and symptoms have dissipated.

5. Has frequent, watery, bowel movements. If the child has continued bouts of diarrhea, the parent/guardian will be asked to take their child to the doctor to determine if the condition is contagious.
6. Is vomiting. The child should be kept home until he/she is able to tolerate a normal diet and has been symptom-free for 24 hours.
7. Has an undetermined rash or spots.
8. Has impetigo. The child should be kept at home until all lesions have scabbed and are dry, and he/she must have a doctor's note to return.
9. Has head lice. The child should be kept at home until he/she is nit-free.
10. Has any illness that your doctor considers contagious.
11. Has had a procedure (such as tubes placed in ears, etc.). Children should be kept at home for 24 hours after procedures.

Parents will be notified if any of the above symptoms occur during the day. CCP staff will not treat these symptoms unless it is an emergency. If it is decided that the child should be picked up, the parent/guardian will have one hour to comply with our request.

#### **19. Medicines**

Prescription medication will be administered only in the CCP office, provided a medication permission slip has been filled out and signed by the parent/guardian. All medication must be in its original container (with the prescription attached if applicable), and kept in the CCP office. A refrigerator is available if it must be refrigerated. For safety reasons, medicine of any kind **MUST NOT** be kept in the child's diaper bag or backpack.

#### **20. Medical Emergencies**

In case of a medical emergency, CCP will:

1. Ensure that the child's medical needs are taken care of immediately.
2. If EMS needs to be contacted, we will call 9-1-1 first and then notify the parent/guardian. If the child is not in immediate danger, we will contact the parent/guardian first.

#### **21. Hearing and Vision Screening**

All four-year-old children must be screened for possible hearing and vision problems within 120 days of enrollment. Any new 4 year old who registers after the screening or has moved here from out of state, will also need to be screened within 120 days of enrollment.

#### **22. Emergency Preparedness**

CCP practices fire drills each month, and all fire escape routes are posted by the doorway inside each classroom, as required by state law. Disaster drills (including tornado or severe weather) are held four times a year. Should CCP buildings have to be evacuated for any reason, our emergency evacuation site is the YES Center, located behind our facility on the corner of Washington and North streets.

We also have an off campus emergency evacuation plan in place.

### 23. Curriculum and Objectives

CCP is committed to the complete development of each child. We believe preschool children learn through play in a variety of settings: creative art, science, literature, finger plays, music/ movement/rhythm, dramatic play, outdoor play, and a diverse application of gross and fine motor activities. It is the goal of CCP to provide developmentally appropriate learning opportunities for all ages. In addition to individual development, students learn problem solving through teamwork and sharing.

Preschool classes cover the “Essential Elements of Learning” as set forth by the Texas Education Code (House Bill 72). Moreover, CCP is committed to the academic, social, emotional and spiritual growth of each of its students. Currently CCP is using the “Pinnacle Faith Based” curriculum. The curriculum is available for review in the CCP office. All children two years of age and older attend a brief chapel service together once a week which incorporates music and singing, a simple Bible story and reinforcement of God’s love for each of them. Please know that we will give hugs at CCP and will comfort and nurture your child.

Our curriculum includes a wide variety of activities, including but not limited to:

- **Music** - Our goal is to give each child a positive experience with music. At CCP, children discover the fun of creating music in a group situation. Our program is designed to encourage active involvement in music in several ways. Children are exposed to a wide repertoire of songs, not only singing them, but also in using rhythm instruments and movement.
- **Art** - Arts and crafts at CCP are designed to give students an opportunity to enjoy as many creative experiences as possible. We follow the theory that art is about the process and not the product, encouraging each child to make their artwork their own. We proudly display children’s artwork in classrooms, hallways, and common areas.
- **Motor Development** - CCP pays special attention to the importance of developing a child’s various perceptual-motor elements (locomotion skills, eye-hand and eye-foot coordination, balance and body awareness). These skills are practiced in age-appropriate activities in each classroom and on the playground.
- **Animals** - Some of the classrooms will have “pets” which provide additional learning experiences. 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 kept in sanitary conditions. Children will not handle the animals, and all staff is required to practice good hygiene and hand-washing after handling the animals or items used by the animals.
- **Water Activities**  
During the hot summer months, CCP students will participate in sprinkler play activities.
- **Pledge of Allegiance**  
CCP will say the Pledge of Allegiance daily.

## **Naptime**

A supervised sleep or rest period after lunch will be provided for all children 18 months of age or older. Children will be allowed to sleep no more than two and a half hours. After an hour of rest, any child who has not fallen asleep will be provided a quiet activity to do such as puzzles or books. Children between 12-17 months will transition to one nap a day after lunch time. Children younger than 12 months will not have a scheduled naptime as we follow the child's sleep schedule.

## **24. Classroom Needs**

Upon admittance your child's classroom teacher may give you a list of specific age-appropriate items for your child's use in the classroom and while at school. Please label everything that you bring to school.

### **Clothing and Personal Belongings**

Please keep two changes of clothes in your child's cubby at all times. Please mark your child's clothing with his/her name. Please do not send your child in clothing that may be too tight or loose, especially if potty training. CCP is not responsible for clothing that is lost or damaged. Please send your child in clothing that can get dirty or stained. Students should wear closed toe shoes, not flip flops or Crocs. Sneakers provide the best support for running and jumping, where flip flops and Crocs may cause a child to trip.

CCP does not assume responsibility for any items your child brings to school from home and would ask that they only be brought on Show and Share days your child's teacher has set up.

## **25. Food Program**

CCP is approved by the Texas Department of Agriculture to participate in a well-structured child nutrition program. Healthy and nutritious rotational monthly menus have been planned and are prominently posted so you can see what your child will be eating each day. This is not an optional program. All children who are 12 months of age or older eat the meals that are prepared and served here. If you have a child who is 12 months or younger, you have the option of either using the formula and baby food we provide or providing your own. You may stop by the office and pick up a list of guidelines for the infant feeding program. We will provide a refrigerator for breast milk and a quiet place to nurse.

Breakfast is served each morning from 8:30-9:00 a.m. If for any reason your child arrives later than 9:00 and you have not notified the office, they will not receive breakfast that day. Breakfast consists of milk, a fruit or fruit juice, and a whole grain food such as cereal, muffins, toast, etc. Lunch is served from 11:30 a.m.-12:30 p.m. Lunch consists of a meat or meat alternative, a whole grain, two servings of fruits and/or vegetables and milk. An afternoon snack is served from 2:45-3:15 p.m., consisting of a healthy choice from two of the required food groups.

The Food and Nutrition Program requirements mandate that we use 2% milk for

children 12-24 months and fat free or 1% milk for children 25 months-5years. Fruit juice must be 100% fruit and undiluted.

If your child cannot have either of these foods or has any other food allergies, we will need a note from your child's doctor saying that they should not eat certain foods. All special diet requirements must be from the doctor and submitted with the enrollment packet for them to be honored.

The food is served family-style around tables in the individual classrooms, under the supervision of the teachers and aides. CCP is providing positive lessons in table manners and mealtime socialization, teaching children to wait their turn and to serve themselves.

Your child will not be permitted to bring outside food into the classroom. Please encourage them to eat the food that is served and that their friends are eating.

## **26. Special Parties**

Birthdays are special at CCP. 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 afternoon snack time. Please make prior arrangements with the class teacher.

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

## **27. School Pictures**

A professional photographer will take your child's photograph at least annually. You will be notified in advance of the date when your child's class will be having pictures taken. This service, and the purchase of pictures, is optional.

## **28. Field Trips**

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. CCP will provide responsible adult supervision and will carefully comply with all Texas seat belt/car seat regulations. Parents are always welcome to join us. You will receive advance notice of any planned field trip, and we ask that you purchase a CCP t-shirt for your child. Permission for your child to participate is necessary. Please make sure that you fill out and return a field trip permission slip to the office for each trip.

CCP will transport children only during field trips. Please note there have been recent changes to the Texas Department of Transportation seatbelt laws. CCP cannot provide car seats during field trips and will not transport children who do not bring a car seat.

Should you choose not to have your child participate in a particular field trip, your child will temporarily be placed in another classroom as vacancies allow. Please be aware that classroom activities in such a situation may not be age-appropriate.

### **29. Toilet Training**

In order to be toilet trained, a child must be ready, not only physically, but also emotionally. Therefore, there is no “magic age” for toilet training. Transition times, such as giving up a bottle or pacifier, moving, or the arrival of a new sibling, are not good times to begin training. Staying dry for longer periods of time, especially at night and nap time, and showing an interest in using the bathroom are indicators that a child is ready for toilet training. Toilet training should begin at home, and we will do our best to follow the routines you have established here at school.

### **30. Donations**

CCP gratefully accepts gifts and donations, including gifts as memorials to or in honor of family members or friends. Please contact the Director about donations to our program. All equipment/toy purchases for your child’s classroom or the school need to be approved by the Director. CCP appreciates all the support we receive every year from our families and from the community.

### **31. Volunteering**

Parent/family volunteers are extremely valuable and over the years have made many important contributions to CCP. If you wish to volunteer to work in a classroom, please see the Director. Classroom volunteers can contribute in any number of ways, working collegially with teachers and aides to advance the learning experiences of our students.

It is important to note that volunteers who regularly come in direct contact with our students must pass a state mandated background check.

CCP has an annual (or bi-annual) fund-raising event to raise money to use for seed funding of new initiatives, new programs, or new projects. Family volunteer help is essential to the success of fund-raising efforts.

### **32. Communication**

Please check your child’s mailbox daily for notes and any papers they need to take home. Every class has a system set up to communicate with you. All important notices and school reminders are distributed through the mailboxes. We also post general notices on the doors and on the parent information board.

### **33. 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 development.

Drop-off and pick-up times are not appropriate for conversations involving concerns for your child or the classroom. It is our policy not to discuss sensitive information in front of children or other parents. The teacher will be more than glad to set aside a conference time which is mutually convenient for these types of conversations.

**34. Concerns**

If you have a concern regarding your child or your child's teacher(s), we ask that you address the concern with the teacher(s) first. If you feel that the issue has not been resolved by the teacher(s), please feel free to come to the Director. Calling first to make an appointment with either the teacher(s) or Director will assure that they have adequate time to address all of your concerns. Should you still have concerns after taking this step, we invite you to contact the chairman of the CCP. We all share the same goal when it comes to the interest of your child.

**35. Gang Free Zone**

According to House Bill 2086 passed by the 81<sup>st</sup> State Legislature, all Child Care Centers and the area within 1,000 feet of the center are Gang-Free Zones. Engaging in gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of CCP is a violation of this law and is subject to increased penalty under state law.

**36. Parent /Guardian Acknowledgement**

Parents will be asked to sign an acknowledgement page located in the parent registration packet that verifies you have received a copy of the family handbook.

***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.***

