

Holy Covenant Child Development Center



PARENT HANDBOOK

2011 – 2012

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Table of Contents

<p>I. School Calendar</p>	<p>VII. Classroom Information Page 14 Consecutive Days What to bring to school Toilet Learning Dress Code Home Visits Newsletters and Daily Reports Parent Conferences Guidance and Discipline Parties Special Events Birthdays Field Trips Videos Spirit Shirts VIPS Parents in the Classroom Splash Days and Sensory Days Animals in the Classroom</p>
<p>II. General School Information Page 4 Our Goals and Philosophy NACCP Board of Directors TX State Minimum Standards Statement of Inclusion Children with Disabilities Religion Grievance Procedures Withdrawal/Dismissal</p>	<p>VIII. Food and Nutrition Page 19 Snack Procedure Healthy Snack Ideas Lunch Nutritional Information Food Allergies</p>
<p>III. Admission Procedures Page 7 Registration Procedures Forms Records Update or Policy Changes Immunization Records</p>	<p>IX. Health and Safety Page 21 Illness Policy Medications Medical Emergencies Hearing and Vision Screenings Playground Extermination Playground Impact Material Fire and Severe Weather Drills Emergency Evacuation Site Notification of Parents</p>
<p>IV. Financial Procedures Page 9 Tuition Withdrawal Procedures/ Refunds Solicitation</p>	
<p>V. Arrival /Dismissal Procedures Page 10 Days and Hours of Operation Arrival and Dismissal Procedures Parking and Carpool Procedures Carpool Map</p>	
<p>VI. Classroom Curriculum Page 13 Curriculum Staff</p>	

I. School Calendar

2011-2012 SCHOOL CALENDAR

August 22-25	Home Visits
August 25	New Parent Orientation 7:00 pm
September 2	Find Your Room Day
	9:30 am - 10:15 am MT, MTW and TRANSITION Preschool classes and MT MDO
	10:45 am - 11:30 am WTh and TWTh Preschool classes and WTh MDO
September 6	Classes begin 9:00 am
October 10	KISD Holiday (School closed)
October 13	Family Art Night 6:30pm – 8:00 pm
October 24 – 27	Fall Parties and Costume Parades
Oct. 31 – Nov. 11	Phone Conferences
November 14 - 17	Thanksgiving Feasts (Preschoolers Only) and Book Fair
November 21 - 24	Thanksgiving Holidays
December 6, 8	3 Year Old Christmas Programs 1:30 –2:15 pm
December 8	4 Year Old Christmas Program 6:30 – 7:30 pm
December 12-15	Christmas Parties
Dec. 19 - Jan. 3	Christmas Holidays
January 4	CDC Classes Resume
January 12	3's Father's Night 6:00-7:30 pm
January 16	School Holiday -- Martin L. King Day
January 19	4's Father's Night 6:00 – 7:30 pm
February 2	Teacher Training (No school)
February 20	KISD Holiday (School closed)
March 5 – 8	Teacher Appreciation Week
March 12 - 15	Spring Break
April 2 – 5	Easter Parties and Egg Hunts
April 19	Spring Fundraising Dinner 5:30 – 7:30 pm (School closes at 12:00 all classes)
April 27, May 4	Parent Conferences
Apr. 30 – May 3	Mother's Day Breakfast (Preschoolers Only)
May 8 - 9	VIP Appreciation
May 15, 17	Graduation for 4 year olds and Transition 1:00 pm
May 17	Last Day of Classes at the CDC

II. General School Information

OUR GOALS

To provide a stress-free environment that supports initiative, creativity, autonomy, and self-esteem.

To help children grow in faith by demonstrating God's unconditional love and acceptance in our attitudes and actions.

To provide learning experiences based on current child development theory.

To provide opportunities for children to learn about fairness, independence, cooperation, trust, self-control, empathy, sharing and kindness.

To allow children to explore and be actively involved in their world while pursuing their own interests and creativity.

OUR PHILOSOPHY

Helping God's children color our world.

Holy Covenant Child Development Center was established as an outreach ministry of Holy Covenant United Methodist Church to provide an opportunity for toddler and preschool children to work, play, and learn in a loving, and happy Christian environment. The church and school share a common philosophy of meeting the needs of children through the power of Christ.

NACCP

Holy Covenant Child Development Center is accredited through the **National Association of Child Care Professionals**. This accreditation is awarded to schools that have gone through a comprehensive process, including an internal self-study and a visit from NACCP validators to verify compliance with their criteria for high quality early childhood programs. This accreditation assures you as a parent that our school exceeds all the minimum standards required by the state. NACCP requires that schools be re-accredited every three years to assure ongoing compliance.

CDC BOARD OF DIRECTORS

Holy Covenant Child Development Center is governed by a board of directors. This board meets monthly to discuss the business of the school. The board is made up of Holy Covenant church members.

TEXAS STATE MINIMUM STANDARDS

A copy of the Texas State Minimum Standards for Child Care Centers is available in the CDC office for your review at any time. We also post our center's most recent Licensing Inspection Report on the bulletin board outside the CDC office for 90 days after the inspection. Information about this facility is also available on the Texas Department of Protective and Regulatory Services website at: www.tdprs.state.tx.us.gov. The Child Care information line at 1-800-862-5252 also has information about local licensing offices. To report child abuse use the toll-free Child Abuse Hotline number 1-800-252-5400 available 24 hours a day.

STATEMENT OF INCLUSION

Holy Covenant CDC is a ministry of Holy Covenant United Methodist Church and an outreach to the community. All programs are open to all children, regardless of race, nationality, creed, or physical abilities (where possible).

CHILDREN WITH DISABILITIES

Holy Covenant CDC will accept children with disabilities if we can meet the needs of the child. We are limited in funding for additional staff that might be required or special training or equipment. There may be situations in which we cannot meet the needs of some children. In this case we will try to make suggestions for an alternate school environment. We will handle each child on a case by case basis and will consider tuition refunds when a placement does not work out. The Board of Directors will make the final decision in all cases.

RELIGION

Our school offers many opportunities for spiritual development. Children participate in Chapel once a month where stories about God's love, His creation, and His Son are shared. Children experience the joy of prayers, songs, Christian holiday celebrations, and celebrations of birthdays and the birth of new siblings. Each day children participate in prayers and blessings in the classroom at snack and mealtime. Much of what is learned about faith and religion at this early age comes from the modeling of the adults in the child's life. God's love is continually shared with each child through all those with whom he or she comes in contact throughout the day at school.

GRIEVANCE PROCEDURES

Any grievances should be brought to the attention of the director. Every effort will be made to resolve problems and issues related to the children, the school, and the staff, while giving the best interest of our children the utmost importance. In the event of a lack of agreement between a parent and the CDC staff, the director will ask the CDC Board of Directors, "the board", to arbitrate and will abide by their decision.

WITHDRAWAL

If for any reason you must withdraw your child from our program, please write us a letter of notification. This letter should be dated and specify the last day your child will attend class. Please let us know as soon as possible so the teachers can prepare the other children to say goodbye to one of their friends. Our refund policy is stated in the financial procedures section.

GROUNDS FOR REMOVAL FROM THE PROGRAM

Occasionally it may become necessary to remove a child from our program. Children may be removed from the program for the following reasons:

1. If the child is excessively abusive to our teachers or the other children in our program.
2. If the child's parent or guardian is rude or disrespectful to our staff or uses profanity in our school building or on our school grounds.
3. For non-payment of tuition.
4. If the parent has excessive late pick-ups.
5. If it is determined by the director that the child has a developmental delay or medical issue that we cannot reasonably accommodate.

We also have a classroom management specialist on staff who will observe the classroom and help the teachers with a classroom management plan for children with behavioral issues.

If the director decides that a child should be removed, the pertinent information will be taken to the Board of Directors for a final binding decision. If a child is removed for any reason other than #5, advance May tuition will be forfeited. If the child is removed before the end of a month, any remaining tuition already paid will also be forfeited. Registration and supply fees are not refundable.

We are a developmental preschool and we can provide a learning environment for many children with developmental delays. If a delay is suspected, Holy Covenant CDC reserves the right to request a formal professional diagnosis in order to better serve our students. The parent will be notified and referred to Project Tyke if the child is a two year old or to the child's school district if the child is older than two for an evaluation. In certain instances, the director may decide that a child requires an extra aide to "shadow" them throughout the school day in order for us to provide services. This aide must be provided at the parent's expense.

If the child is removed because we cannot meet the developmental or medical needs of the child, advance May tuition and partial month tuition will be refunded. Registration and supply fees are not refundable.

III. Admission Procedures

REGISTRATION PROCEDURES

Open registration for Holy Covenant CDC takes place in January and February of the previous school year. At that time enrollment forms are available along with a form to specify your choice of class for the next school year. After an open enrollment period of about 2 weeks, we have a registration draw. We draw our current students and church members first, and then we draw from public registration forms for any classes that are left. After the draw, registration fees are due to hold your placement. When you pay your registration fee, you are given the rest of the enrollment forms.

We also take registrations for the current school year anytime during the school year if spots are available.

Registration dates for the 2012-2013 school year will be posted on the CDC calendar on our website www.holycovcdc.org.

FORMS

This is a list of the forms that you should have been given when you paid your registration fee:

General Policies (yellow)

Medical History (green)

Getting to Know You (pink)

Carpool Authorization card (green)

Parent Authorization page (lilac)

Emergency Treatment form (white)

Physician's form (blue) **Must be signed by your doctor and have the child's immunization record from the doctor attached. This form must be dated after June 1, 2011 and is due by August 16, 2011. Late forms will be assessed a \$25 late fee.**

All forms except the blue doctor's form must be completed and returned by May 5, 2011.

Additionally, May 2012 tuition must be paid in advance also by May 5, 2011.

RECORDS UPDATE OR POLICY CHANGES

If during the school year any of your information changes such as your address or phone numbers, please come by the office and fill out a record update change form. If any of our policies are changed during the school year, you will be notified in writing and you must sign a form stating that you have received the notification.

IMMUNIZATION RECORDS

The blue doctor's form **with your child's immunization record attached** must be turned in with complete immunization records before your child can attend school. Forms are due no later than August 16, 2011 and must be dated after June 1, 2011. Late forms will be assessed a \$25 late fee. You may bring your doctor's form in to be checked or you may mail in your form. There will be a drop off basket in the front church office. We will notify you by email when your form has been checked and accepted. If your child's birthday falls between August 1st and September 6th (the beginning of school) and your child has a doctor's appointment after August 16th, you have until Friday, September 2nd (Find your room day) to turn in your form. To avoid the late fee you must email us (Please do not call) by August 16th at vicki@holycov.org and let us know that your child has an appointment between August 16th and September 6th. Your child may not start school without a complete doctor's form including current immunizations. If your child has a birthday after school starts you must still turn in your form with a current immunization record attached on August 16th. You would then update your child's immunization record after his/her yearly appointment. Do not wait until August to try and get your doctor to fill out the doctor's form because you may not be able to get an appointment. Do not wait until the first day of school to bring in your doctor's form and shot record because your child will not be allowed to attend class until the record has been checked. Your child must have complete shots to start school. **No child may attend school without an up to date immunization record and signed doctor's form.**

If your child's immunization record is not complete, we can accept a note from your doctor listing the medical reason for your child not having current immunizations. If you do not have a medical reason but have elected not to vaccinate your child, you must have a notarized form from the State of Texas stating your objection to your child's vaccination.

No child with incomplete immunization records may attend school without the above documentation.

IV. Financial Procedures

TUITION

Tuition is due monthly on the **first** of the month and is late if not received by the **fifth**. A \$10.00 late fee will be charged for tuition received after the fifth of the month, and an additional \$5.00 will be charged after the **tenth** day of the month. If tuition is not paid by the **fifteenth** day of the month, this will be grounds for dismissal of the child unless arrangements have been made with the director. Tuition checks should be placed in the tuition box located on the desk outside the director's office. **Please do not send checks in your child's backpack or hand them to the teachers during carpool.**

Full monthly tuition is required of all children in all programs, regardless of the number of days missed due to illness, holidays, or other reasons.

May 2012 tuition is due by May 5, 2011 for all students. Students who register after May 5, 2011 but before school starts will pay May 2012 tuition by August 16, 2011. Students who register after school starts have the option of paying their advance May tuition as a lump sum at registration or it can be added in installments to their monthly tuition. This new amount will become their monthly tuition and will be subject to late fees unless paid by the fifth of each month. Registration and supply fees are paid at the time of registration and are non-refundable. Students who leave school before May 1, 2012 will be refunded their advance May tuition with a 30-day notice and no outstanding balance.

WITHDRAWAL PROCEDURES/ REFUNDS

If for any reason you must withdraw your child from our program, please write us a letter of notification. This letter should be dated and specify the last day your child will attend class. Your advance May tuition is refundable with a 30-day notice and no outstanding balance. If possible your May tuition will be applied to the last month that your child attends school. Supply fees or registration fees are not refundable. If you withdraw your child before school starts, May tuition will be refunded until August 1st. No tuition will be refunded after August 1st.

If KISD closes due to inclement weather, we will do the same. If KISD is delayed due to inclement weather, we will be closed. If KISD decides to release early we will release our students 45 minutes before KISD elementaries release. There are no makeup days and no refunds.

SOLICITATION

We know that many of our parents have exciting home businesses or other interests that they would like to share with the parents of our school children. However it is our school policy that NO literature or information is to be sent home with our children without the approval of the director. As a rule we do not allow solicitations by parents to be distributed by our teachers in the children's backpacks.

Sometimes parents would like to collect money from the other parents in the class for an end of the year teacher present, a baby shower gift, etc. These collections are allowed as long as the donation is voluntary and no specific amount is specified. The director must approve any correspondence sent home with the parents.

V. Arrival and Dismissal Procedures

DAYS AND HOURS OF OPERATION

Holy Covenant CDC follows the KISD school calendar, with a few exceptions. The CDC will begin two weeks after KISD and end approximately one week before KISD ends its year. We will also close our school for one day in late January or early February for our teachers to attend training. In addition, we will be closed the entire week of Thanksgiving. We **DO NOT** change our hours on KISD early release days. If KISD closes due to inclement weather, we will do the same. If KISD is delayed due to inclement weather, we will be closed. If KISD decides to release early we will release our students 45 minutes before KISD elementaries release. There are no makeup days and no refunds.

All of our classes meet from 9:00 a.m. to 2:30 p.m. Instructional time is from 9:00 a.m. to 2:00 p.m. Carpool and MDO pickup is from 2:00 p.m. to 2:30 p.m. **All children should be picked up no later than 2:30 p.m.** All doors except the main entrance are locked between the hours of 9:30 am and 2:00 pm. Parents are free to visit our school at any time during the school day but during these hours you must enter at the main entrance and sign in at the information desk. Please be sure to sign out when you leave.

ARRIVAL AND DISMISSAL

School begins each day at 9:00 a.m. **Please do not bring your child to the classroom prior to 9:00 a.m.** because the teachers are busy preparing for their day and are not available to supervise children. **ALL CHILDREN MUST BE WALKED TO THEIR CLASSROOM EACH MORNING.**

Mother's Day Out and Preschool parents can begin picking up their children starting at 2:00 p.m. Parents are expected to pick up their children before 2:30 p.m. All Preschool children are released through carpool. If you want to pick up your child before carpool you may pick them up until 2:00 p.m. We will not release any children after they leave the room for carpool or from the carpool line. Carpool will begin at 2:10 p.m. and students should be picked up by 2:30 p.m. Carpool students can be picked up in the director's office after 2:30 p.m. There will be a \$5.00 late pick-up fee assessed for every 15 minutes, or any part thereof, until the child is released. If you are unable to pick your child up on time please notify the school immediately so we can reassure your child.

Excessive late pickups may be grounds for dismissal from school.

Mother's Day Out parents need to come into the building to pick up their children beginning at 2:00 p.m. You must use the MDO Entrance as specified on the Carpool Map in this handbook. If you have children in both MDO and preschool, you may either pick up your preschool child before 2:00 p.m. from their classroom before they have gone to carpool then pick up you MDO child, or you may pick up your younger child at his/her classroom and then go back to your car and get in the appropriate carpool line. **Anyone walking in to pick up a child during carpool hours must use the MDO entrance.** MDO students can be picked up in the director's office after 2:30 p.m. There will be a \$5.00 late pick-up fee assessed for every 15 minutes, or any part thereof, until the child is released.

Your child will be assigned to either Carpool A, B or C. Carpool A will pick-up on the east side of the Sanctuary Building. Carpool B will pick-up in the front of the church and Carpool C will pick-up on the west side at the back of the Education Building. (See the Carpool Map) Your child's teacher will give you a carpool sign and let you know which carpool you will use. Please **remain in your car** and drive through the carpool line. Teachers will bring your child to the car. Be sure to have your carpool sign in the front window as you approach the loading area. For the safety of the children, please refrain from talking on your cell phone or reading after the carpool line starts to move. When you approach the loading area please leave one car length between your car and the car that is loading. After your car enters the loading area please put your car in park. **Children will not be loaded in the car until all cars are in park. Children will not be loaded until the parent is off their cell phone.** It is Holy Covenant's policy that **all** children loaded in the carpool line must be in a car seat.

Children will only be released to a parent or an individual listed on the child's carpool card. It is the parent's responsibility to keep this card current. In the event that your child is to be picked up by someone that is not listed on the carpool card, you will need to give your child's teacher a note listing the person's name and phone number. We will ask to see this person's driver's license to verify his or her identity before releasing your child to this person.

PARKING AND CARPOOL LINE PROCEDURES

Please **DO NOT** park your car under the carports. Cars parked under the carport block the entrance and create a hazard for people walking into the building. Also, when driving into and out of the parking lots, please watch for our little ones and **drive slowly**. When walking your child into the building, **always** hold your child by the hand!

The CDC staff, to ensure the safety of our children and our staff, will follow the following carpool procedures:

1. No vehicle may leave the carpool lane out of turn for any reason.
2. Teachers will load no more than two cars simultaneously, three in the Carpool B line.
3. Teachers will only load children from the side of the car facing the building. (**NO** walking between cars.)
4. Parents must remain in their cars at all times.
5. When approaching the loading area please leave one car length between your car and the loading car.
6. After entering the loading area please put your car in park. No children will be loaded until all cars are in park and the parent is off of their cell phone.
7. No vehicle may leave the carpool lane until the child is properly seated and secured into a child safety seat.
8. Our carpool line is a cell phone free zone. You will not be allowed to continue in the carpool line if you are talking, texting, or surfing on your cell phone.

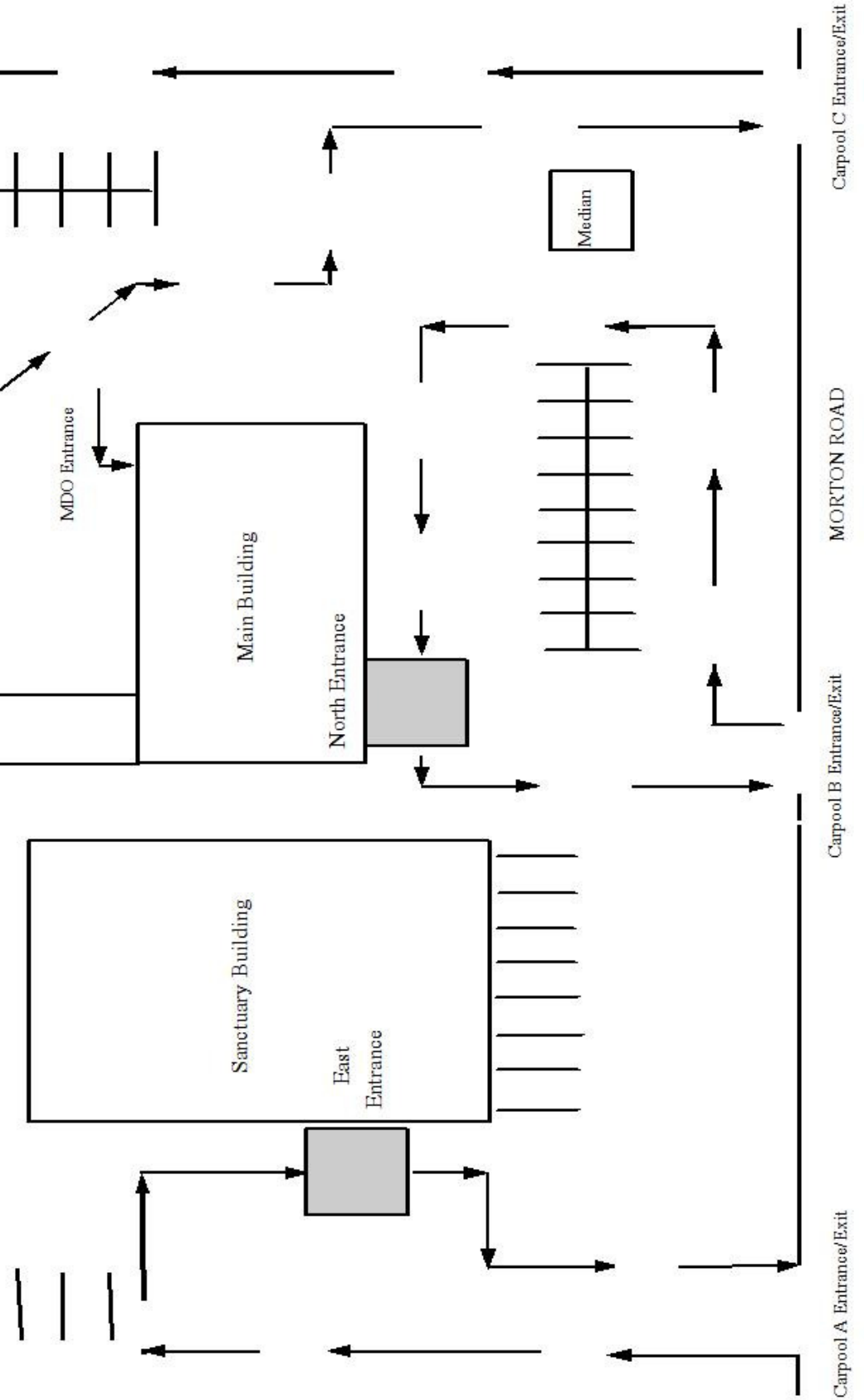
Car Pool Traffic Patterns **IMPORTANT NOTICE**

To help insure the safety of your child, the West Entrance of the Education Building will be locked daily during the following times:

9:30 - 2:00

Any one entering the building during those times will need to use the North Entrance of the Main Building.

Anyone walking in to pick up a child during carpool hours needs to use the MDO Entrance.



Carpool C Entrance/Exit

MORTON ROAD

Carpool B Entrance/Exit

Carpool A Entrance/Exit

VI. Classroom Curriculum

CURRICULUM

The developmental program offered here at Holy Covenant CDC recognizes that children learn better by being actively involved in their world. Activities are planned to meet the children's needs and stimulate learning in all developmental areas. Each teacher plans activities that are designed to fit her individual age group. The classrooms are set up in learning centers, which allow the children to select from several activities. The teachers present a variety of unit studies throughout the year and provide multiple hands-on experiences to help the children learn about each subject area. Children will enjoy puzzles, books, songs, blocks, sand and water play, puppets, science and cooking. A music teacher and a gross motor teacher will provide additional learning opportunities for the children.

Learning concepts such as numbers, letters, colors, and shapes are introduced through learning games, puzzles, and circle time. Encouraging listening, following directions, and sequencing develops reading readiness skills.

Art activities are a natural form of expression. The children are provided with a variety of art mediums, allowing them to use their imagination and to create. The **process** of creating, not the "end product," provides the child with the learning experience. Often children must "warm-up" to getting their hands into paint, glue, etc. All children will be encouraged to participate in art activities; however, the child will be allowed to decide if he wants to participate.

We love to have parents share their professions, hobbies, or culture with the children. If you have a special interest in one of the unit studies your child is studying, please let the teacher know!

STAFF

We believe that the most important asset of our school is the quality of our teachers. All staff members are experienced in working with young children and participate in a continuous program of in-service, workshops and training sessions. All teachers go through classes to be CPR and First Aid certified. All teachers are fingerprinted and must pass a criminal background check.

VII. Classroom Information

CONSECUTIVE DAYS

The preschool program at Holy Covenant CDC is scheduled in consecutive day blocks (i.e.: Monday/Tuesday or Wednesday/Thursday). Current studies in Child Development indicate that children adjust more quickly in a consecutive day program and benefit from the continuity of the program. Consecutive days allow the teachers to carry over activities without having to review with the children each time they return to class. Our experience with consecutive days has been very positive and Holy Covenant CDC will continue to offer consecutive day scheduling to parents selecting a preschool for their children.

WHAT TO BRING TO SCHOOL

What to bring to Mother's Day Out

- Your Holy Covenant CDC bag given to new students at registration. (Replacements are available for \$5 in the CDC office.)
- A lunch with a drink. (All food should be ready to eat, no cutting up or re-heating)
- A complete change of clothing, (including socks) in a gallon sized ziplock bag and sufficient disposable diapers for the day
- One canister of Clorox Disinfecting Wipes
- Two unopened containers of baby wipes
- One box of Kitchen size (5 oz.) Dixie Cups
- (2) King-sized pillowcases to cover your child's mat. Mats will be provided by the CDC
- Blankets, stuffed animals, small pillows, pacifiers as needed for nap time

What to bring to Preschool

- Your Holy Covenant CDC bag given to new students at registration. (Replacements are available for \$5 in the CDC office.)
- A complete change of clothing, (including socks!) in a gallon sized ziplock bag.
- Two canisters of Clorox Disinfecting Wipes
- One box of Kitchen size (5 oz.) Dixie Cups
- One box of kleenex
- A lunch with a drink. The lunch should be ready to eat, no cutting up or re-heating.
- All 4 year olds will have a quiet time after lunch. Those children who need a nap will be allowed to sleep. All 3 year olds will have a nap time after lunch.
- If your child will be napping you must bring (1) king-sized pillowcases to cover your child's mat. Mats will be provided by the CDC

What Not to Bring to School

It is very difficult for a young child to share a favorite toy brought from home. Therefore, we ask that toys be left at home. Some classes will have regular "Show and Tell" days. Your child's teacher will let you know when "Show and Tell" is planned.

Guns, swords, knives, and other war toys are not allowed in our school -- even on "Show and Tell" days. And lastly, please do not allow your child to bring money or wear good jewelry to class.

TOILET LEARNING

Children are not required to be potty trained to participate in our preschool program. We understand that all children do not develop at the same pace; therefore we realize that each child will go through the potty training process differently. Teachers work closely with the parents to ensure that through patience, and loving guidance their toileting goals are met.

DRESS CODE

Children should be dressed in washable play clothes that allow for freedom of movement. Please understand that your child will be involved in some messy activities. We do our best to protect their clothing with paint smocks, but there will still be some spills. We use washable tempera paints, but some of the colors are still difficult to remove from certain fabrics. Holy Covenant CDC will not be responsible for any damaged clothing.

Children will play outdoors during all seasons and should be dressed appropriately. During the fall and spring, when the weather is cool in the morning and warm later, we suggest layers of clothing so that children can be comfortable as the temperature changes. If you do not feel that your child should be outside for whatever reason, please do not send him or her to school that day.

Shoes must be rubber-soled and totally enclosed. Tennis shoes are recommended. **Sandals, crocks, beach shoes, and flip flops are not allowed.** Cowboy boots are not allowed except on Rodeo Days.

Every child, even those in preschool, should have a change of clothing (including socks!) in his or her backpack. All articles of clothing should be clearly marked with the child's name.

HOME VISITS

Each returning student who requested one at registration and all new students will have the opportunity to schedule a home visit from their teachers before school starts. These home visits are scheduled for the week of August 22, 2011. Your child's lead teacher will call during the week of August 15, 2011 to schedule this visit. One or possibly both of your child's teachers will be visiting, and because they are required to do their home visits on specific days please try to be accommodating with their schedule. Student's home visits will be scheduled on the same days of the week as their class days if possible. Home visits will be scheduled between the hours of 9:00 am and 2:30 pm. Our teachers have families too, so we will not be able to schedule any night visits. We are sorry, but if you are out of town during this week you will miss your home visit. Your child can still meet his/her teacher during our find your room day on September 2, 2011.

NEWSLETTERS & DAILY REPORTS

A newsletter will be sent home each month to keep you updated on the latest happenings at school. A brief daily report (or a more detailed weekly report) will be sent home with your child, to let you know how his or her day(s) went. Daily snack information will be posted by the classroom door each day or sent home on the daily report. Reminder notices for upcoming events will be on these reports. We are working toward making our classroom correspondence paperless. Please be sure to check your email to get important information.

PARENT CONFERENCES

In November the teachers will contact parents by phone to discuss each child's adjustment to school and any concerns they may have. In the spring, a personal conference will be offered to discuss your child's progress through the year. Conferences will be approximately 20 minutes and will be scheduled on Friday, April 27, 2012 or Friday, May 4, 2012. Please mark these days on your calendar and feel free to bring your child. We will have a place for them to play. Sorry but these days are the only days that conferences are offered.

GUIDANCE AND DISCIPLINE

Our teachers understand that children are independent and inquisitive. Our staff uses positive techniques for guidance. These include redirection, positive reinforcement and anticipation of and elimination of potential problems. Classroom rules are reasonable and consistent. Children feel a sense of importance and belonging as they learn to share and recognize the rights of others. As a last resort, a short "time-out" period in the classroom is used. Please feel free to contact your child's teacher and/or the director if you have any questions in this area.

Any excessive behavior by a child resulting in injury to him/herself, any other child, or any CDC staff member will **not** be tolerated at Holy Covenant CDC. Instances of such behavior will result in corrective measures, including, but not limited to, consultation with parents of the child or children, suspension of the child or children, expulsion of the child or children, and other recommendations which the Board determines necessary for the particular circumstances.

PARTIES

The children will celebrate four times a year with a party -- Fall Celebration in October, Christmas, Valentine's Day, and Easter. Parents are asked to sign up with two or three others to help plan and carry out one party each year. We ask that parent organizers plan for a special snack with a drink, paper goods (cups, plates, napkins,) and either an activity or game or a special keepsake for the children to take home. As with all other snacks, all party snacks must be prepackaged. We discourage our parents from bringing cake or cupcakes with dark colored icing. We have had some allergy issues with colored icing. Sugar cookies in the box with ingredients listed, a can of white or chocolate icing and sprinkles are a great alternative. Check with your teacher for her preference. Parties are most successful and most enjoyed by the little ones when things are kept simple. It's a wonderful way for parents to be a part of their child's preschool experience! Parties and special events for preschool will start at either 9:15am for a morning event or 1:30 pm for an afternoon event. The parents who are setting up the parties may come 15 minutes early. Because of separation issues for our younger children, the teachers do MDO parties during snack time. For MDO classes, parents usually drop off the party goods in the morning.

Many of the teachers plan special activities for the last day of school -- a special snack, a picnic, etc. They will let you know the plans for the last day of school as it nears.

SPECIAL EVENTS

During the school year there will be several special events that you will want to attend with your child. Many of these events are noted on the calendar. We encourage you to view these events (Thanksgiving Feast, Father's Night, Mother's Day Tea) as a special time with your preschooler and make other arrangements for younger children. We hope with sufficient notice you will be able to find suitable childcare arrangements for your younger children.

BIRTHDAYS

Birthdays are important and are recognized at school. Your child will be assigned a snack day as close as possible to his/her birthday so you may send a special birthday snack. Cake and cupcakes with dark colored icing are discouraged for birthday snack. We have had allergy issues with colored icing. As with all other snacks, all birthday snacks must be prepackaged. Sugar cookies in the box with ingredients listed, a can of white or chocolate icing and sprinkles are a great alternative. Check with your teacher for her preference. Please do not send goodie bags or other birthday favors to school. When you are planning your child's home birthday party, birthday invitations may be sent home from school if all children in the class are invited to the party. Class directories will be available.

FIELD TRIPS

Due to new state guidelines with which we could not comply, Holy Covenant Child Development Center will not take field trips. We do not transport children. We will be bringing in new and exciting things for the children to see at our facility.

VIDEOS

Occasionally the children will be shown videos at school. All videos are previewed prior to showing them to the children. Most videos will correspond to a unit theme or to a holiday.

SCHOOL T-SHIRTS

School t-shirts are available in the CDC office for \$10.00. These shirts are available throughout the school year but are not required.

VIPS

We encourage you to be involved with your child and your school. There will be many opportunities for you to volunteer during the school year such as helping with parties, helping with fund-raisers, and sharing your talents with the children, to name a few. Opportunities to sign up for volunteer positions will be offered throughout the year. Most of the activities we plan would be impossible without the help of our wonderful parents. We do have a VIPS organization, which has periodic meetings throughout the school year. Look for information coming home about our VIPS organization. Thanks... in advance!

PARENTS IN THE CLASSROOM

All parents are welcome to observe in the classroom at any time. If you wish to be involved in the classroom on a regular basis (coming in to read a story, share an experience, help with an art project, etc.) please let us know. We always welcome an extra set of hands! Often children act very differently when a parent is in the classroom. If this appears to be a problem we will meet to determine what will benefit your child the most.

SPLASH DAYS AND SENSORY DAYS

In the fall, weather permitting, our preschool classes have splash day (for our three year olds) and sensory day (for our four year olds). The children will wear their bathing suits and play outside in the afternoon with water activities. We do use wading pools and sprinklers. Parents are invited to come and help. Our MDO classes will have splash days in the spring, weather permitting. These events are not rescheduled if they are cancelled due to weather.

ANIMALS IN THE CLASSROOM

Each of our classrooms will have a class pet. Class pets help our children learn about nature and develop empathy for other living things. Some examples of our class pets are fish, turtles, gerbils, or birds.

VIII. Food and Nutrition

SNACKS

Parents will provide the mid-morning snack on a rotating basis. Teachers will provide snack calendars each month. Parents will also provide lunch for their children each day. The parent understands that Holy Covenant is not responsible for its nutritional value or for meeting the child's daily food needs.

According to the minimum standards, children with food allergies are at risk when they eat foods which have not been prepared or served by their own parent or a child care center employee who has knowledge of the food ingredients and individual children's needs. Therefore, Holy Covenant will require that all snacks that parents provide for the whole class be sent to school in their original unopened container, with the ingredients listed. If you send fresh fruit it must be cut in the classroom. Please send a nutritious snack that is ready to eat. **All children will be served water with snack. Please do not send juice or milk. Children may bring juice or milk with their lunch.**

If you would like to send cupcakes or cookies for a birthday or party snack, they must be store bought with the ingredients listed on the container. Please be aware that if your snack does not meet these requirements it will be sent home. Occasionally a teacher may ask students to bring an ingredient for a cooking project.

HEALTHY SNACK IDEAS

Grapes

Cheese

Crackers

Pretzels

Popcorn (For preschool only)

Goldfish Crackers

Muffins especially Mini-Muffins

(Remember they must be store bought)

Carrots and Dip

Fruits - Oranges, Apples, Bananas,

Strawberries, etc.(Remember we must slice them here.)

Peanut Butter and Crackers

Yogurt

Chex Mix

Nutra-Grain Bars

Animal Crackers

Graham Crackers

*** Please remember, this is a light snack.

Thank you! ☺

LUNCH

Each child needs to bring a lunch with a drink every day. Lunches should be nutritious and ready to eat. Please try to avoid things that need to be cut up or heated. Some of the rooms have microwaves but the teachers do not have time to heat every child's lunch.

NUTRITIONAL INFORMATION

Parents will provide the mid-morning snack on a rotating basis and will also provide lunch for their children. The parent should understand that Holy Covenant is not responsible for the nutritional value of snack or lunch or for meeting the child's daily food needs.

FOOD ALLERGIES

Please keep the school informed about any allergies your child may have. We use a variety of materials and are provided with lots of different snacks each day; therefore, it is of the utmost importance that your child's teacher be aware of anything your child may have a reaction to.

IX. Health and Safety

ILLNESS POLICY

We take precautions to provide a safe and healthy environment for your child. This includes refusing to admit sick children into class. We also provide isolation for children who become ill while at school. You will be notified immediately if your child becomes ill. Please help us by keeping your child at home if he or she:

- has had a fever in the last 24 hours (100° is considered a fever)
- has had diarrhea or has vomited in the last 24 hours
- has been on an antibiotic less than 24 hours
- has a heavy nasal discharge
- has a constant cough
- is irritable or generally is not himself
- has any symptoms of a possible communicable disease

Please notify the director if your child has a communicable disease so that other parents may be alerted. Also, please let the office know if your child is ever unable to attend class. There are no make-up days due to illness or any other reason.

MEDICATIONS

By law the CDC staff **cannot** administer over-the-counter medications (Tylenol, cough syrup, Benadryl, etc.) Even the simplest and safest drugs can sometimes cause a reaction.

Emergency prescription medications such as those for diabetes, asthma, or life-threatening allergic reactions, and **long-term medications** such as Aderal or Ritalin may be administered by the director. These medicines must be in the original container and labeled by the pharmacist. The label must include the student's name, the physician's name, the name and strength of the drug, the amount to be given, the frequency of administration, and the date the prescription was filled.

Short-term prescriptions (those which are to be administered for 15 days or less) Students who are taking short-term prescriptions and attend school from 9:00 am until 2:30 p.m. may bring medicine to be dispensed by the director during school hours, *if absolutely necessary*. The same guidelines listed above regarding emergency and long-term medications must be met before any short-term medicine can be dispensed.

Allergies: If your child has a life threatening allergy and must have an EPI pen, you will be given an allergy alert form to fill out. This form contains your child's name, birthday, picture, and allergy information. Please be aware that this form is posted on the wall in the classroom for the safety of your child. This is to alert anyone who may be working in that classroom about your child's life threatening allergy.

MEDICAL EMERGENCIES

In the case of a medical emergency the director or acting director will secure any and all necessary emergency medical care or take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following not necessarily in any particular order:

1. Attempt to contact parent or guardian through numbers listed on the emergency information card.
2. Attempt to contact child's physician.
3. If unable to contact parent or physician or if in the opinion of the director or acting director it is warranted by the situation, we will do one or all of the following:
 - a. Call another physician or paramedics
 - b. Have the child taken to an emergency hospital in the company of a staff member
4. Any expenses incurred under #3 above will be borne by the child's family.

HEARING AND VISION SCREENING

The Texas Department of Health and Human Services requires documentation of hearing and vision screening for all children in the 4 and 5-year-old classes. Screening must be done by a registered physician or screener **each year**. Screening must be completed and results on file by the end of the first four months of school. We will have a registered screener available to do this screening at our school. In addition to hearing and vision screening she will offer speech, language, and listening skills screening. This testing will be available to all children three or older for a nominal fee. Information on the screening will be sent home at a later date. If your child is in our 4-year-old classes or transition, hearing and vision screening is included in your fees. A permission form for this screening is included in your registration packet. If your child registers after our screening is done in October, you must have your child screened by your physician before your child can attend school.

PLAYGROUND EXTERMINATION

Our playground areas are sprayed for ants on a monthly basis by a professional exterminator. Information on these monthly exterminator visits is posted on a bulletin board located outside the CDC offices.

PLAYGROUND IMPACT MATERIAL

The playground at Holy Covenant is surrounded with an area of playground impact material as required by the Texas State Minimum Standards.

FIRE AND SEVERE WEATHER DRILLS

Fire drills are practiced monthly at Holy Covenant CDC. Severe weather drills are held once in the fall and once in the spring. Records of these drills are kept in the CDC office and the Fire Marshal examines them on his annual visit. A fire evacuation plan and a severe weather plan are posted in each classroom.

EMERGENCY EVACUATION SITE

In case of an emergency evacuation, all children will be relocated to the First Christian Church to the east of Holy Covenant. The address is 22101 Morton Road, Katy, Texas 77449.

NOTIFICATION OF PARENTS

The teachers at Holy Covenant keep a clipboard with them at all times which contains copies of your child's contact information. In case of an emergency evacuation, we will be able to contact you using this information.