



Parent Handbook

January 2010

Dear Parents,

Friedens Early Learning Academy welcomes you and your child to our program. We are committed to providing a stimulating environment in which happy and wholesome physical, mental, emotional and spiritual growth can take place. We are currently seeking licensure by the Texas Department of Family and Protective Services. We are governed by our Early Learning Academy Board which is appointed by the church council.

You are always welcome to come by and visit here at Friedens Early Learning Academy. I try to make myself available during our hours of operation. However, if you ever have any concerns please feel free to call me at any time. Thank you for allowing us to be a part of your child's life.

Bonnie Neumann
Director

830/303-7729

OUR PHLOSOPHY

Friedens Early Learning Academy believes that the preschool child should be able to develop at their own pace in a structured, yet relaxed atmosphere. This atmosphere should encourage spiritual, intellectual, social and physical growth. We encourage each child to use their thinking and reasoning skills in all daily activities. All children are taught that they are very special and unique individuals. We teach the children that God is love, God created all living things, and that God cares about everyone.

Curriculum and Activities

Our curriculum will introduce phonics, numbers, letters,

science, safety, manners, arts, crafts, songs, and Bible stories. German and Spanish vocabulary will also be introduced. Activities designed to enrich communication skills and language development will be included. The children will enjoy playing in the activity center or outside on the playground and will have the opportunity to play with educational toys and manipulative materials as well. There are weekly chapel services in the sanctuary with Pastor John Roberts and praise music in the classroom activities. Our teachers prepare weekly lesson plans. From these plans, monthly calendars are sent home.

Admission Policies

Friedens Early Learning Academy does not practice racial or religious discrimination, and offers care to children 2 years to pre-kindergarten. The director will provide prospective students and their parents with information about enrollment, school policies and any other information they may request. The enrollment packet must be entirely completed and returned one week prior to the first day the child attends. This includes the child's shot record, physician's statement and vision and hearing form for children 4 years old and above.

Payment Policies

Fees will be paid on the 1st and the 15th of each month (or monthly if preferred) unless special arrangements are made with the director. Should you get a month behind, a 10% service charge will be applied in the following month's billing. If necessary, the director will make arrangements for regular installment payments on a past due account. If an account becomes more than 30 days delinquent, and no arrangements for payments are made, the director will give 5 working days notice that the child will be dropped from the program, unless a portion of the balance due is received.

In order to maintain high standards of child care, it is necessary that no refunds be made for absences up to two weeks (10 days). We allow NO credits for vacation, holidays, illness or school closings, except where noted. If a child must be absent for an extended period due to illness or personal

crisis, special consideration may be given with the director's approval. If a child must be withdrawn from Friedens Early Learning Academy, a two week notice should be given. This enables the office to prepare the account for closing. When a child is withdrawn, without notice, before the "Pay Up" period is over, no refund will be given.

The non-refundable registration/supply fee is used to purchase supplies.

Dropping Off and Picking Up

Parents are required to bring their child into the school at the time of arrival and turn the child over to a staff member. The parent must come into the school to pick up their child and check out with a staff member. This is necessary so that our records can remain accurate. Never send a minor sibling of the child to pick up or drop off.

Verification of Legal Custody

When there is a non-custodial parent, it is the responsibility of the parent with legal custody to notify the school. We will not withhold a child from their parent on the request of the other parent without a divorce decree or restraining order legally signed and notarized.

Student Conduct

Every child is different and will be corrected in a manner best suited for his/her situation. Some discipline measures we use include: talking with the child about the incident and what can prevent its reoccurrence; taking away a privilege; cleaning the area; or sitting in an area away from the group (time out is one minute per age of the child).

Following the consequence, appropriate apologies, discussion of the incident, and hugs are given. The following will NOT be used as a consequence: cruel, harsh or unusual punishment, spanking, withholding food or prohibiting bathroom privileges. Our goal in accordance with the Texas State Minimum Standards is to ensure the safety of ALL students. Biting and injury to other children will require a conference with the staff,

director and parents to discuss a plan of action. Every child in our care deserves to feel safe.

Termination of Enrollment

Friedens Early Learning Academy will terminate the enrollment of a student for extreme discipline problems. Every effort will be made to assimilate the student and correct disruptive behavior. The following steps will be taken to solve behavioral problems:

1. The child will be disciplined in accordance with previously outlined policy.
2. A scheduled parent-teacher conference will be held.
3. After these options have been exhausted and the child's behavior continues to interfere with the orderly care and education of the other students, the disruptive student will be dropped from our program

Late Fee Charge

Any parent who picks up their child after the designated pick-up time is considered late and will be charged a late fee of **\$1.00 A MINUTE**. This fee will be added to your monthly statement.

Parent Information

We have a parent information bulletin board in the main hallway where we post a copy of the Minimum Standards, our most recent state inspection report and other important information.

If a parent needs to be made aware of a particular action or incident about their child, the teacher will include that on the regular daily written report. In some cases, the teacher may call the parent immediately.

The director will send each parent a notice about any enrollment or policy changes for the school. A parent signature will be required to verify acknowledgment of the changes.

Parent conferences can be requested by the teacher or parent, as needed.

Parents are urged to take time to talk with their child's teacher. Be sure to check your child's cubby daily. Take time

to get to know your child's teacher and take interest in their class activities.

We also recommend you read your child's calendar every morning to keep you up-to-date on all activities.

Child's Personal Items

Each child will have his/her own cubby in their classroom. Parents are required to provide the school, at all times, with 1 set of extra clothes for their child. The child's extra clothes will be kept in his/her classroom. If a child should wet or dirty their clothes, the teacher will assist the child in cleaning up and changing into clean clothes. The dirty clothes will then be placed in a plastic bag and put in the child's cubby. The school will not wash soiled clothes. If a parent does not provide the school with extra clothes or when the child uses the extra clothes, then the parent will be contacted to bring in another set of extra clothes. The child's cubby is where parents should look daily for their child's papers and important letters from the school.

Please label all personal items with your child's name. We are not responsible for lost items. **Children should NOT bring toys to school from home.**

Medication

Parents must complete a medication permission form before any medication can be administered at the School.

Prescription medications must be in the original container labeled with the child's name, a date, directions and the physician's name. The school will not administer medication after the expiration date.

The parents must insure that nonprescription medication is labeled with the child's name and the date the medication was brought to the school. Nonprescription medication must be in the original container. The school will administer medication according to label directions if approved in writing by the

child's doctor or parent. Please make sure that over the counter medication is age appropriate.

The school will document each dose of medication administered showing the child's name, the name of the medication, the date, time and amount administered and the name of the staff member administering the medication.

Medication will be administered according to parent's request as long as it coordinates with the label on the medication.

All refrigerated medication will be kept separate from food.

Sick Children

Any child who appears ill will not be admitted to school unless his/her attendance has been approved in writing by a doctor. Any child with fever or who has vomited or had diarrhea before school should not attend that day. If the parent feels that their child is too sick to play outdoors, he/she should be kept at home.

Children may return to school when they have a normal temperature and have been without vomiting or diarrhea for 24 hours.

If a child should become ill during the day, he/she will be taken to the office where a staff member will take the child's temperature. Should the child have a temperature of 100.4 degrees or greater, the parent will be notified to pick up their child. The child will be able to lie on a mat in the office, or another supervised area, until the parent arrives.

A record will be kept of any accident or illness a child might experience while at school. This will include, but is not limited to, loose stool, vomiting and fever.

A staff member certified in CPR and First Aide is always on duty to administer cardiopulmonary resuscitation or first aid as necessary.

If a child is critically ill or injured, the school will implement emergency procedures. Which may include, CPR, first aid, child taken to his/her doctor, hospital, or call for ambulance. Parents will be notified immediately for any of the above.

Closing Due to Inclement Weather

Should hazardous driving conditions unexpectedly prevent Friedens Early Learning Academy opening at the designated time, it will open as soon as employees can arrive safely. If forewarned of such conditions, the staff will close the school and notify parents by radio announcement. If the Seguin and Navarro school districts close due to bad weather, then Friedens Early Learning Academy will also close. If Friedens Early Learning Academy should need to close early because of bad weather or some other reason, the parents will be called to pick up their children and the radio station will be notified to make announcements regarding such a closing. This should occur only rarely, and the staff will be sensitive to the needs of working parents in such cases.

Toileting for Children

We require that all children who are not toilet trained wear disposable diapers only; no cloth diapers. All diapers, pull-ups and wipes are supplied by the parents.

Although our goal is for all children to be potty trained by age three, we do require the 3 year olds to wear pull-ups.

Our policy on toilet training is to assist the parents in training their child in a positive and non-stressful manner. The parent should take time to talk to their child's teacher to see if the child has shown signs of readiness at school. If the child has shown signs of readiness they should then discuss with the teacher their plan on how to train the child. Parents should never expect their child to wear training pants at school if they are still wearing diapers at home. This is too confusing for the child.

Visitation

We always encourage parents to visit our school. You do not have to tell us when you plan to come. Please stop by anytime to see your child and teacher in action. We would love for you to share some time with us!

Birthdays

Birthdays are a fun and special time! We love to help celebrate your child's special day! Please notify your child's teacher and let her know what you have planned. Special snacks may be brought for the birthday; we ask that these be store bought items. Party invitations cannot be handed out at school unless every child in the class will be receiving one.

Child Abuse

It is required by the Texas state law that any person, i.e.: staff member, Parent or etc., report any suspected abuse or neglect of a child to the Texas Department of Human Services or any law enforcement agency. Confidential reports may be made by calling the Texas Department of Family and Protective Services at **1-800-252-5400**. Failure to report suspected child abuse is punishable by fines up to \$1, 000 and/or confinement up to 180 days.

Reminder Please notify Friedens Early Learning Academy immediately if your address or phone number (home or work) changes. Also let us know when your child receives any type of immunization. This is to ensure our records are kept accurate.

Clothing & Footwear for Students

We encourage parents to dress their children in clothes that are comfortable and easy to move in and that are appropriate for the weather of the season.

Tennis shoes are recommended. Tennis shoes are the best footwear while your child is at Friedens Early Learning Academy. Sandals and slide on shoes are hard to run/walk in on the playground. Cowboy boots are not allowed. Children not wearing tennis shoes will not be able to use the climbing equipment on the playground.

Parents should contact the child-care center director, during office hours, with any questions or concerns about school policies and procedures.

Parent's Acknowledgment

This is to acknowledge that
Friedens Early Learning Academy
has provided me with a
Parent Handbook.

I have read the handbook and have a full
understanding of the School policies.

Parent Signature

Date

Please return this slip to the School Director to keep
in your child's file.