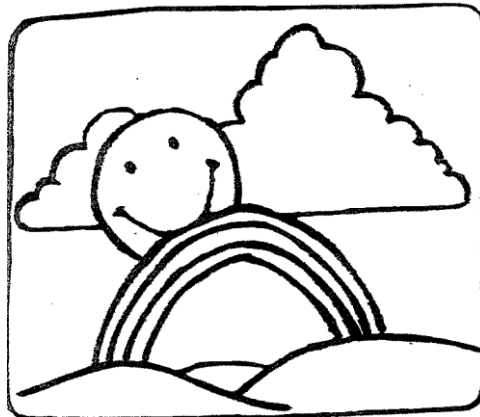


# Westlake Hills Presbyterian Preschool

# Parent Handbook

2010-2011



7127 Bee Cave Road Austin, Texas 78746

Office 512.327.1315 Fax 512.306.8553

preschool@whpc.org

[www.whpc.org](http://www.whpc.org)

## **Westlake Hills Presbyterian Preschool Mission Statement**

### **“Quality Education in a Christian Environment”**

*The mission of the Westlake Hills Presbyterian Church Preschool is to provide a quality preschool education in a nurturing environment of Christian love and teaching.*

Westlake Hills Presbyterian Church sponsors the preschool as part of our outreach to our community, reflecting our belief that every child is important to God. Children of any race, religious belief and national heritage are welcome at our school. All children will participate in activities designed to show and share the love of Jesus Christ for God’s children.

As a ministry of the church, the preschool reflects our mission:  
*To invite people into God’s larger story as we follow Christ together.*

The preschool of the church is committed to providing a certified program designed to prepare each child with skills necessary to succeed in school and in life. The preschool program encourages each child’s individual growth and development by allowing children to explore, make decisions and be actively involved in the learning process. Through the use of developmentally appropriate materials and activities, we strive to provide a foundation for academic success.

We seek to instill in the children entrusted to us a love for God, and understanding that each is special to God, an awareness that each child has unique abilities, a positive attitude toward church and school, and a sense of wonder and appreciation for God’s creation. We want to provide children the opportunity to grow socially, physically, spiritually, emotionally and intellectually.

The Session of Westlake Hills Presbyterian Church affirms Austin Rising Star as the current certifying agency of the Presbyterian Preschool.

Approved by the Session of WHPC June 2010

# Westlake Hills Presbyterian Preschool 2010-2011

August 19 & 20	New Teacher Orientation/Training
August 23-25	All Teacher In-service/Training
August 26 & 27	Open House
August 30 & 31	First Day of School/Parent Orientation
September 6	Holiday – Labor Day
September 16	Family Fun Night
September 22	Vision/Hearing Screening (4/5's Classes)
September 22	Parent Welcome Brunch 9:15 am
September 23	Parent Welcome Brunch 9:15 am
September 28 & 29	Student Individual Pictures
October 1	In-Service Training/No School
November 5 & 6	Holiday Collectibles
November 11	No School/Parent-Teacher Conferences
November 18 & 19	Thanksgiving Family Chapel
November 22-26	Holiday - Thanksgiving
December 1	Teacher Christmas Luncheon
December 17 – 31	Holiday – Christmas

### *Fall Mission Emphasis*

November    *Thanksgiving Chapel – Manos de Cristo Food Drive*  
 December   *Trinity CDC Sharing with Santa/Elf Room*

January 3	Student Holiday/Staff In-service: Training
January 4	School Resumes
January 17	Holiday – MLK
January 26	11-12 Registration
February 1-3	Book Fair
February 2 & 3	Toddlers Donuts for Dads
February 3	Man in Your Life
February 14	Student Holiday/Staff In-service
February 22 & 23	School Pictures ( <i>Group Portraits</i> )
March 14-18	Spring Break
April 7	Hoe Down
April 10-16	Week of the Young Child
April 20 & 21	Easter Family Chapel
April 22	Easter Holiday
April 27	No School/Parent-Teacher Conferences
May 2 – 6	Teacher Appreciation Week
May 17 & 18	Last Days of School
May 19 & 20	Staff Work Days

### *Spring Mission Emphasis*

February    *Trinity CDC Socks & Underwear Drive*  
 March       *Trinity CDC Garage Sale Collection*  
 May         *Class Cards to African Preschool*

6/11/10

# Table of Contents

## **Section I Purpose**

Introduction	6
Mission	6
Philosophy	7
Goal	7
Preschool Committee	7

## **Section II Admissions Information**

Wait List	8
Admission	8
Registration	9
Tuition	10
Scholarship Donations	10
Student Withdrawals	10
Student Files	10
School Hours	11
Pick Up/Drop Off	11
Authorized Persons for Pickup	11
Late Pickup	11
Starting Class	11
Discipline/Guidance	12
Early Identification of Children Requiring Specialized Attention	13
Student Dismissal	14

## **Section III Health Policies**

Health Statement	15
Immunizations	15
Texas Minimum State Vaccine Requirements	15
Vision & Hearing Screening for 3, 4, & 5 Year Olds	16
Illness/Exclusion	17
Medical Emergency Procedures	17
Administering Medication	18
Guidelines for Illnesses at school	18

## **Section IV Special Programs**

Christian Education/Chapel	19
Music	19
Spanish	19

<b>Section V <u>Parent Involvement</u></b>	
Parent Visitation	20
Communications with Parents	20
Requested Recommendations & Observation Checklists	21
Parent-Teacher Conferences	21
Grievance Procedure	21
Classroom Volunteer Opportunities	21
Classroom Parents	22
Classroom Substitute	22
Holiday Collectibles Expectations	22
Teacher Appreciation Events	23
Parent Volunteer Opportunities	23
<b>Section VI <u>Operational Policies and Procedures</u></b>	
Inclement Weather	24
Photographs	24
Social Networks	24
Clothing	25
Celebrations	25
Water Activities	26
Animals	26
Consumer Product Safety Commission	27
Gang Free Zone	27
Independent Babysitting	27
<b>Section VII <u>Nutrition</u></b>	
Snacks	28
Lunch	28
<b>Section VIII <u>Licensing Requirements</u></b>	30
<b>Appendix A <u>Lunchbox Guidelines</u></b>	31
<b><u>WHPP Parent Pointers</u></b>	33

# *Section I* Our Purpose

---

## **Introduction**

### **Mission**

### **Philosophy**

### **Goal**

### **Preschool Committee**

## **Introduction**

The Preschool is a part of the Mission Division of Westlake Hills Presbyterian Church. The Preschool Committee which is responsible to the Session of the church, establishes the policies of the preschool. Parents will be notified of changes in policies and procedures in writing or in the Parent Handbook.

Any questions or concerns by parents should be made directly to the Preschool Director. In the absence of the Director, concerns or questions may be made to the Assistant Director.

## **Mission**

The mission of WHPP is to provide the child with an atmosphere of Christian love conducive to creative play and exploration of the child's world. Emphasis is placed on the child's:

- Christian Education
- Social Development
- Emotional Development
- Physical Development
- Mental Development
- Communication Skills
- Creativity

Frequently, preschool is the child's first experience away from home, so it is important for these to be positive, happy experiences. The school strives to help the child become self-confident in the school situation. We want the child to be attracted to school, teachers, friends and learning. The Presbyterian Preschool is a part of the Mission Division of Westlake Hills Presbyterian Church. The Preschool Committee establishes the policies of the school, which is responsible to the Session of the Church.

## **Philosophy**

We seek to instill in the children entrusted to us a love for God, an understanding that each is special to God, an awareness that each child has unique abilities, a positive attitude toward church and school, and a sense of wonder and appreciation for God's creation. We want to provide children the opportunity to grow socially, physically, spiritually, emotionally and intellectually.

## **Goal**

The goal of Westlake Hills Presbyterian Preschool is to provide the child with a safe and nurturing environment with learning experiences conducive to physical, social, emotional, and cognitive growth. In order to attain this goal, we assist the child in a Christian atmosphere:

- To grow in independence and make decisions and choices.
- To learn to live and share as well as to receive.
- To develop self-discipline by encouraging a child to become self-controlled and self-directed.
- To learn to get along with others.
- To develop large and small motor skills.
- To understand and participate in his or her physical world.
- To encourage curiosity, thinking, and reasoning.
- To develop a positive self-concept by stimulating and encouraging the use of their own ideas.
- To build self-confidence and self-reliance.
- To develop the idea that the church is a happy place.
- To develop a familiarity with the stories of the Bible.

Each of these goals is taught through developmentally appropriate activities including group experience, dramatic play, show-and-tell, literature, painting, music and movement, discovery and multi-sensory experiences.

## **Preschool Committee**

The Preschool Committee oversees the operation of the Preschool, under the sponsorship and direction of the church. The members of the Committee for the 2010-2011 school year are listed below:

Sarah Wehner	<i>Elder Chair</i>	Lindsay Castaneda	<i>Parent/ Support</i>
Carol Friesen	<i>Pastor</i>	Dana Cotter	<i>Parent/ Special Projects</i>
Susan Bright	<i>Preschool Director</i>	Dana Warrenburg	<i>Education</i>
Jim Clark	<i>Finance</i>	Leska McCall	<i>Parent/ Communication</i>
Stacey England	<i>Personnel</i>		

## ***Section II* Admissions Information**

---

**Wait List**

**Admission**

**Registration**

**Tuition**

**Scholarship donations**

**Student Withdrawals**

**Student Files**

**School Hours**

**Pick Up/Drop Off**

**Authorized Person for Pickup**

**Late Pickup**

**Starting Class**

**Discipline/Guidance**

**Early Identification of Children Requiring Specialized Attention**

**Student Dismissal**

### **Wait List**

Children are placed on the Wait List after completion of a Wait List form and payment of the \$30.00 Wait List fee. The Wait List is divided into age group categories. When establishing classes for the next school year or filling mid-year vacancies, the primary goal of the preschool is the heterogeneous grouping of children by gender and age range. Priority of placement is given to children currently enrolled, siblings of children currently enrolled, staff members, church members and former families.

Class placement is based on the Wait List date, taking into consideration the child's learning style, gender balance, teacher's teaching style, sibling class placement and special circumstances. A place on the Wait List does not guarantee placement in a class. The child will remain on the Wait List until a class opening is offered. If an opening occurs after the start of the school year, admission will not be automatic. The Director and classroom teacher(s) will determine if the child's needs will be met appropriately within the established class.

### **Admission**

Westlake Hills Presbyterian Preschool emphasizes developmentally appropriate and child centered classroom activities. Children must be seventeen months of age by September 1 to be eligible for enrollment in the program. Westlake Hills Presbyterian Preschool does not discriminate on the basis of age, sex,

race, color, religion, disability, or national origin in its enrollment or employment practices.

Any changes to the enrollment procedure/policy will be approved by the Preschool Committee, and parents will be notified in the Parent Handbook, by letter, or at Parent Orientation.

## **Registration**

The non-refundable Registration Fee is due when you have accepted a class position. The fee for returning students is \$85.00 per child and \$100.00 per child for new students.

### **New Student Registration Policy and Procedure**

Once our current students have been placed, we will begin calling children from our Wait List to fill openings in our program. Siblings of current students and church members will have priority. The openings will be offered to new students based on age, the date we received the application, room size, boy/girl ratios and the discretion of the Director.

Parents of children on the Wait List will be offered a class as it becomes available. If they choose not to attend, that child's application will be dropped from the Wait List. To reactivate the Wait List status, the parent must call and inform the school of their renewed interest and pay an additional \$30.00 Wait List fee.

The Tuition Agreement and the non-refundable registration of \$100 per child are due at the time of registration. The May Prepaid tuition is due with the completed enrollment packet.

### **Returning Student Registration Policy and Procedure**

In late January or early February, we take the Registration Forms for Returning Students and the non-refundable Registration Fee of \$85.00 per child on a specific date and time set aside for registration. The parents are encouraged to register at this time. Registration Forms are numbered in the order they are received. This number is used in determining the order (priority) of class placement. Please note that registration is not complete without the \$85.00 non-refundable Registration Fee.

Parent comments are important and a place is available on the Registration Form to communicate with the director. Please do not request a specific teacher or groups of friends.

Class placement will be determined by age, earliest registration number, room size, boy/girl ratios and the discretion of the director. If a class should fill up,

a waiting list will be started and the student will be given his or her second choice.

## **Tuition**

Tuition is due on or before the first of each month and is considered late after the tenth of the month. Full payment is due each month regardless of the number of days your child is expected to be in attendance. No adjustments are made for illness, vacation, inclement weather or any unforeseen circumstances. **A \$15.00 late charge will be assessed after the tenth on the unpaid balance**, unless prior arrangements have been made with the Preschool Office. Questions concerning payment schedules should be addressed to the Director.

Accounts two or more months in arrears shall be reviewed by the Westlake Hills Presbyterian Preschool Committee.

Please put your tuition check in the designated mail box in the hallway just outside the Preschool Office. Checks are made payable to WHPP. Please make sure your child's name is on each check.

Tuition will be paid by one responsible party per family.

## **Scholarship Donation**

Please consider contributing to the scholarship fund by adding \$1.00 to your monthly tuition check. For assistance with tuition, please contact the director for more information.

## **Student Withdrawals**

All student withdrawals, including cancellation of the Registration and Tuition Agreement prior to the beginning of a new school year, must be made in writing and received by the Westlake Hills Presbyterian Preschool administration 30 days prior to the first day of the last month attending. The Prepaid May Tuition may be applied to the last month attending until January 31 of the school year. The Prepaid May Tuition will not be applied after February 1 of the school year.

**REGISTRATION AND MAY PREPAID TUITION PAYMENTS ARE  
NON-REFUNDABLE.**

## **Student Files**

It is important to immediately update your child's records with the Preschool Office should there be a change in immunizations, address, telephone numbers, etc. Access to student files, including student assessments, will be restricted to WHPP staff, state regulators and parents upon request. Special administrative requests will be subject to a fee of \$25.

## **School Hours**

The Preschool operates from late August through mid-May and classes are held Monday through Friday from **9:00 a.m. to 1:00 p.m.** Teachers use the time before 9:00 for preparation, so please do not bring your child to the classroom before 9:00 a.m.

### **Pick Up/Drop Off**

In all of our classes, we find that your child benefits most from the program if arrival and departure times adhere closely to our hours of 9:00 a.m. arrival to 1:00 p.m. pick up. Children form playgroups at the beginning of the day. **A child who is late may feel left out. Also, prompt drop off and pick up ensures continual teacher-class interaction.** Please call the Preschool office if your child will be arriving after 9:30 am. A member of the office staff will escort each late child to their class. Please schedule an appointment or conference with your child's teacher before or after class to discuss other matters.

A parent shall accompany each child attending WHP Preschool to the door of the classroom, and the **parent must sign their child in and out on the sign-in/sign-out sheet** that is posted outside the classroom door. Please remember to keep children with you in the hallways at drop-off and pick up times. The halls are very busy at these times of day and children can become confused if they are separated from their parents. **Do not allow your child to leave the building without you.** The parking lot is also very busy. Keeping your children with you will ensure their safety.

### **Authorized Persons for Pick Up**

Teachers or assistants release students only to authorized persons listed on the Student Emergency Information Record. Individuals may be asked for proof of identification, which will be photo copied, and the family code word if the staff member does not recognize the individual picking up the child. This code word is chosen by the parents and designated on the child's Emergency Information Record.

### **Late Pick Up**

A late pick up fee of \$1.00 is assessed after 1:00 p.m. for the first ten minutes and \$1.00 per minute thereafter. The clock in the office is the standard time in such cases. Please call the school if you are delayed so that your child can be assured that you have contacted the office and will pick them up shortly.

## **Starting Class**

Anxiety about separation is a natural part of life. WHPP is committed to working together with families to manage this important transition for young children. It is essential that parents and teachers work together to ease

children into the program and to minimize stress. Trust and good communication between teachers and parents will build a partnership that can support children. How we help children through these first goodbyes creates a framework for their lifetimes, and we acknowledge the significance of this event. In keeping with developmentally appropriate practices, we will respond to each child and the needs of their family on an individual basis. The teachers and administrative staff are available to discuss your child's needs concerning separation.

## **Discipline/Guidance**

We respect each child as a unique creation of God. Discipline is handled using positive techniques of guidance including redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior.

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

Within the preschool's philosophy of positive guidance, children are given the opportunity to develop self-control, self-esteem, and self-direction. Our goal is to provide clear, simple, and consistent limits for children designed to maintain their physical and emotional safety, and to create an atmosphere of respect for oneself, for others and for the environment. We recognize that conflict is an ongoing part of functioning as social beings. When difficult situations present themselves, they will be looked upon as opportunities to grow and learn.

1. Children will be treated with respect and caring;
2. Children will be encouraged to participate in solving problems;
3. Children will be guided to make pro-social choices;
4. Appropriate behavior will be modeled, acknowledged, encouraged, and reinforced;
5. Problematic situations will be regarded as opportunities to develop conflict resolution and negotiation skills.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited by the Preschool:

1. Corporal punishment or threats of corporal punishment;
2. Punishment associated with food, naps, or toilet training;
3. Pinching, shaking, or biting a child;
4. Hitting a child with a hand or instrument;
5. Putting anything in or on a child's mouth;
6. Humiliating, ridiculing, rejecting, or yelling at a child;
7. Subjecting a child to harsh, abusive, or profane language;
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and

9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Early Identification Of Children Requiring Specialized Attention**

Our Preschool is staffed with teachers and assistants at ratios below the state maximum, but not small enough to allow for individual attention for any one student throughout the entire school morning. Our staff is well qualified with many teachers either holding degrees or having specialized training in early childhood education. However, there is not a professional special education educator on staff.

The Preschool has a referral system in place for the identification of children who require additional support and/or adult supervision during the school day. The children who may be better served in an alternative environment or benefit from a more specialized environment would be identified through a collaborative, yet confidential process. Discussing the situation with the teacher, conducting observations within the classroom setting, making interventions in the classroom and talking with the parents are all integral parts of this collaborative process. At the conclusion of the referral process, the Director shall communicate the results and recommendations to the parents. It then becomes the parent's responsibility and expense to act upon the recommendations in a timely manner.

In the event that a child's behavior becomes a chronic problem, the school may request more assistance from the parent in solving the problem; ask the parent to participate in counseling, with or without the child and or send the child home from school for hours or days at a time. When all else fails, the school reserves the right to require the immediate withdrawal of a child. No tuition refunds will be made.

Children who require additional support and/or adult supervision during the school day may be identified and evaluated through a collaborative yet confidential process. At the conclusion of the process, the Director shall communicate the results and recommendations to the parent(s). The parents will be required to act upon, at their expense, the recommendations in a timely manner. In the event additional services or expenses (including added staff salaries) are incurred on behalf of the child, the parents are responsible for payment to the school for the additional services or expenses.

If the Director determines that the child's needs would be better served in an alternate environment, the child shall be promptly withdrawn from WHPP. No tuition refunds will be made.

## **Student Dismissal**

Since every child is unique, it would be virtually impossible to set forth the exact criteria or instances that might result in preschool action to dismiss a child from our school. Rather than attempt to define precise conduct that might warrant intervention, the preschool has elected to take each situation on a case-by-case basis.

If your child is not yet ready for the group experience or if his or her needs are not best met in the group setting, the Director reserves the right to dismiss the child after a confidential conference with the parents. We do not believe the child should remain in school unless he or she derives some benefit from the program.

The school will take the following steps to help a child:

- Teacher documents observations in classroom
- Director will make classroom observations
- Teacher and Director meet with parents to discuss strategies to assist the child;
- School documents observations with new strategies;
- School determines if WHPP can meet the child's needs;
- Follow up meeting with the Director and parents.

If an independent educational consultant or therapist is recommended, it is at the parent's expense. If the school recommends dismissal, the Director will, to the best of her ability, assist the family in finding appropriate placement/services. No tuition refunds will be made.

## *Section III* Health Policies

---

### **Health Statement**

#### **Immunizations**

#### **Texas State Vaccine Requirements**

#### **Vision and Hearing Screening**

#### **Illness/Exclusion**

#### **Medical Emergency Procedures**

#### **Administering Medication**

#### **Guidelines for Illnesses at school**

### **Health Statement**

A signed Health Statement is required from a licensed healthcare professional that has examined the child within the past year indicating the child is physically able to take part in the preschool program. **A health statement must be on file with the Preschool upon enrollment.**

### **Immunizations**

State licensing for preschool requires that each child's file contain an original or a copy of the original immunization record signed by the physician on the date of admission. **Immunization records must be kept current as children receive additional immunizations and must remain current for the entire school year or the child will be unable to attend class.**

Exemptions for immunization requirements must meet criteria specified by the Texas Department of Health Services.

### **Texas Minimum State Vaccine Requirements for Child-Care Facilities**

The following chart shows the Texas Minimum State Vaccine Requirements for Child-Care Facilities. According to Texas State Licensing, we are a Child-Care Facility therefore; our children must meet all the requirements.

Please check your immunization records with the chart below and make sure your child's immunizations are complete and current. The preschool office "must have a copy of your child's completed immunization record by the date of admission" for the current school year.

(TDFPSMS 746.619)

**by 16 months**

Vaccine	DTaP	IPV	Hib	Hep B	PCV	MMR	Varicella	Hep A
# required	3	2	1	2	3	1	0	0

**by 19 months**

Vaccine	DTaP	IPV	Hib	Hep B	PCV	MMR	Varicella	Hep A
# required	4	3	1	3	3	1	1	0

**by 25 months**

Vaccine	DTaP	IPV	Hib	Hep B	PCV	MMR	Varicella	Hep A
# required	4	3	1	3	4	1	1	1

**by 43 months**

Vaccine	DTaP	IPV	Hib	Hep B	PCV	MMR	Varicella	Hep A
# required	4	3	1	3	4	1	1	2

**Dtap:** Diphtheria, Tetanus & Pertussis

**IPV:** Polio

**Hib:** *Haemophilus Influenzae* type B

**Hep B:** Hepatitis B

**PCV:** Pneumococcal conjugate

**MMR:** Measles, Mumps, & Rubella

**Varicella:** Chickenpox

**Hep A:** Hepatitis A

**Questions:**

[http://www.dshs.state.tx.us/immunize/docs/school/6-15\\_2009-2010.pdf](http://www.dshs.state.tx.us/immunize/docs/school/6-15_2009-2010.pdf)

## **Vision and Hearing Screening for 3, 4 & 5 Year Olds**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a vision and hearing screening for children who are enrolled in preschool and who are four years of age by September 1. The screening of three year olds is available, but is optional. **Each 4 year old must be screened for possible vision and hearing problems prior to or on our school testing date each September (see school calendar).** The individual vision and hearing screening results will be maintained by the Preschool Office.

Any 4/5 year old enrolling after the school testing date must have the vision and hearing test results upon enrollment.

## **Illness/Exclusion**

Your cooperation is needed to maintain a healthy and safe environment for our school. Please keep your child home if he or she has one or more of the following:

1. Gives evidence of a fresh cold (runny nose with yellow/green mucus);
2. Has a temperature of 100 degrees or more;
3. Has had an upset stomach (vomiting or diarrhea) within the last 24 hours;
4. Demonstrates a general sense of not feeling well;
5. Is too ill to play outside, or participate in all classroom activities.

See Guidelines for Illness at School chart on the next page for additional information.

## **Medical Emergency Procedure**

Parents will be contacted immediately if your child:

1. Is injured and the injury requires medical attention by a health care professional;
2. Has a sign or symptom requiring exclusion from the preschool as specified in Subchapter R of Chapter 746.307 (relating to Health Practices) or the Guidelines for Illness at School chart;
3. Has been involved in any situation that placed the child at risk. For example, a staff member forgetting a child in a vehicle or not preventing a child from wandering away from the preschool unsupervised; or
4. Has been involved in any situation that renders the preschool unsafe, such as a fire, flood, or damage to the preschool as a result of severe weather.

Parents will be notified of less serious injuries when the parent picks the child up from preschool. Less serious injuries include, but are not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by WHPP staff.

It is extremely important that parents provide accurate and complete information as to how or where they can be reached by phone each day. The information given to us on the sign-in/sign-out sheet is used to locate you in case of an emergency. In addition, the Preschool maintains a Student Emergency Information Record on each child and the numbers listed on that record will be used to contact you in an emergency.

## Administering Medication

The Preschool does not administer medication except in emergency situations. If a child has a periodic serious medical problem such as asthma attacks, or allergic reactions, the parent or the child's health care professional may sign a Medication Authorization Form allowing the preschool to administer the emergency medication (Aveeno, Benedryl, or Epi-pen) when symptoms occur. Emergency medication must be labeled with the child's name and will be kept in the Preschool office. The only medication that will be allowed in a classroom is the child's Epi-Pen.

## Guidelines for Illnesses at School

Illness	Should you stay home	When you come back...
Chicken pox	Yes	When all the pox have scabbed over
Cold/Allergies	No (with no fever and a clear nose discharge) Yes (with green nose discharge)	When nose is clear and no fever
Coxsackie (hand, mouth, and foot disease)	No	
Diarhea	Yes	24 hour after last movement
Ear Infection	No	
Fever (undiagnosed illness)	Yes	24 hour after fever subsides
Fifth Disease	No (without fever) Yes (with fever)	(see fever)
Giardia	Yes	When diarrhea subsides or Dr. approves readmission
Impetigo	Yes	When treatment has begun
Lice	Yes	When 1 treatment given and no nits present
Pink Eye	Yes	24 hours after treatment has begun
Unidentified rash	Yes	When rash is gone unless Dr. approves readmission
Ring Worm	No Keep area covered	
Roseola	Yes (with fever)	(see fever)
Rota Virus	Yes	When diarrhea subsides or Dr. approves readmission
Strep Throat	Yes	24 hours after treatment has begun and fever free
Thrush	No	
Vomiting	Yes	24 hours free of symptoms

## ***Section IV* Special Programs**

---

### **Christian Education/Chapel**

#### **Music**

#### **Spanish**

### **Christian Education/Chapel**

In accordance with the Preschool's philosophy and mission, the Preschool program embraces, encourages, and provides experiences so that Christian values and teachings are honored and incorporated in the classroom on a daily basis. As you peek into the classrooms, you will see many examples of our Christian beliefs being implemented in a developmentally appropriate manner through stories, art, songs, and props for dramatic play. The children also learn songs and Bible stories during their weekly Chapel and/or Music class. Our Chapel teacher provides suggestions, resources and guidance daily to our teachers. The Chapel teacher not only supports the staff during the traditional church holidays, but also helps the teachers incorporate Christian beliefs into their daily activities throughout the year

#### **Music**

Drama, music, gross and fine motor development are incorporated in daily activities by each teacher. These activities are explored both indoors and outdoors. One-on-one activities as well as small and large group activities and skills are explored in a variety of creative ways. The Music teacher expands upon the classroom experiences with a Christian theme during the weekly Music class.

#### **Spanish**

An introduction to the Spanish language and culture is given through a weekly enrichment class for all age groups. The Spanish teacher will lead the children with songs, stories, games, puppets and felt boards on a cross cultural adventure that will be reinforced by the classroom teacher.

## *Section V* Parent Involvement

---

### **Parent Visitation**

### **Communications with Parents**

### **Requested Recommendations & Observation Checklists**

### **Parent-Teacher Conferences**

### **Grievance Procedure**

### **Classroom Volunteer Opportunities**

#### **Classroom Parents**

#### **Classroom Substitute**

### **Holiday Collectibles Expectations**

### **Teacher Appreciation Events**

### **Parent Volunteer Opportunities**

### **Parent Visitation**

WHPP is committed to building a bridge between home and preschool and to involving families in authentic ways in the program. In order to create meaningful learning experiences for children, it is necessary to link our curriculum to real events in children's lives at home, at preschool, and in their community.

Parents may visit the preschool at any time during the preschool's hours of operation to observe their child and program activities without having to secure prior approval. Your child's teachers will be responsible to communicate ways in which you can participate in your child's learning experience in the classroom. Please coordinate with your child's teacher about appropriate times for you to be in the classroom, and please sign in and out in the WHPP Visitor Log in the preschool office and receive a name tag.

### **Communications with Parents**

Families are informed about the program and the curriculum and about policy or regulatory changes and other critical issues that could potentially affect the program and/or the early childhood profession through newsletters, bulletin boards, email and other appropriate means. We strongly urge parents to attend our educational programs, parent support group programs, and annual orientation.

**Each child will have a "take home file" outside the classroom that should be checked twice each day.** All correspondence from their teachers and administration will be placed in the file. Notices will also be posted on bulletin boards outside each class.

## **Requested Recommendations & Observation Checklists**

A written request from the parent for information to be sent to private schools or to assist an outside entity in evaluating a child must be accompanied by a stamped envelope addressed to the requesting program. All forms and letters will be mailed directly to that school or therapist.

## **Parent-Teacher Conferences**

Formal parent-teacher conferences are provided twice during the year, once in the fall and once in the spring. (See annual calendar for conference dates.) A written assessment will be provided to the parent at each conference. This is an opportunity for parents and teachers to share information about each child. Additional conferences may be conducted by telephone or by appointment at the discretion of the teacher or director. A variety of informal assessment methods are used in the assessment of social, emotional, and cognitive growth and development.

## **Grievance Procedure**

Classroom concerns should be discussed with the Lead Teacher. If a satisfactory resolution to the problem has not been achieved, a meeting with the Preschool Director should be arranged. In the event a parent is dissatisfied with the response or action taken by the Preschool Director on any matter, the parent may request a meeting with the Personnel subcommittee. The request, along with a summary of the issue of concern, should be submitted to the Chair of the Preschool Committee.

If a parent requests a meeting, the parent should not only be able to explain the issue of concern, but should also be prepared to articulate the nature of the response or action that he/she believes the subcommittee should take to resolve the matter. The decision of the subcommittee will be the final decision for the Preschool, and the parent and administration will be expected to accept and support the decision in a professional manner.

## **Classroom Volunteer Opportunities**

We encourage parents of older Preschool children to volunteer in the classroom. It is important for children to see that their parents and teachers are friends and are interested in their school experience. Teachers have a sign-up sheet for parents who wish to volunteer. Please sign in and out in the WHPP Visitor Log in the preschool office and receive a name tag.

## Classroom Parents

Being a room parent is a great way to be involved in your child's class. Room parents are essential to the organization of the preschool program for communication and dissemination of information. The room parent acts as a liaison between teachers and families as well as between the administration and families. The primary responsibility of the room parent is to organize a phone tree to relay information and to coordinate parent involvement in program events, classroom activities or in case of emergencies.

In case of bad weather or other emergency alert, staff will follow evacuation plans posted in each classroom. If evacuation of the facilities is required, the room parent will be notified and will contact all parents to pick up their children as quickly as possible. **Westlake United Methodist Preschool, 1460 Red Bud Trail, is the designated relocation site.** The Director will remain at the facility until all children are picked up. No child will be left alone or unsupervised.

## Classroom Substitute

The Preschool encourages parents to substitute in a classroom. As a substitute, you may simply volunteer your services or you are eligible for payment. If you are interested in being on our regular substitute list, please contact the Preschool Office for information on how you may contribute to the quality classroom experiences your student's receive. A fingerprint background check and some training will be required.

## Holiday Collectibles Expectations

Holiday Collectibles is the Preschool's major fund-raising event each year. It is a holiday shopping event attracting vendors from throughout Texas and other states. The high quality of the vendor's merchandise attracts over 2,000 shoppers each year!

The money raised from this event is a large portion of the school's budget and allows our children to have quality child-care with the proceeds being used directly for equipment, curriculum and teacher salaries. **This year, Holiday Collectibles will be on Friday, November 5 and Saturday, November 6.**

We have a great assortment of vendors each year. They will offer a variety of gifts, hand-made crafts, jewelry, apparel, toys, home and garden decor, gourmet food, and holiday decorations.

The event is run totally by parent volunteers. Each family is expected to participate by baking 2 casseroles, working a three hour shift and securing a silent auction item. The time and effort volunteered affects the success of the

show and benefits the preschool. Parents are also encouraged to share their special talents by working directly on specific committees:

Café	Door Prizes	Hospitality
Casseroles	Silent Auction	Publicity
Decorations	Volunteers	Vendors
Facilities	Programs	Childcare
Soups/Pies	Thank You Notes	Prayer Support
HC Classroom Coordinator		

***The chairman for the 2010 show is Yvette Wesbecher [ywesbecher@gmail.com](mailto:ywesbecher@gmail.com).***

## **Teacher Appreciation Events**

The Teacher Appreciation Committee coordinates various Teacher Appreciation events throughout the year. Parents will be notified of opportunities to participate in these activities. For more information, contact Dana Cotter at [dana.cotter@gmail.com](mailto:dana.cotter@gmail.com). These events include food on Teacher In-Service Days, Book Fair, Teacher Appreciation Week, Christmas Luncheon, and End of Year Luncheon.

## **Parent Volunteer Opportunities**

Contact the preschool office to volunteer for these events:

- Family Fun Night
- Vision & Hearing Testing
- Student Picture Day
- Teacher Christmas Luncheon
- Book Fair
- Hoe Down
- End of Year Teacher Appreciation Luncheon

# **Section VI Operational Policies & Procedures**

## **Inclement Weather**

### **Photographs**

### **Social Networks**

### **Clothing**

### **Celebrations**

### **Water Activities**

### **Animals**

## **Inclement Weather**

In case of inclement weather, you are encouraged to monitor media advisories for information on school closings, etc. We will follow the Eanes ISD school closure determinations. If Eanes ISD starts late, closes early or closes for the day, we will be closed. Tuition will not be adjusted for days of school missed due to inclement weather or any unforeseen circumstances.

## **Photographs**

The Preschool takes photos of the children during their daily preschool activities. These photos are used for student portfolios, parent education, for classroom and hall displays and teacher newsletter emails to parents. No outside publication or display of these photos is permitted without the written consent of the parents. If you do not want your child's picture used, you must indicate that you do not give permission on the WHPC Consent and Release For Use of Photograph(s) form received in your enrollment packet.

The school newsletter, *The Hillside View*, is emailed to all parents through Constant Contact, an online email service and will contain photos of WHPP children. No last names will be used.

The Church (WHPC) requests a signed *Consent and Release for Use of Photographs* form to be on file in the preschool office.


## **Social Networks**

Pictures videos and/or comments relating to WHPP events and/or school sponsored activities shall not be posted on social networking sites without written permission from the preschool director.

## Clothing

Dress your children in comfortable, washable, play clothes in which they can move easily and freely. Indoor art activities and outside play activities which may involve dirt, water, paint, etc., provide children with creative avenues in which they may experience social, emotional and cognitive growth. Therefore, dressy outfits are not encouraged as they may be difficult to clean and may dissuade children from participating in the many activities offered inside and outside.

**Please send your child to school wearing tennis shoes or closed-toe rubber soled shoes.**

Boots, sandals and "Crocs"  are dangerous for the children to manage on the playground equipment and are not conducive for playing in the gym.

Every child must have an extra change of clothing available. It may be left in the child's cubby or brought daily in their backpack. Please be sure each item is labeled with your child's name. As the weather changes, check the clothes at school to ensure that they are still appropriate or still fit.

We play outside part of each day, unless there is severe weather. Make sure that your child is dressed appropriately for the weather, including mittens, coats, sweaters, or a hat on cold days. Please check in the Preschool office for articles of clothing, which you may have left behind. We do have a lost and found storage bin.

## Celebrations

The WHPP Preschool Committee has approved the following guidelines for group activities that honor celebrations (i.e. church holidays, birthdays, cultural observances and calendar celebrations):

The group activity must:

- Be meaningful to the children
- Be age appropriate
- Encourage parent/child interaction
- Fit into the routine of the day
- Be pre-approved by the classroom teacher and/or Preschool Director

Suggested activities: sharing lunch, story time, participating in chapel, developmentally appropriate small group activity (such as cooking, finger-plays, songs, etc.

Faith based themes:

- Autumn - celebrate seasonal changes, harvest, God's creatures
- Thanksgiving – we give thanks to the Lord, we can share
- Christmas – related to the birth of Christ
- Valentine's Day – God is love; love is from God
- Easter – related to new life in Jesus Christ
- End of Year – God is with you wherever you may go
- Birthdays – God knows and loves each of us

Teachers are encouraged to be creative and intentional with their observance of special events. Parents may be invited as a group or in limited numbers as warranted by the activity and age of the group, to participate in celebrations. While some themed events may lend themselves to dress up days, Halloween observances should not include costume parties or anything ghoulish or occult in nature.

Children will be honored on their birthdays in Chapel and in their classrooms. Parents may be asked to share something unique about their child or family with the class by telling a story, reading a favorite book, or cooking a special food. Teachers will be responsible for determining an appropriate time for parent participation in the classroom.

The Preschool maintains a policy which **prohibits balloons from being brought into the Preschool**. Also, birthday party invitations should not be distributed at the preschool unless all children in the class are invited.

## Water Activities

The Preschool does not provide or participate in any activities where a swimming pool is on the premises. The program does have designated “splash days” in which water activities are available including: hoses, wading pools, sprinklers. Water/sand tables are available in every classroom and on playgrounds. They are used in everyday curriculum. A water activities consent form must be complete and on file in the Preschool office specifying whether your child has permission to participate in these types of activities.

## Animals

Pets such as fish, birds, hamsters and gerbils may be in classrooms. Caution is taken to assure sanitary and safe conditions. If your child is allergic to one of these pets, please notify the classroom teacher.

Permission must be obtained from the Preschool Director in order to bring any other animals into the building. Parents will be notified 48 hours in advance if other animals will be visiting the program and a current shot record for the animal must be on file in the preschool office prior to the visit.

## **Consumer Product Safety Commission (CPSC)**

WHPP is required to check the Consumer Product Safety Commission for recalled children's products. ([www.cpsc.gov](http://www.cpsc.gov))

## **Gang Free Zone**

A Gang Free Zone is within 1000 ft of the childcare center. A Gang Free Zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law.

## **Independent Babysitting**

Westlake Hills Presbyterian Preschool does not refer, recommend or endorse any employee, and shall be held harmless in any situation, where an employee may independently babysit outside their regular work schedule on or off the WHPC campus. Staff members are not acting as agents of the preschool when babysitting for families. Employment at WHPP does not infer or imply suitability for other work.



## Section VII Nutrition

---

### Snacks

#### Lunch

***In keeping with the policy of the WHPC Children's Ministry, we are requiring that no food containing peanuts or peanut products be sent to school or used in any school activities.***

### Snacks

Our classes enjoy a morning snack time that allows students to share prayer, leadership opportunities, and conversation along with a nutritious snack. Each family will supply a low sugar nutritious snack for their child that meets their individual child's dietary needs.

Teachers may request ingredients for special snacks that coincide with thematic activities. Any food brought into class to share must be fresh fruit or in the original packaging with the ingredient list clearly visible. Water will be served with the snack.

### Lunch

Children are to bring a nutritious, balanced lunch from home each day. Pack lunches with items that do not require refrigeration or which can be kept cool with a thermos or ice pack brought from home. Please do not send candy, sodas, chewing gum, or other non-nutritious foods for lunch.

**The following have caused choking in children, especially in children under the age of four:**

**Whole hotdogs**

**Raw carrots**

**Nuts**

**Whole grapes**

**Popcorn**

**Hard pretzels**

**Hard candy**

**Raw peas**

Do not send hotdogs or grapes unless they are cut into fourths, lengthwise. Cook and mash carrots, corn and peas. **The staff may refrain from serving any food to your child which, in their opinion, may be unsafe.** Suggested foods can be found in the back of this handbook. (Appendix A)

The Preschool is not responsible for the nutritional value of lunches brought from home or for meeting the child's daily food needs.

When a child with life threatening allergies is enrolled, the school requires all food brought into the class for lunches and snacks comply with guidelines that will provide a safe environment.

Use containers in your child's lunch box that can be easily opened by your child. This fosters independence and pride. For example, thermoses with flip-top lids and sandwich bags for finger foods are usually easy for a child to handle. Lunch boxes, thermoses and containers must be labeled with your child's name.

## ***Section VIII* Licensing Requirements**

---

The following information is posted and available for review in the Preschool Office:

1. The Preschool's license;
2. Letter/Form from the most recent Licensing Inspection or Investigation;
3. Emergency and Evacuation Relocation Plans;
4. License Notice of Availability for Review of:
  - The most recent fire inspection report;
  - The most recent sanitation inspection report;
  - The most recent gas inspection report; and
  - The licensing minimum standards is applicable for child care centers

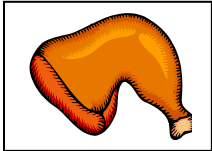
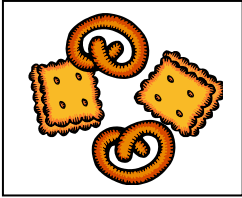
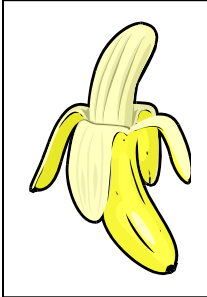
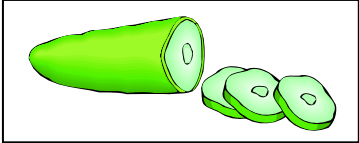
Parents may contact the licensing office, FPS child abuse hotline and FPS website as follows:

Local FPS Licensing Office                      834-3195  
Child Abuse Hotline                              1-800-252-5400  
PRS Website                                      [www.txchildcaresearch.org](http://www.txchildcaresearch.org)  
FPS Licensing Address:  
14000 Summit Drive  
P O Box 15995 MC 016-5  
Austin TX 78761

# Appendix A Lunchbox Guideline

*Please follow these guidelines when preparing lunches for your child.  
(Remember to pack food in a thermos to keep food hot or include an ice pack to keep food cold.)*

## Required Food Groups/Components:

Protein	Carbohydrate
<p>Meats/Meat Alternatives or Dairy:</p> <ul style="list-style-type: none"> <li>• Lunch Meats (95%fat free)</li> <li>• Tuna</li> <li>• Hard Boiled Egg</li> <li>• Chicken (chunks or 1 piece)</li> <li>• Tofu or other soy products</li> <li>• Hummus</li> <li>• Beans</li> <li>• Cheese (low-fat)</li> </ul> 	<p>Bread, Crackers, or Cereal:</p> <ul style="list-style-type: none"> <li>• Whole wheat bread</li> <li>• Bagels</li> <li>• Tortillas or corn chips (unsalted)</li> <li>• Rice cakes</li> <li>• Pretzels</li> <li>• Pita bread</li> <li>• Pasta</li> <li>• Rice</li> <li>• Potatoes</li> <li>• Couscous or Tabouli</li> <li>• Bread sticks</li> </ul> 
Fruit	Vegetable (Raw or Cooked)
<ul style="list-style-type: none"> <li>• Apple</li> <li>• Pears</li> <li>• Plums</li> <li>• Citrus (orange, grapefruit, etc.)</li> <li>• Berries (strawberries, blueberries, raspberries)</li> <li>• Kiwi</li> <li>• Grapes (sliced length-wise for young children)</li> <li>• Peach, nectarine or apricot</li> <li>• Melons</li> <li>• Bananas</li> <li>• Pineapple</li> <li>• Cherries</li> <li>• Mandarin Oranges</li> <li>• Papaya or mango</li> <li>• Unsweetened applesauce</li> <li>• Dried fruits</li> <li>• Canned fruit in juice</li> </ul> 	<ul style="list-style-type: none"> <li>• Carrots (baby or sticks)</li> <li>• Celery sticks</li> <li>• Sweet red or green peppers</li> <li>• Broccoli or cauliflower</li> <li>• Cucumbers</li> <li>• Tomatoes (cherry or wedged)</li> <li>• Squash (zucchini or yellow)</li> <li>• Tossed salads or greens (dressing on the side if needed)</li> <li>• Potatoes or sweet potatoes</li> <li>• Peas</li> <li>• Corn</li> <li>• Green beans</li> <li>• Greens</li> </ul> 

**In order to prepare a healthy lunch, you need to choose at least one food from each of the above categories every day.**

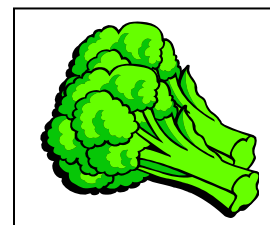
Note: Yogurt does not count as a fruit. It may count as a protein if it is plain or not highly sweetened.

## Required Food Amounts:

Component	Ages 1 - 2	Ages 3 -5
Vegetables and/or fruits (2 or more)	$\frac{1}{4}$ cup total	$\frac{1}{2}$ cup total
Protein	1 oz. meat or $\frac{1}{4}$ cup beans or $\frac{1}{2}$ egg or 4 oz yogurt	1 $\frac{1}{2}$ oz. meat or $\frac{1}{2}$ cup beans or $\frac{3}{4}$ egg or 6 oz yogurt
Carbohydrate	$\frac{1}{2}$ slice bread or $\frac{1}{4}$ cup pasta	$\frac{1}{2}$ slice bread or $\frac{1}{4}$ cup pasta

### Sample Lunch Ideas:

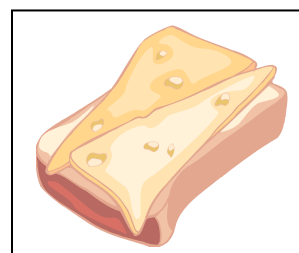
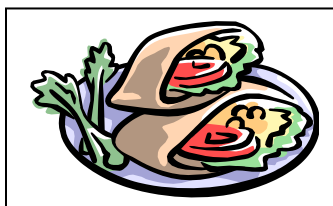
Pasta and cheese or cheese tortellini with tomato sauce  
 Broccoli (raw or lightly steamed)  
 Applesauce



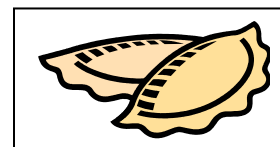
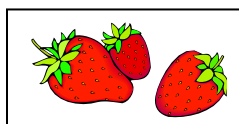
Bean and Cheese Taco  
 Orange quarters  
 Lettuce and tomato salad



Tuna or Egg Salad  
 Crackers or pita bread  
 Cucumbers  
 Watermelon cubes



Chicken Chunks  
 Rice  
 Carrot slices (raw or lightly steamed)  
 Strawberries



### Reminder: The following items should not be sent in your child's lunch:

Candy or chewing gum	High Fat Chips
Peanut Products	Sodas
Pudding	Kool-aid
High sugar desserts	Any high sugar drink

### Limit or avoid sending the following items:

"Fast food"  
 "Lunchables" type packaged foods  
 "Gogurt" type yogurt tubes

## WHPP Parent Pointers

- DO bring your child at the arrival time of 9:00 am unless he/she has a doctor's appointment or special family circumstances. Arrivals after 10:00 am can make the transition more difficult for your child and be disruptive to the entire class.
- DO call the school when your child will be absent due to illness or other reasons. Absence calls should be made by 9:00 am if possible to facilitate planning.
- DO keep your stay during drop-off short; it usually helps ease the transition.
- DO attempt to be consistent with drop-off and pick-up times. Children enjoy routines!
- DO notify teachers when you plan to vary from your usual schedule.
- DO provide written notes such as "My child will not be here one week from tomorrow" (rather than only stating comments verbally).
- DO help your child leave toys at home unless the specific day is designated to bring a toy. Please discuss "security objects" such as a favorite stuffed animal or books and items related to the current classroom theme with your lead teacher before they are brought to class.
- DO keep classroom birthdays and celebrations simple. Muffins or fruit are adequate; we encourage "low sugar" snacks and treats for special events. More elaborately themed parties, large cakes, etc. may result in too much disruption of the class, and it is difficult to settle the children down., Teachers should be consulted in advance about date and time of the celebration and will provide suggestions pertinent to their particular rooms.
- DO check your child's folder, backpack and cubby regularly. Important information from the teacher or preschool office will be found in these folders. Children are proud of their art and teachers become discouraged with backlogs of left communication. Keep the cubby or backpack stocked with extra clothing which is weather appropriate. Never leave food in the cubby.
- DO dress your child appropriately for messy active play and current weather conditions. Tennis shoes are strongly encouraged and are safer than sandals, boots or Crocs for active playground play.
- DO label all items (clothing, shoes, backpacks, lunchboxes, etc.) with your child's name.
- DO attend orientation and school social opportunities. It's fun!
- DO get involved with Holiday Collectibles. It's a great way to meet other parents!
- DO volunteer to help teachers with special classroom activities.
- DO arrive at the classroom to pick your child up at 1:00 pm. There is a Late Pick Up fee.
- DO be familiar with and follow all WHPP rules.
- DO attend scheduled parent-teacher conferences.
- DO feel free to request an individual parent-teacher conference at any time of year.
- DO discuss concerns directly with the lead teacher first in a prescheduled conference; not at the classroom door after school.
- DO label your child's lunch with their name and the date.
- DO respect classroom food restrictions based on identified allergies among students.
- DO return you child who has been ill to the preschool after he/she has been fever/diarrhea free for 24 hours.
- DO update your shot record and contact information as necessary.
- DO pay your tuition prior to the 10<sup>th</sup> of each month to avoid a late fee.
- DO have a fabulous preschool experience!**