



## Parent & Student Handbook

1362 East FM 552  
Rockwall, TX 75087  
972-771-2661

## **Welcome to Ridgeview Preschool**

On behalf of Ridgeview Church, we welcome you to Ridgeview Preschool. We are privileged to offer you and your child an excellent preschool program. You have enrolled your child in a program that honors God. Our philosophy of education is to provide a Christian environment in which each child is encouraged and nurtured to grow spiritually, socially, physically and academically. We are a Texas State Licensed Program. All programming is designed to encourage growth in these four areas. With so many concerns and pressures on families today, we want you to be assured that your child is in a safe, loving, fun and nurturing environment.

### **Our Purpose Statement**

It is our mission to teach children to be God's light in the world. Our program at Ridgeview Preschool provides a quality program of religious instruction that will benefit the child, the parent and the community. Our program is designed to help each child grow in his/her love and understanding of Jesus Christ, to provide a nurturing learning environment that will encourage each child to develop his/her uniqueness emotionally, intellectually, and spiritually, and to provide a solid foundation of skills on which the child can build.

### **Goals**

- To teach each child that God is real and that a personal relationship with Him gives meaning to life.
- To provide a safe, loving environment.
- To be in a Christian environment with other children and to develop healthy social relationships.
- To provide appropriate play experiences for the child's developmental needs and interests.
- To help the child learn to utilize their intellectual and creative abilities in future learning tasks.
- To provide opportunities for parents to meet with and work with other parents and teachers who have as their common concern, the interests and needs of the preschool child.
- To provide opportunities for parents to grow in the understanding of child development through a planned educational program.
- To be able to reach out in God's love to the community, while shaping little hearts to be the light of the world.

### **Special Needs**

Ridgeview Preschool will accommodate to the best of our ability children with special needs (physical, behavioral, cognitive, etc.). Ongoing Communication with parents and staff is essential to providing quality care that is developmentally appropriate for the child's needs. We believe all children are uniquely created.

- Ridgeview Preschool will not discriminate against children with special needs. We will admit any child with special needs by a trial basis of one to two weeks, after which we will require a conference with the parent(s). At this conference, we will assess whether we are able to adequately care for the child within our current staffing patterns. If we are not able to meet the child's needs within our current staffing patterns, we will give parents the time and assistance needed to find more appropriate care.

### **School Staff**

Our teaching staff at Ridgeview Preschool consists of experienced early childhood teachers and teacher assistants. All of our staff members receive on-going training in child development and are CPR certified. Our school is licensed by the State of Texas.

### **Curriculum**

Our preschool program strives to reinforce prekindergarten guidelines daily. Ridgeview Preschool has lessons in Bible, Language, Introductory Reading, Mathematics, Music, Art, Creative Movement, and Life Skills. Indoor and outdoor playtime is provided every day (weather permitting) for development of large and small motor skills. Preschool features also include Daily Chapel, Educational Themes, Art Projects, Outdoor and Indoor Play Time, Memory Verses and On-

Campus Field Trips. We provide a Bible based curriculum that focuses on a variety of enriched topics through daily lessons, and music.

### **Admission Policy**

Ridgeview Preschool is licensed by the Texas Department of Protective and Regulatory Services. A copy of the standards and Ridgeview's most recent licensing inspection report are available for review in the Director's office. Parents will be notified immediately of any policy changes.

Children between the ages of 18 months through 5 years will be admitted to Ridgeview Preschool. The school reserves the right to review the admission of a child after the first month as to whether a child is ready for our program. If for some reason you are asked to take your child out of the program, you will receive a refund for tuition. This refund will be prorated based on the number of days class was attended.

We require that the following forms be on file for each child **prior** to the child attending class: Forms must be updated annually and on file before the 1<sup>st</sup> day of school.

1. **Enrollment Agreement**
2. **Health Statement, Hearing / Vision Screenings Signed by Physician**
3. **Immunization Records**
4. **Parent Handbook Agreement Form with signature**
5. **Allergy Emergency Plan, if applicable**
6. **Discipline Guidance Policy**

### **Monthly Tuition Rates and Fees**

If you choose to withdraw your child, we must be given **30 days advance notice**. Please contact the preschool to fill out a withdrawal form. **Annual Registration and Supply Fees are not refundable**. Tuition is refundable only if 30 days notice is appropriately provided. Registration and Supply fees are not refundable when decreasing days unless we are unable to fulfill requested days.

#### **2 days a week**

\$155 Annual Reg. (Due at Enrollment)  
\$120 Supply Fee (Due August 1st)  
\$260 Monthly Tuition

#### **3 days a week**

\$190 Annual Reg. (Due at Enrollment)  
\$150 Supply Fee (Due August 1st)  
\$360 Monthly Tuition

#### **5 days a week**

\$255 Annual Reg. (Due at Enrollment)  
\$200 Supply Fee (Due August 1st)  
\$600 Monthly Tuition

The 1<sup>st</sup> month tuition (August) and Annual Registration fee is due at time of enrollment. Tuition is due one month in advance. Tuition payments for the remaining 9 months are due September through April, beginning the 1<sup>st</sup> of each month. The 10<sup>th</sup> and final payment will be due in April with no payment due in May. Tuition is considered late if payment is not made by the 10<sup>th</sup> of each month, and late fees assessed on the 11<sup>th</sup>.

### **Aftercare Program and Fees**

- Aftercare: 1:30p.m.-2:30p.m.
- Late pickup fee of \$5 applies at 2:35p.m. and every 5 minutes after 2:35pm
- \$10 per session, per child paid daily or a card can be purchased at \$40.00 for 5 aftercare sessions.
- Payments are made online for aftercare.
- 2 children aftercare card - \$60 for 5 days.
- Children are not allowed to attend aftercare if payment has not been made.

### **Drop-In Policy and fees**

We offer a daily drop-in rate for current students, only if space is available for the day. Daily space is also limited to the class. If we have space in one class for the day, we may not have space in another class. Parents will be notified for the days space is available. Parents must schedule in advance for a drop-in day. Please do not assume space is available and show up with your child for a drop-in day.

- \$35 per day, per child
- Drop-in fee must be paid prior to drop-in day
- For currently enrolled students only
- Notice will be emailed to parents when drop-in space is available

### **Tuition Policies**

Tuition payments are due and payable the 1<sup>st</sup> of the month. Tuition is due one month in advance. Tuition is considered past due if not received in full by the 10<sup>th</sup> day of the month. An initial late fee of \$12.50 plus \$2.50 for each additional day must accompany your late payment. **If tuition is not current, please see the director before leaving your child for the day.**

Monthly tuition may be paid online on the “Ridgeview Church” App and [www.ridgeview.net](http://www.ridgeview.net). Tuition payments are based on a ten month school year. Payments are divided into 10 equal payments for convenience. Tuition is the same each month regardless of holidays or absences. Adjustments will not be made to monthly tuition due to circumstances beyond our control, including inclement weather, breaks and holidays.

If you must remove your child from the program for any reason, you must give 30 days of notification. Contact the office for a withdrawal form. Without this notice you are responsible for all remaining tuition payments. Registration and Supply Fees are not refundable. No partial month tuition payments are allowed for withdrawing early.

### **School Hours**

Class time starts each day at 9:00AM. Beginning the day with all the children together on time provides a smooth transition to the day. Our school day ends at 1:30PM. If your child is not picked up by 1:35p.m., they will be placed in our aftercare session, and you will be charged the daily aftercare rate.

### **School Schedule**

Classes begin early August and end before Memorial Day. Please see our current school calendar at [www.ridgeview.net](http://www.ridgeview.net) or request a current calendar by emailing [preschool@ridgeview.net](mailto:preschool@ridgeview.net). The current school year calendar is typically set following the annual local school calendar distribution. Our calendar is based on the Rockwall ISD school calendar, but we are not limited to follow their scheduled holidays. In the event of inclement weather, we follow the Rockwall ISD schedule as reported. We are closed for the following Holidays:

- Fall Break
- Thanksgiving Break
- Christmas & New Year Break
- MLK. Day
- Presidents Day
- Spring Break
- Easter Break

Please refer to the preschool school calendar for the current year school closures. Parents will be reminded of closures via Ridgeview App, email, and monthly calendar.

### **Inclement Weather Policy**

The preschool follows Rockwall ISD regarding school closure due to inclement weather. In the insurance there is inclement weather that requires school closure, the preschool calendar includes two planned days of extra attendance to offset the closures. Any closures beyond the two planned days, the preschool will not be able to reschedule due to other calendar restraints for the entire school year.

### **Sign-In and Sign-Out Logs**

A sign-in/sign-out book is located at each classroom door. Please sign your child in and out each day. It is mandated by the State of Texas that Ridgeview Preschool keep a record of each child's time of arrival and time of departure. If your child will be attending an aftercare session, make sure to mark it on the sign-in book and sign-out your child on the aftercare card.

### **Immunization Requirements**

Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements. Except as otherwise stipulated by the Department of Health, all immunizations required for the child's age must be completed by the date of admission.

Your child must have updated Shot records before they can be enrolled with us.

Staff Immunizations are not required.

### **Shot Records Requirement**

|              |                                         |
|--------------|-----------------------------------------|
| Birth        | HepB                                    |
| 2 Months     | HepB, DTap, Hib, IPV, PCV, RV           |
| 4 Months     | DTap, Hib, IPV, PCV RV                  |
| 6 Months     | HepB, DTap, Hib, IPV, PCV, RV Influenza |
| 12 Months    | Hib, PCV, MMR, Varicella, HepA          |
| 15-18 Months | DTaP, HepA                              |
| 4-6 Years    | Dtap, IPV, MMR, Varicella               |
| 11-12 Years  | Tdap, MCV4, HPV                         |

### **Emergency Action Plan**

Student's having restrictions for food allergies or that require medical assistance due to health needs such as seizures, must provide a "An Emergency Action Plan". The form must be filled out and signed by the child's physician. All medications included within the plan must be provided prior to the child's attendance in our preschool.

### **Hearing and Vision**

DFPS Childcare licensing requires that all child-care centers ensure that every child 4 years old and older must obtain hearing and vision screenings. Please have your child's pediatrician complete this screening and have the pediatrician send verification. Proper verification may also be provided on the Admission Form.

If the need for follow up treatment or assessment is discovered at hearing and vision screenings, please communicate this information with the preschool director in writing with copies of the medical paperwork.

### Admission Agreement

- Each child shall attend class only on their assigned days.
- The school shall provide the child with a snack each day.
- Children are required to bring a healthy and well-balanced lunch from home. No carbonated beverages or foods that need to be heated.
- The child shall be given assistance with personal care when needed.
- The child shall be involved in a program of play, learning experience, and religious instruction.
- The school shall assume responsibility for the child once he/she has been brought to class and deemed healthy.
- We routinely avoid dispensing medications unless a unique situation arises or in the case of chronic illness (i.e. headaches, asthma attacks, or allergic reactions). The child shall be administered physician-prescribed medicine only with the written authorization of the child's parent. All daily medication will be locked in Director's Office and not stored in child's backpack.
- The school shall give appropriate first aid to an injured child.
- An ill child shall be isolated and given the appropriate care until they are picked up promptly by their parent, guardian or designated provider. Sick children must be picked up within a timely manner and not exceed 30 mins from the initial call for pick-up.
- The school shall notify the child's parent or guardian of suspected exposure to a communicable disease.
- The school shall make every reasonable effort to safeguard personal belongings brought by the child. However, we are not responsible for lost or broken items. Children should leave special toys at home.
- The Director and/or other staff members shall report to the Children's Protective Services any suspicion of child abuse (sexual or otherwise) neglect or endangerment of which they may become aware.

### Health and Safety – Illness and exclusion

Healthy children learn easily and play well with others. Please do not bring your child to school if he/she is ill. The following are guidelines for keeping your child at home.

- A fever of 100 degrees or more (**your child must be fever free without medication for 24 hours** before returning to school)
- Any discharge from eyes (conjunctivitis or pink eye)
- Diarrhea within the past 24 hours
- A runny nose with thick, yellow or green discharge
- If your child has vomited within a 24-hour period
- If your child has head lice, they may not return to school until all live lice are gone and all nits are removed.
- If there is the presence of a rash of contagious or unknown origin

Please keep your child home if there are any other conditions that may upset the learning environment for the child or other students. Our goal is to keep all the children in our care as healthy as possible in a group setting. Sick children will not be permitted to attend and will be sent home.

We reserve the right to routinely monitor the health and safety of the children here at Ridgeview Preschool. We may perform routine health checks in case we presume a fever, lice, or contagious illness. We will remove the child from the group setting to monitor and notify the parent.

Remember that other parents need to be notified if a child has a contagious disease. Please notify the school immediately if your child becomes ill so that we may give others notice.

At Ridgeview Preschool, safety is one of our top priorities. Your children are precious to us and we have implemented policies to make sure our school is a safe and healthy environment. Your child will be monitored from the time you drop them off until the moment you pick them up. An ill child shall be isolated and given the appropriate care until they are picked up promptly by their parent, guardian or designated provider. Sick children must be picked up within a timely manner and not exceed 30 mins from the initial call for pick-up.

### **Medication**

Medications will only be administered in the event of an emergency or if a child has a periodic or recurring medical problem, such as asthma attacks. Insect repellant or sunscreen must be applied to your child prior to your children attending preschool. These items do not fall under our emergency list of medications that need to be administered.

For children with recurring medical problems, the following must be done for Ridgeview Preschool to administer medication to your child:

- Parents must sign an authorization and include times for Ridgeview Preschool employees to administer each medication according to the label directions. The authorization must include symptoms to be aware of.
- We must have the child's physician medical plan on file for the child.
- The prescription and non-prescription medicine must be in the original container labeled with the child's full name and the date brought to the school.
- Medication cannot be expired.
- Medication will be locked in Director's Office and not in child's backpack.

We ask that any insect repellant or sunscreen be applied to your child prior to your children attending preschool. These items fall under medication category and our staff will not be able to apply these items to your child.

### **Bathroom/Diaper Changing Policy**

We have daily scheduled restroom breaks for your child's class. The class is escorted to the restroom by their teacher or a staff member. The staff member will remain outside the restroom unless the child requires assistance. If your child is potty training, please notify your child's teacher and they will assist them if needed. If your child is in diapers or pull-ups, they will be changed during the two scheduled bathroom breaks and any other time needed. The child must be sent to school in a diaper/pull-up until free of accidents. Teachers will wear non-latex gloves when assisting a child in the restroom or changing a diaper.

### **Accidents, Injuries and Emergencies**

We take every precaution to provide a safe environment for your child. However, accidents do happen. Minor injuries will be taken care of at the preschool and an accident report will be sent home. In the event of a serious injury, parents will be notified immediately, and action will be taken if necessary. For this reason, it is extremely important that all of the information on your child's emergency card is up to date at all times. In a medical emergency, 911 will be called and you will be required to pay for all emergency care. Please make sure hospital, insurance and emergency contact information is up to date on all your child's forms.

In case of any medical emergency following procedures will be followed:

1. We will dial 911
2. Nearest medical facility listed below.

**Baylor Scott & White Medical – Lake Pointe**

**6800 Scenic Dr.**

**Rowlett, TX 75089**

**972-520-8000**

OR Alternate Hospital:

**Texas Health Presbyterian Hospital**

**3150 Horizon Rd.**

**Rockwall, Texas 75032**

**469-698-1000**

2. Your child may be administered CPR or first aid if necessary.
3. You (Parent) will be contacted as soon as possible.
4. School will ensure the safety and supervision of other children in care.

### **Nutrition – Meals and Snacks**

Parents are required to provide a daily lunch. Providing good nutrition is a very important part of your child's physical development needs during the preschool years. This is the time to educate your child in making wise food choices. We are not responsible for the nutritional value of the lunch provided by parents. The school will provide one snack each day. You are welcome to provide an alternative snack for your child due to allergies and dietetic needs. All alternate parent provided snacks must be clearly labeled by the parent. Teachers will wear non-latex gloves when assisting a child with their lunch or serving snack. The Snack Menu and ingredients will be provided by request.

We suggest a balanced meal and a minimum of sugar in lunches sent from home. Limit your child to no more than one dessert item. Do not send your child to school with frozen, microwaveable meals, gum, candy or soda cans. It is very important for you to make us aware of any food allergies that your child may have. Please make sure your child's lunch is easily accessible. If your child must require their lunch portions cut up, please do so ahead of time. Also, lunches provided in our toddler classes must be in a divided dish and drinks sent in spill proof cups.

Arrangements may be made with the preschool for parents to provide a special birthday snack for the child's class. Birthday snacks must be in a prepackaged container, clearly commercial labeled with nutrition label.

### **Breastfeeding Areas**

For our breastfeeding Mothers, a room is provided for you and your child's comfort. Please ask our front desk staff and we can direct you to our breastfeeding room. Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. 746.503

### **Discipline and Guidance Policy**

Good behavior is modeled, recognized, encouraged, and rewarded. Class rules are taught and emphasized daily. A positive system of behavior guidance is in place in each class. Children who are following along with tasks will be praised and encouraged. Verbal redirection will be given to those off task. A time out based on 1 minute per year of age will be given if necessary. Disruptive behavior is dealt with fairly, with loving concern for the child's growth and character development. Parents will be notified regarding discipline issues as we encourage open communication between home and school to build a healthy relationship for your child's developmental needs and spiritual growth. Proverbs 22:6 Train up a child in the way he should go and when he is old, he will not depart from it.

### **Chronic Disruptive Behavior**

We will make every effort to work with the parents of children having difficulties in preschool. We are here to serve, protect and guide all children in care. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional state of another child may require the following actions:

#### **Initial Conference**

The director may require the parent(s) of any child who attends Ridgeview Preschool to meet for a conference. Goals will be established along with the parent will be involved in creating approaches towards solving the problem.

#### **Second Conference**

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

#### **Suspension**

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from preschool indefinitely. The director may immediately suspend a child any time the child exhibits behavior which is harmful to him/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be redirected by the preschool staff. That parent may be asked to take the child home immediately. Suspension from the preschool program may vary from a few hours to an indefinite period.

### **Discharge Policy**

Ridgeview Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- \*non-payment or excessive late payment of fees
- \*not observing the rules of the center as outlined in the parent handbook
- \*child has special needs which we cannot adequately meet with our current staffing patterns
- \*physical and/or verbal abuse of staff or children by a parent or child

### **Dress Code**

Dress is left up the discretion of the parent. However, because school is a place for exploring and learning about many new things, we suggest that you dress your child in clothing that is suitable for school. Suitable clothing consists of play clothes that promote freedom of movement and freedom from worry about spills, splatters, and dirt. Some of the projects that your child will be doing can and will get messy at times. Clothing should also be simple enough for your child to get in and out of easily, with little or no help. Belts are discouraged because they can hinder your child's ability

to use the bathroom quickly which can lead to embarrassing accidents. Clothing with fasteners that children can handle themselves builds confidence. Tennis shoes are recommended. Flip flops or open toed sandals can be dangerous and are not suitable for school. Also, girls are encouraged to wear shorts underneath dresses and skirts.

Children are required to have an extra set of weather appropriate clothing. Items should be labeled and placed in a zip-lock bag his/her backpack. In the event these extra clothes are used, items must be replaced the following day. All items should be labeled with your child's name.

### **Toys / Items from Home**

- Children should not bring toys to school. Toys from home cause problems in the classroom. Children fight, argue and exhibit jealousies when another child brings a toy from home. The toy may get lost or broken which can be devastating to the child.
- If your child has a security item, items must be washed and clean
- We cannot emphasize enough the importance of labeling your child's items. Shoes, socks, underwear, pants, shirts, hats, jackets, sweaters, blankets, cups, and diapers.

### **Drop off / Pick Up Procedure**

Parents are requested to leave their child only in the care of a staff member of Ridgeview Preschool. Children will only be released to their parent or to the persons 18 years or older designated by a parent. Parents must designate who is allowed to pick up on students form or by contacting the Preschool Admin. All pick-up persons must have a picture ID to show their child's teacher to pick up the child each day.

If there are any changes in your child's transportation home from school, please notify the preschool office indicating who will be picking up your child. At no time are parents allowed to pull in through the awning and leave their vehicle unattended to retrieve their child. Children must be walked to their classroom, signed into class and picked up and signed out by an authorized adult. If for any medical reason you are unable to leave your vehicle to assist your child to their classroom, please call the office to discuss alternative assistance.

### **Preschool Office Hours and Communication**

In cases of an emergency, notify by phone at 972-771-2661. The church office hours are Monday through Friday from 8:30a.m.-5:00p.m. We are closed for all observed preschool calendar Holidays and breaks. Preschool Office emails may be sent to [preschool@ridgeview.net](mailto:preschool@ridgeview.net).

### **Child Development Planning Reports**

Developmental Assessments reports for 18 months through pre-kindergarten are completed on a class by class basis. Teachers will communicate with parents throughout the year regarding the progress of their child and a written evaluation will be sent home the end of the school year.

### **Sleep & Nap Time**

Here at Ridgeview Preschool our kids do not take daily scheduled naps allowing for more play and instructional time. Following the DFPS state guidelines, naps are required in centers that meet 5 or more hours per day. Ridgeview Preschool hours of operations are 4 ½ hours. 746.2901

### **Field Trips**

Periodically, throughout the year, we will have “on campus field trips”. Ridgeview Preschool does not participate in “off campus field trips”. Our staff is CPR trained and will serve as chaperones and field trip leaders. A parent permission slip will need to be signed before a child is allowed to go on the field trip.

### **Emergency Procedures**

In the event of an emergency all employee personnel have been trained to follow the emergency procedure set forth for Ridgeview Preschool. Monthly fire drills and quarterly severe weather drills are practiced with staff and children. In the event that school will need to be closed parents will be notified to pick up their children. If the emergency does not allow time for parents to pick up children, children will be transported to emergency evacuation site within walking distance. Our immediate evacuation site will be the portable buildings behind the church or the field to the west of church building. In the instance we need to travel further than 50ft for longer than an hour, we will use Celia Hays Elementary as a remote evacuation site. In case of continued evacuation from Hayes Elementary, we will follow their evacuation plan set by Rockwall ISD. Ridgeview Preschool will make every effort to contact parents once all students and staff are safe and secure. Parents will be notified to pick up their children at the alternate location. Parents will be notified via Ridgeview Church App, Parents Email, and phone if necessary.

Remote/Alternate Location Site: [Celia Hays Elementary School](#) 1880 Tannerson Dr, Rockwall, TX 75087

### **Parent Participation**

Throughout the school year there will be volunteer opportunities for parents. Please let your child’s teacher know if you are interested in serving as a volunteer within your child’s classroom. This individual or individuals can help in planning, coordinating and assisting the teacher for such things as parties and preparation work for projects. All volunteers must complete a background check through Protect My Ministry.

### **Birthdays & Class Parties**

Teachers will gladly send party invitations in students’ folders. Please be sure to hand them directly to the teacher in the morning in order to prevent the students from becoming distracted. Also, make sure that you send enough for every student in the class to be invited. Parents are welcome to bring cookies or cupcakes for a class party but must be store purchased and include all nutritional labeling due to allergies or allergic reaction guidelines. This is required by the local health department to follow current food and allergy guidelines. Please check with your child’s teacher regarding student allergies and to schedule a day to bring a special treat. We must limit birthday celebrations to just a special snack for the child. This helps to remain consistency in the classroom for each child.

Ridgeview Preschool classes will participate in several class parties throughout the school year. Parents will be requested to provide food items and party favors for the events. All parties will be on a MWF and TTH and will be included on the school calendar unless a class awarded event party due to a fundraiser, etc... Due to max class numbers students are not allowed to attend if it is not their scheduled attendance day unless there is a drop-in day available. If you want your child to attend the extra party day as a drop-in, please contact the office to see if there is space available. A drop-in day fee will apply.

### **Child Abuse and Neglect**

Per Texas law, all persons, including Ridgeview Preschool Staff, are required to report suspected child abuse and neglect to the proper authorities. If you feel your child has been abused, neglected or a victim of abuse contact **1-800-252-5400** or [www.txabusehotline.org](http://www.txabusehotline.org). Our preschool staff is required to receive a minimum of one hour of training each year on prevention, recognition and reporting child abuse. Any person having cause to believe a child’s mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns.

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse as listed below and early intervention is key to helping abused children heal.

- Physical Abuse is abuse that results in substantial harm to the child or genuine threat of substantial harm from physical injury to the child.
- Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered or refused.
- Sexual Abuse includes the fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.
- Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment of a child.

#### **Gang Free Zone**

Ridgeview Preschool is a gang free facility. Any area within 1000 ft. of the facility is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

#### **Firearms and Weapons**

Firearms, knives, and other weapons are prohibited on site, unless authorized law enforcement officials who are trained and certified to carry a firearm.

#### **Drug and Smoke Free**

Ridgeview Preschool is a drug free zone. Persons must not consume alcohol, smoke, use tobacco products or controlled substances on the premises.

#### **Parent Communication**

It is vital to the success of the preschool student that situations at school and at home be discussed between parent and teacher. It is also important that lengthy discussions do not take place during class time and within hearing of the students. To serve this end, most communication will take place via written notes sent home in your child's daily folder or during a scheduled conference time. Please review your child's folder daily. Teachers may also be contact by email. A dialogue with the director or a teacher can be scheduled by calling the preschool office to make an appointment. Parents are invited to come to the preschool at any time to observe their child in class. Ridgeview Preschool requires parents to first sign in at the office and make the director aware they are in the building, and due to state regulations will be escorted by a staff member. Parents need to observe the child in a discreet manner at the classroom door, as to not disturb or interrupt their child, other children or the teacher.

Parents are invited to share their thoughts or concerns regarding the policies and procedures. Please email any concerns to [preschool@ridgeview.net](mailto:preschool@ridgeview.net). Communication with teacher email is limited during the school day. However, if you need to contact a teacher, please call and leave a message with the preschool and/or obtain a ridgeview.net email address from your child's teachers.

The state required minimum standards can be found on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or at the local licensing office at 214-583-4253. The most recent Department of Protective and Regulatory Services Inspection/Investigation Report can be viewed on the web at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or from the local licensing office at [www.txchildcaresearch.org](http://www.txchildcaresearch.org). The Texas child abuse hotline number is 1-800-252-5400.

### Student Privacy and Media Policy

- **Confidentiality Focus:** To ensure the privacy and safety of all families, parents and guardians are expected to limit all formal and informal discussions with staff to their own child's progress, behavior, and needs.
- **Non-Disclosure of Other Students:** Staff are ethically and legally bound by institutional privacy standards to protect the information of every student. Parents must not ask teachers or administrators for information regarding another child's developmental milestones, disciplinary actions, or family circumstances.
- **Incident Reporting Protocol:** In the event of a peer-to-peer incident (e.g., a physical altercation), staff will inform you of your child's involvement and the actions taken to support them. To protect the privacy of the other family, staff will not disclose the name or specific disciplinary details of the other child involved.
- **Respectful Environment:** Parents are asked to model appropriate social behavior by refraining from discussing other students with fellow parents on school grounds or via digital communication platforms.
- **Conflict Resolution:** If a parent has concerns regarding another student's behavior that they believe impacts their own child, they should bring those concerns directly to the [Preschool Director](#) rather than attempting to address the other child or their parents directly.
- **Consequences of Violation:** Engaging in gossip or pressuring staff for confidential information about other children is considered a violation of the Parent Code of Conduct and may lead to a review of the child's enrollment status.
- **Prohibition of Third-Party Recording:** Parents and guardians are strictly prohibited from taking photographs or video recordings of any student other than their own while on school property, during classroom visits, or at school-sanctioned events.
- **Social Media Restrictions:** Under no circumstances may a parent post images or videos containing the likeness of other students on any social media or public digital platform. Sharing such media without express written consent from the other child's parent is a violation of this handbook and may result in disciplinary action or termination of enrollment.
- **Designated Photography Areas:** To prevent accidental background capture of other children, the use of personal cameras and cell phones is restricted to designated "Phone-Free" zones. Photography is not permitted in active classrooms or during student transition periods.
- **Official School Media:** The school may use authorized devices to document student activities for internal use or approved marketing. Families who have not provided consent will have their children excluded from all school-distributed media.
- **Third-Party Platforms:** For school-sanctioned events, the school may provide photos via a password-protected, private platform (e.g., Remind App or Preschool Photographer). Parents are prohibited from sharing these private access credentials with non-guardians.
- **Compliance with Privacy Laws:** These policies are designed to comply with institutional standards to protect the personally identifiable information of minors.

### Parent Behavior Policy

Ridgeview Preschool is committed to fostering a positive and respectful environment for everyone involved — staff, parents, and students alike. Kindness and respect are the foundation of our preschool ministry. We expect all individuals including, but not limited to, staff, parents, and students — to interact with one another in a manner that upholds the dignity and respect of every person. Disrespectful behavior, such as yelling, profanity, personal attacks, or any form of demeaning conduct, will not be tolerated under any circumstances. If a parent is unable to engage in professional and respectful communication with our staff, Ridgeview Preschool reserves the right to indefinitely suspend their child's participation in the program.

### **Overview of Parental Obligations**

1. A parent or guardian shall provide requested medical information by the first day of school.
2. A parent, guardian, or authorized pick up, must sign the child out on the appropriate register before taking the child from the premises.
3. The parent or guardian shall provide the child with a nutritious lunch.
4. The parent or guardian shall see that the child is dressed appropriately when brought to school, following the guidelines in this handbook.
5. The parent or guardian may notify the school when the child is absent.
6. The parent or guardian shall respect the Christian principles of our Program.
7. The parent or guardian shall refrain from reprimanding children of other families while on school premises.
8. There is no smoking or drinking allowed on the school premises.
9. The parents or guardians shall attend conferences when asked to do so by a member of the school's staff, at a time agreed upon by both parties.
10. Parents or guardians shall give 30 days paid written notice to withdraw the child from the program.

### **Items needed every day for Preschool**

- Standard Size Backpack (large enough to hold a 9 x 12 folder)
- Lunch Box containing a well-balanced, nutritious lunch, drink (no carbonated beverages), only one dessert item, and an ice pack to keep lunch cool and fresh. We ask that you do not send food that needs to be heated or prepared, or food that is difficult for children to eat without assistance. Depending on student allergies, please check with your child's teacher to see if PEANUT or PEANUT BUTTER products are permitted.
- Divided dish with food cut up (Owl and Porcupine classes).
- Toddler cup labeled (Owls and Porcupine class).
- Water Bottle labeled (Beaver, Pony, and Deer classes)
- Pacifier & Blanket if needed labeled
- Complete change of weather appropriate clothing in a labeled Ziploc bag.
- Diapers and wipes labeled, if applicable
- Jacket or coat (on cold weather days)
- Daily Folder (provided by Ridgeview Preschool)
- Please label all your child's belongings.

## Parent's Rights

This form provides the required information per Chapter 42 of the Human Resource Code (HRC) Section 42.04271.

**Directions:** Parents will review these rights upon enrolling their child.

## Rights of Parent or Guardian

### A parent or guardian of a child at a child care facility has the right to:

- (1) enter and examine the child care facility during the facility's hours of operation without advanced notice;
- (2) review the child care facility's publicly accessible records;
- (3) receive inspection reports for the child care facility and information about how to access the facility's online compliance history;
- (4) obtain a copy of the child care facility's policies and procedures;
- (5) review, at the request of the parent or guardian, the facility's:
  - (A) staff training records; and
  - (B) any in-house staff training curriculum used by the facility;
- (6) review the child care facility's written records concerning the parent's or guardian's child;
- (7) inspect any video recordings of an alleged incident of abuse or neglect involving the parent's or guardian's child, provided that:
  - (A) video recordings of the alleged incident are available;
  - (B) the parent or guardian of the child does not retain any part of the video recording depicting a child that is not their own; and
  - (C) the parent or guardian of any other child captured in the video recording receives written notice from the facility before allowing a parent to inspect a recording;
- (8) have the child care facility comply with a court order preventing another parent or guardian from visiting or removing the parent's or guardian's child;
- (9) be provided the contact information for the child care facility's local Child Care Regulation office;
- (10) file a complaint against the child care facility by contacting the local Child Care Regulation office; and
- (11) be free from any retaliatory action by the child care facility for exercising any of the parent's or guardian's rights.

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

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Signature of Parent or Guardian

Date

### **Discipline and Guidance Policy**

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Discipline must 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.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction,

which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which

is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child.

The following types of discipline and guidance are prohibited:

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

Additional

### **Discipline and Guidance Policy**

Texas Health and Human Services Per Form 1099 July 2019

I acknowledge I have received a written copy of the Discipline and Guidance Policy.

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Signature of Parent or Guardian

Date

**Must be signed and returned by the first day of school.**

Please initial and sign the following:

- \_\_\_\_ Tuition: I understand the first month tuition is due when registering and on the 1<sup>st</sup> of each month. Tuition is considered late if payment is not made by the 10<sup>th</sup> of the month. A fee of \$12.50 will be accessed on the 11<sup>th</sup> and \$2.50 per day each additional day until paid in full.
- \_\_\_\_ Reg/Supply Fees: I understand the registration fee is due at the time of enrollment and the supply fee is due **August 1st**. Supply Fee is considered late if payment is not made by the 10<sup>th</sup> of the month. A fee of \$12.50 will be accessed on the 11<sup>th</sup> and \$2.50 per day each additional day until paid in full.
- \_\_\_\_ Late Pickup: I understand and know that if I do not pick my child up by 1:35p.m. My child will be placed into the aftercare program beginning at 1:36p.m. An aftercare day charge of \$10.00 will be due at pickup unless my child has a prepaid aftercare card.
- \_\_\_\_ Aftercare: I understand that I will notify my child's teacher and/or the office if my child will be attending aftercare for the day. If my child attends the aftercare program it ends at 2:30p.m. I will be charged a late pickup fee of \$5.00 for every 5 minutes beginning at 2:35p.m.
- \_\_\_\_ Aftercare: I understand that my child will not be able to stay for aftercare if I have not paid for aftercare online or if I have a delinquent tuition or aftercare account.
- \_\_\_\_ Enrollment Forms & Immunization Records: I understand I must provide Ridgeview Preschool with current enrollment forms, dr. signature and immunization records for my child, within two weeks of enrollment. I also understand if I do not, my child will not be able to attend until all records are provided.
- \_\_\_\_ Allergies: I understand that if my child has any food allergies, I must provide a written Allergy Emergency Plan signed by my child's physician.
- \_\_\_\_ Withdrawing: I understand that if I choose to withdraw my child from Ridgeview Preschool, I must sign the withdrawal notice 30 days prior to withdrawing. If I do not, I will be charged for my child's regular monthly tuition. All Reg/Supply fees are not refundable.
- \_\_\_\_ Withdrawing: I understand that if I choose to withdraw my child and/or drop days enrolled, I will not be refunded registration and supply fees or receive a credit.
- \_\_\_\_ Discipline and Guidance Policy: I acknowledge I have received a written copy of the discipline and guidance policy as mandated by the Texas Health and Human Services.
- \_\_\_\_ Parent's Rights: I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

**I have read the information in the Parent Handbook. I agree to abide by the rules, regulations and obligations. I agree to meet the expectations as stated in the Parent Handbook.**

\_\_\_\_\_  
Parent/Guardian 1 (Print Full Name)

\_\_\_\_\_  
Parent/Guardian 2 (Print Full Name)

\_\_\_\_\_  
Parent/Guardian 1 (Signature)

\_\_\_\_\_  
Parent/Guardian 2 (Signature)

\_\_\_\_\_  
Parent/Guardian 1 (Date)

\_\_\_\_\_  
Parent/Guardian 2 (Date)

Child's Name \_\_\_\_\_