

Parent Handbook
Of
Operational Policies



2011-2012

United Methodist Temple Church
4101 Highway 73
Port Arthur, TX 77642
(409) 962-5762

**TEMPLE DAY SCHOOL AND MOTHER'S DAY OUT
STAFF DIRECTORY
2011-2012**

Director	Kay Janssens	962-3945
Nurse	Jana LaBouve	722-8208
Teacher's Aide	Lisa Morgan	963-0304
Four-Year-Olds	Paula Lattimore Janet Shackelford	721-6175 722-2996
Three-Year-Olds	Stephanie Harren Terry Thibodeaux	749-0184 719-2682
Two-Year-Olds	Tina Davison Karen Doré	962-0476 749-0088
Toddlers	Jamie Touns Jenny Tyson	960-7068 963-3437

DATES TO REMEMBER

- Parent Meeting Wednesday, August 24, 2011
- Children Meet the Teachers.....Thursday, August 25, 2011
- First Class Day for MDO & PreschoolWednesday, August 31, 2011
- Holidays See Calendar
- Individual Photos by Randy Eakin.....October 4, 5 and 6, 2011
- Vision/Hearing Screen for Four-year Old.....Wednesday, October 26, 2011
- Scholastic Book Fair.....November 7-November 10, 2011
- Thanksgiving Feast.....Wednesday, November 9, 2011
- Snow Day.....January 26, 2012
- Fall Registration.....March, 2012
- Group Photos by Randy Eakin.....March 28 and 29, 2012
- Four Year Old Program.....Evening, Monday, April 30, 2012
- Four Year Old ProgramMorning, Tuesday, May 1, 2012
- Chapel Songs with Ms. Brook.....Morning, Tuesday, May 1, 2012
- Three Year Old Program.....Morning, Tuesday, May 1, 2012
- Teacher Conference Day.....May 3, 2012
- Last Class Day for MDO and Preschool..... Thursday, May 17, 2012

PURPOSE

The purpose of the Methodist Temple Preschool and Mother's Day Out is to aid in the ministry of the United Methodist Temple in serving families of the community. The mind of a small child is our most valuable resource, which should be nurtured with trust, supported with love, and guided with skill. Within the framework of this philosophy, the curriculum at The Temple has been developed to provide experiences which will enable each child to enrich his/her everyday activities in a Christian atmosphere. The curriculum includes sharing and conversation time; stories, songs, and finger plays; creative art activities and crafts; games and large muscle activities; science and nature experiences; exposure to academic skills; and the celebration of holidays.

STANDARDS

The Methodist Temple School, established in 1974, is licensed by the State of Texas and complies with all of the standards put forth by the state. Its operation is governed by a Board of Directors with a current listing of its members posted outside of the Director's office. According to House Bill 2086, this child care center is declared a gang-free zone. Under the Texas Penal Code, any area within 1000 feet of a child care center is considered a gang-free zone, where criminal offenses related to organized criminal activity is subject to harsher penalty.

This facility uses personal cell phones for communication among the workers. If the nurse, aide or director is needed outside, in the gym or in a classroom the teacher has permission to use the cell phone to contact her. Please do not call the teacher, aide or nurse while they are with a class. Feel free to call the office so that someone can be sent to monitor the class while the teacher speaks to the caller or take a message so that she can return the call at a later time.

Parents who are interested in viewing the minimum standards may stop by the Director's office at any time to request a copy. The standards must remain in the building at all times. You may view the most recent licensing inspection report posted on the bulletin boards outside of the Director's office.

Parents who wish to visit the center may do so at any time during the center's hours of operation without having any prior approval. Please stop by the office to notify us that you are in the building. Also, please take into consideration your child's reaction to your presence. You may want to stay out of view.

Parents may use the following numbers to contact the state:

State Licensing Office	1-409-880-3303
PRS Child Abuse Hotline	1-800-252-5400
PRS Website	www.tdprs.state.tx.us

U. S. Consumer Product Safety Commission www.cpsc.gov

If you would like to contact our local Licensing Office, the number is (409) 951-3305 and our local representative is Lezlie Burlison-Tolpo.

DAYS AND HOURS OF OPERATION

The Preschool hours are from 9:00 AM to 2:00 PM.

The Mother's Day Out hours are from 9:15 AM to 2:15 PM.

The arrival time of children for both programs is within 5 minutes of the scheduled time. Please help us by being neither early nor late because we need time for preparation and we also have a schedule to meet. Out of respect for the teachers and the other students in the class, we are requiring the Pre-school students to arrive no later than 9:30 and the Mother's Day Out students to arrive no later than 9:45. It becomes very unsettling for all involved when the children miss those special activities that the others get to bring home. Children who arrive after the designated time MUST check in at the office and may not be allowed to enter class. We understand extenuating circumstances such as doctor's appointments and are happy to make exceptions in these cases with a doctor's return to school note.

Please take notice of the calendar. We begin with a mandatory meeting in late August and classes end in mid-May. Holidays and special events are listed on the calendar.

PICK-UP AND DELIVERY OF CHILDREN

Children are to be brought to preschool 5 minutes before class begins, and picked up no more than 5 minutes after class is over. All parents are responsible for their children in the hallway. Please keep your child with you at all times until they are brought to the classroom and placed in the care of the teacher. Halls become congested and little ones get lost in the shuffle. Please be prompt and keep in mind that the teachers have children of their own that must be picked up from public school.

For safety's sake, your child will only be released to the people you have listed to pick up your child. If the person is not on the list or you have not contacted us in advance of the new arrangement, your child will not be released to that person. Individuals picking up your child may be required to show their driver's license. If an emergency arises, then you may phone with a change in persons responsible for picking up your child. At that time we will enforce the driver's license and social security number process. If a friend or family member is on the list but we have not been notified of a change in the routine pick-up we will not allow the child to leave without first checking with the parent.

When dropping off or picking up your child, please do not park and leave your car unattended under the covered entrances. Mother's Day Out parents and 3 year old preschool parents should park in either parking lot and enter through the first covered entry to bring and pick up their children. Please be sure to sign in and out. Parents of four year olds may drop their children off at the second covered entrance but must park in either parking lot and come in to pick up and sign children out.

* Ignitions in cars must be turned off and free of any unsupervised children.

TUITION

The year's tuition is a flat fee divided into 9 months for your convenience. Please note that some months have more days than others and that the tuition per month reflects the whole year. Tuition payments are due on or before the first of each month regardless of whether or not the child attends that month (vacation, illness, etc.) If the 15th of the month falls on a day that your child is not here for what ever reason, on a weekend or a holiday, it is your responsibility to see that the payment is made on or prior to that date.

Any tuition received after the 15th of the month will be charged a \$5 late fee per child.

Any tuition received after the 20th of the month will be charged a \$10 late fee per child.

Any tuition received after the 25th of the month will be charged a \$15 late fee per child.

Any returned checks will have a \$45 service charge.

A brown envelope will be sent home at the beginning of each month. PLEASE PLACE TUITION PAYMENTS INSIDE ENVELOPE and return it to your child's teacher. Please make payment checks to TEMPLE DAY SCHOOL. Tuition is as follows:

Mother's Day Out	\$100.00 per month (2 days)	\$900 per year
	\$200.00 per month (4 days)	\$1800 per year
3 year old Class	\$120.00 per month (2 days)	\$1080 per year
	\$240.00 per month (4 days)	\$2160 per year
4 year old Class	\$120.00 per month (2 days)	\$1080 per year
	\$240.00 per month (4 days)	\$2160 per year

Note: There will be no refund for missed or cancelled classes due to illness, weather, holidays, or 2 and 3 week months.

WITHDRAWAL

If a child needs to be withdrawn from preschool or MDO, a two week's written notice is requested so that the vacancy can be filled by another child. Payment for those two weeks is required. Should more notice be possible, it would be appreciated.

REGISTRATION PROCEDURE

1. Pre-registration for children already enrolled in the Preschool or Mother's Day Out program.
2. Pre-registration for children of United Methodist Temple church members.
3. Pre-registration for brothers and sisters of children who are currently enrolled or who have previously attended the school and for children of parents who have previously attended the school.
4. Registration for all other applicants until programs are full.
5. Applications will be accepted until our classes are filled. Remaining names will be placed on a waiting list with children of church members given priority.
6. All applications must be accompanied by the registration fee.
7. Refund of the registration fee for a child withdrawing before June 1 of the given year will be made if there is a valid reason for withdrawing.

HEALTH INFORMATION

Each child is required by state regulations to have on file a health statement which includes a record of up-to-date immunizations and the signature of the child's source of medical care. Requirements for tuberculosis screening and testing vary across the state. Documentation of a TB screening is not required at this time. If a child's health care summary is not complete at the time of enrollment, the child will be kept from attendance in the program. Each child must have on file a signed permission authorizing emergency care and transfer to a local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.

A child who arrives at school noticeably ill, with a rash, or with a fever, WILL NOT BE admitted for that day. Should a child become ill during the day, the parent is notified immediately. If you cannot be reached, someone on your emergency care form will be contacted. Make sure these people know you have listed them as an emergency number and please list people who would be available to pick up your child in an emergency. If any child leaves school due to illness, that child may not return for at least 24 hours or until he/she is without symptoms for 24 hours.

Please notify us when your child becomes ill with a communicable disease so we may notify parents to watch for symptoms of the illness.

If a child is on medication and needs the school to administer the medicine, please contact the nurse to sign an authorization form. All medication must be labeled with the children's name and in the original container with age appropriate dosage directions. Medicine will be administered according to original label directions.

In order to remain in compliance with minimum standards there is to be NO alcohol or controlled substances without prescription in the facility. And NO smoking or tobacco products in the facility or on the premises. If a cigarette butt is noticed by state we will be written up as non compliant. Please be considerate of these guidelines..

MEDICAL EMERGENCY PROCEDURES

If a child gets hurt, we will first ensure the safety of the child and then we will notify the parent and the state immediately after a child:

- Is injured and the injury requires medical attention by a health-care professional
- Has a sign or symptom requiring exclusion from the center
- Has been involved in any situation that placed the child at risk
- Has been involved in any situation that renders the center unsafe

We will notify the parent of less serious injuries when the parent picks the child up. Less serious injuries include, but are not limited to minor cuts, scratches, and bites from other children requiring first-aid treatment by the nurse. The nurse will fill out an "ouch" report that will be signed by the parent and placed on file.

If critical illness or injury requires immediate attention of a physician, the Director or nurse will contact 911, give the child first-aid treatment or CPR if needed, contact the physician identified in the child's record and contact the child's parent.

DRESS

Children are encouraged to wear play clothes and tennis shoes. (Flip flops and open back shoes can pose a danger for the child as they play on the equipment.) Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. When the weather is cold, children should be dressed warmly enough to play outdoors. The children play outdoors everyday unless there is rain. **PLEASE LABEL** all removable clothing to help ensure the return of all coats, jackets, and sweaters.

If your child is self-sufficient in taking care of bathroom needs, please dress your child so they may get in and out of their clothes by themselves. It is very frustrating to a child when they can't undo their clothes to go to the bathroom. Often bathroom accidents occur because the child can't get their clothes undone in time.

SNACKS AND LUNCH

Snacks are provided for the children each morning. These snacks are often used as part of the curriculum — relating to the unit topic and as an experience in tasting. 100% fruit juice is provided to drink with morning snacks.

Parents should provide a well-balanced lunch each day that the child is in attendance. Please remember to try to include milk or milk products to take care of Vitamin D. Also keep in mind the 5 Food Groups: 1. Milk or Milk products; 2. Meat; 3. Vegetables; 4. Fruit; 5. Bread and Cereal. Please mark the child's lunch box and any special containers with the child's name.

The Toddlers, Two's and Three year old classes will be required to provide a container for juice and water with a mouth guard to avoid cross contamination every day that they are in attendance. You may purchase the cups from the office. With **ADVANCED NOTICE**, children may bring special treats for their birthday or at other times during the year.

- Due to severe allergies your child's class may be required to eliminate certain items from lunches and snacks.

DISCIPLINE

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. For a child not cooperating in a given situation, the child is asked to stop and think about his/her unpleasant behavior. This enables the child to work at self-control. If the child continues the behavior, he/she may be moved near the teacher and reminded of acceptable behavior. Removal from the group for a period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him/herself when it is time to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is contacted to discuss what may be helpful in motivating the child to behave in an acceptable way. If the behavior continues the child may be sent home for a specified amount of time.

According to the By-laws, the school reserves the right to withdraw any student whose presence is considered detrimental to him/her self, classmates or teacher. If a child is continually behaving in such a way that place classmates and teachers at a health and safety risk, we will withdraw the child from the center. If the parent wishes to keep the child enrolled in the center while a behavior is being corrected, we may agree to keep the child provided that the parent agrees to remove the child from the center daily at the request of the director if the behavior continues.

BITING is a serious offense. The director will be informed of every biting incident. Every time a child bites he/she will be reprimanded and placed apart from the other children. After the third bite, the director, teachers and parents will develop a behavior modification plan. After five bites the child may be subject to withdrawal from the center.

COMMUNICATION WITH PARENTS

This booklet has been issued in an effort to answer many of your questions. Please contact anyone on the staff if you have more questions. Parents who wish to visit the center may do so during the center's hours of operation without having prior approval. Please stop by the main office to sign in and receive a visitors pass. We ask that you take into consideration your child's reaction to your presence—you may want to stay out of view. If changes in policy occur during the year, you will be notified by the Director and asked to sign a form stating that you have been notified to be placed on file. Parents will be kept informed of the activities and holidays through calendars and newsletters. ALL notes sent home by parents to children in the classrooms must be approved and initialed by the Director before being run off. Birthday invitations are an exception but ALL children in the class must be included.

If your child is having a problem, please let us know. You may contact the Director or your child's teacher at home or leave a message with the church office. We want every child enrolled in our program to have a very positive and happy experience!

HEARING AND VISION SCREENING

Each 4 year old student is required by law to be screened by a professional to determine hearing and vision status. The cost varies from year to year with the parent paying a portion and the program paying a portion of the cost. You will be notified if your child needs to be referred for further testing by a specialist.

REFERRAL POLICY

There are times when the needs of your child exceed what our staff is trained to offer. The parents will be notified of a conference set up between the director, the teachers and themselves. At that time a behavior modification plan will be discussed and implemented immediately. Signatures of all present will be required on the plan. Should your child be referred to any other agency better equipped to meet his/her needs, you are expected to follow through on the referral in a timely manner. Your child may be asked to leave our program if he/she does not attend to the advised referral as discussed in the meeting. We strive to make his/her stay with us a positive productive one. God has gifted us with many resources to grow your child to his/her full potential and it is important we take every advantage of those resources.

EMERGENCY EVACUATION

Emergencies that require evacuation of the facility will be directed by the Red Cross (832-1644). You WILL NOT be permitted into the contaminated area because of possible danger. You will be contacted by phone as to the location of the children. We have a detailed copy of our Emergency Preparedness Plan in the director's office for viewing at your convenience.

IN-HOUSE EVACUATION

Our planned response in the event of a release of chemical or biological agents is the same emergency procedure, already in place, that we would use in any case of a mandated In-House Evacuation. The Temple Day School and Mother's Day Out will follow the instructions of the Jefferson County Emergency Management Coordinators. These instructions may include a Shelter-in-Place Order. When this Order is given, all doors and windows must remain closed, heat/air conditioning is turned off, all exterior doors are locked, and signs posted will state:

SHELTER IN PLACE ABSOLUTELY NO ADMITTANCE DOORS ARE TO REMAIN CLOSED

Doors will remain locked and closed in order to preserve the safety of the air inside the building. Throughout the Shelter-in-Place activity, no one will be admitted into or released from the building. If this order is given, please understand that YOU will be following these same guidelines in regards to YOUR location. We would like to assure you that your children will be well cared for and their safety is our number one concern. In-house evacuation is included in our Emergency Preparedness Plan available in the director's office for your viewing.

NURSING MOM'S

There is an area provided in the entry of the women's restroom in the main hallway of the center for Mom's comfort while nursing her infant. You may use the facility at any time for nursing or as a way of providing breast milk for one of the children enrolled in the center.

WATER ACTIVITIES

Various age groups treat the children to a water day at the closing of each year. The children are supervised according to state minimum standards. You will be notified by the teacher as to days and times of the activity.

BIRTHDAY AND HOLIDAY PARTIES

PRESCHOOL STUDENTS

Preschool students will have two parties — Christmas and Easter. All parents are asked to help with favors and refreshments at one of the parties. Parents have so much fun doing this and the children love sharing the things Mom and Dad have made! Other special occasions such as Halloween and Valentine's Day will be celebrated with special snacks. Decorated bags will be available for each holiday in order for students to share treats with their friends.

MOTHER'S DAY OUT STUDENTS

The Mother's Day Out classes will celebrate holidays with a special snack. Your child's teacher will inform you of the activities planned as each holiday approaches. Please look for sign-up sheets throughout the year as you enter the classroom. Decorated bags will be available for each holiday in order for students to share treats with their friends.

BIRTHDAYS

Birthdays are special for everyone and we plan to make your child's day especially enjoyable. If you would like to provide a treat for your child's class please let us know in advance so we can include this in our daily activities. Please be aware of any allergies that may be present in that age group.

UNITED METHODIST TEMPLE PARENTS' ASSOCIATION

Founded in 2004, the Parents' Association is a service organization, functioning much like a PTA, which enlists parent volunteers to support Temple programs and events with practical assistance and financial support. Our mission is to provide opportunities for fellowship among parents, staff and children, enrich the learning environment of our children, show appreciation of our teachers, and support Temple programs and events.

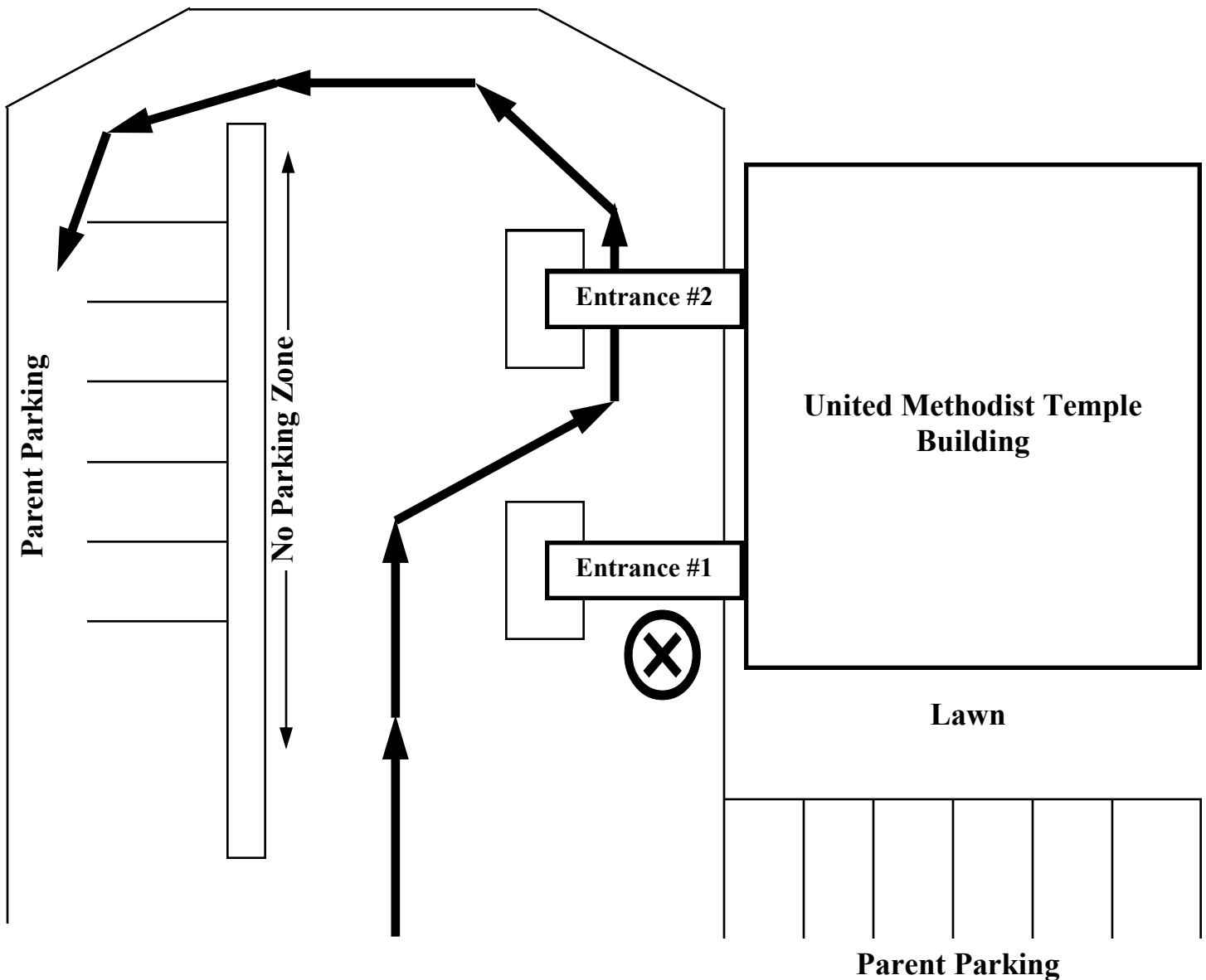
Studies have proven that membership in a parent organization provides your child with a greater chance of achieving in school. There's a simple way for you to help your child succeed: join the Parents' Association! You'll belong to a community of parents committed to their children's well-being and to improving school performance.

Membership dues are \$10.00 per family and are used for two primary purposes: to enrich the lives of our children and families and to express appreciation of our teachers. If you would like additional information, please contact Laura Gunter (409) 960-7295.

PARKING OR DROP-OFF/PICK-UP PROCEDURES

- Children in the toddler, two year old and three year old classes must be escorted to the building at entrance #1 and brought to the classroom.. All children must be signed in and out.
- Children in the four year old class must be released at entrance #2 or escorted to the building by a parent or legal guardian in the mornings. When picking up children in the four year old class the parent or legal guardian must park in either parking lot and walk to entrance #2 to sign out their child.
- Parents that escort their children to and from the building **must not** leave any children unattended in the vehicle and **must not** leave the vehicle running.
- During **severe** weather any child may be dropped off at entrance #2 and brought to the classroom by the Director or the aides.


Thank you for your cooperation!



Please follow arrows to
entrance #2 for 4 year old
drop off

Highway 73

ADDITIONAL INFORMATION FOR MOTHER'S DAY OUT

- **Please label all of your child's belongings.**
- Please remember that arrival time is between 9:15 AM and 9:30 AM. It would also be very helpful to the teachers if you call to let them know that your child will be late or absent.
- Each day your child will need to bring the following:
 1. A lunch and drink — please label the lunch and drink with your child's name. Please remember we can't refrigerate your child's lunch (ice packs work well.)
 2. A labeled cup with a mouth guard specifically for juice and water (available in the office).
 3. DISPOSABLE diapers for your child placed in a Ziploc bag and labeled.
 4. A package of diaper wipes labeled with your child's name placed in the Ziploc bag.
 5. A favorite blanket or towel for rest time to be left here. Please label with your child's name.
 6. A regulation size Kinder mat for rest time. Please label with your child's name so that it can easily be seen.
- Each child will need a change of clothes. Please include a shirt, pants or shorts, socks, and underwear (if applicable.) Place these clothes in a large Ziploc bag and LABEL with your child's name.
- We ask that parents use only diapers or pull-ups for children who are not potty-trained. The use of training pants combined with rubber pants presents problems of cleanliness for our environment. We do not have the extra hands available for cleaning the floor or carpet. The sink in our room, according to state guidelines, may be used for hand washing only. Paraphrased, the state mandated guidelines state "Because of the risk of splashing and gross contamination of hands, sinks, and bathroom surfaces, rinsing diapers or clothes with fecal material in the child-care setting increases the risk that you, other caregivers, and the children would be exposed to germs that cause infection."
- Please try to dress your child in clothes that will enable the teacher to easily change your child's diaper or help with toilet training. Elastic waist pants, shorts, or outfits that unsnap completely from leg to leg are helpful.
- Helpful hints for lunches:
 1. Pack finger foods already cut into bite-size pieces.
 2. Any round foods need to be cut into half-moon pieces. 
(example: hot dogs, grapes, banana, etc.)
 3. Please remember we can't refrigerate lunches but ice packs work well.

MDO TODDLERS CLASS

9:15- 9:45	Centers
9:30- 10:15	Snack
	Clean-up
	Diapers
10:00- 10:45	Outside/Gym
10:45- 11:15	Lesson
	Art Activity
	Songs
11:15- 11:30	Clean-up
	Wash Hands
11:30- 12:00	Lunch
12:00- 12:30	Centers
	Story
	Diapers
12:30- 1:45	Rest Time
1:45- 2:00	Quiet Play (if awake)
2:00- 2:15	Ready to go home

MDO 2 YEAR OLD CLASS

9:15	Center Time; Free Play
9:30	Snack
9:35	Lesson
9:45	Small Group Art Activity
10:00	Diaper and Potty
10:30	Clean-up
10:40	Daily Calendar: Leader and Weather
10:45	Outside Play/Gym
11:15	Songs, Poems, Finger Plays
11:30	Story Time
11:35	Wash Hands
11:40	Lunch Time
12:15	Manipulative Play
12:45	Diaper and Potty
1:00	Rest Time
2:00	Quiet Activities
2:15	Ready for Home

ADDITIONAL INFORMATION FOR PRESCHOOL

- **Please label all of your child's belongings.**
- Each child will need a change of clothes. Please include a shirt, pants or shorts, socks, and underwear. Place these clothes in a large Ziploc bag and LABEL with your child's name.
- All children must be potty trained as we are not equipped to handle diaper changes in this age group.
- Please remember that arrival time is between 9:00 and 9:15 AM.
- The four year old teachers request a backpack **without wheels** that is large enough for a folder (**no** brads but with **bottom** pockets) and a lunch kit.

PRESCHOOL 3 YEAR OLD CLASS

SAMPLE DAILY SCHEDULE

9:00 to 9:30 AM	Welcome and Centers
9:30 to 9:45 AM	Art Tables
9:45 to 10:10 AM	Music and Circle Time
10:10 to 10:20 AM	Snack
10:20 to 10:30 AM	Restrooms/Quiet Centers
10:30 to 10:45 AM	Lesson
10:45 to 11:00 AM	Teaching Tables
11:00 to 11:15 AM	Reinforcements and Restrooms/Quiet Centers
11:15 to 11:45 AM	Gym/Outside Play
11:45 to 12:00 PM	Wash Hands
12:00 to 12:30 PM	Lunch
12:30 to 1:15 PM	Discovery/Computer Center Restrooms
1:15 to 1:50 PM	Rest Time
1:50 to 2:00 PM	Ready to go home

PRESCHOOL 4 YEAR OLD CLASS

9:00- 9:15	Arrival, Welcome, Wash Hands
9:15- 9:45	Centers Two Lesson Oriented Table Activities
9:45- 10:00	Restroom
10:00- 10:30	Alphabet Lesson
10:30- 10:40	Restroom/Wash Hands
10:40- 11:00	Snack
11:00- 11:15	Restroom
11:15- 11:35	Big Room—Pick boy leader, count boys Pick girl leader, count girls Calendar study Show and tell Songs, finger plays and other music activities
11:35- 11:45	Restroom
11:45- 11:55	Social Studies/Science
11:55- 12:00	Restroom
12:00- 12:20	Outside Play/Gym
12:20- 12:30	Restroom/Wash Hands
12:30- 1:00	Lunch
1:00- 1:15	Centers and Restroom
1:15- 1:45	Rest Time
1:45- 2:00	Put Away Mats, Review Day, Home