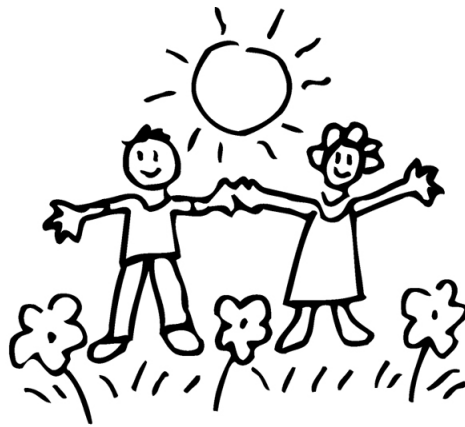




LITTLE WONDERS SCHOOL

*“I will praise Thee, for I am ... wonderfully made.”
Psalm 139:14*

PARENT HANDBOOK **OPERATIONAL POLICIES**

Our Mission:

Little Wonders School is committed to provide a safe, loving Christian environment in which children's lives are transformed through academic excellence by competent, caring teachers and a growing relationship with God.

“And Jesus grew in wisdom and stature, and in favor with God and men.” Luke 2:52

Little Wonders Director: Sandie Pustejovsky
(832) 891-6284

Email: sandie@baybrookbaptist.org

Website: <https://www.baybrookbaptist.org/little-wonders-preschool>

A Ministry of:

Baybrook Baptist Church
15775 Hope Village Rd.
Friendswood, TX 77546
Pastor: Joe Schwenk

Church Office: (281) 996-1316

Church Website: www.BaybrookBaptist.org

LITTLE WONDERS PARENT HANDBOOK/ OPERATIONAL POLICIES

The following policies were written to provide a clear description of what parents can expect of Little Wonders School and what Little Wonders School can expect of parents. **Please read this Handbook carefully.**

PROGRAM QUALITY

High quality care and educational programs benefit children and result in greater academic success, enhanced self-esteem, and increased self-control. A high-quality program includes:

- A staff educated and experienced in Early Child Development.
- A quality age-appropriate curriculum
- Lower staff-child ratios
- A loving, Christian environment

TEACHER QUALIFICATIONS

The greatest testimony and influence of each Teacher is their daily life. There are several requirements and a recommendation that each Teacher must meet:

1. DPS and FBI Criminal History Check, DFPS Background Check and FBI Fingerprinting
2. Infant/Child CPR and First Aid certification
3. Ongoing training as required by TDHHS
4. CDC immunization recommendations for vaccine preventable diseases (VPDs)

*Although **not** a requirement, immunizations for VPDs are highly encouraged. Depending on availability, Teachers may provide an immunization record, or they may provide a valid exemption certificate.

All our teachers are prayerfully chosen and carefully screened during the hiring process. Our goal is to provide the children with a safe, loving, creative learning environment that will allow each child to develop at their own pace.

OPERATION SCHEDULE

- Little Wonders School is open from 9:00 am to 1:30 pm, Monday through Friday, for the school year running September-May.
- Little Wonders typically follows the CCISD schedule for major holidays. (See attached Calendar of Events)

NONDISCRIMINATORY POLICY

Little Wonders admits students of any race, color, nationality, religious affiliation, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

NURSING MOTHERS

Little Wonders will provide, upon request, a comfortable place for nursing mothers to breastfeed their children.

PARENT INVOLVEMENT

Little Wonders encourages parent participation in our school and parents are welcome to visit during hours of operation. For security reasons please enter and check in at the church office upon your arrival. Parents are asked to stay with their child's class unless permission to observe additional classes or activities has been given. Each class will have sign-up sheets for class parties and activities where parents may volunteer.

Monthly calendars will be sent home with important information about Little Wonders. Please take the time to read this carefully. If you have any questions or concerns about your child's class or the Little Wonders program, please speak to your child's Teacher or the Director.

Encourage your child to talk about their time at school. Take time each day to go through your child's papers, crafts, etc. Please check your child's backpack or folder for important papers or notices that have been sent home. The teachers or the director will frequently post notes relating to special activities by the classroom door or by the sign-in clipboards. (See also "PARENT COMMUNICATION" on p. 7)

Your child's Teacher needs to know as much as possible about your child if she is to plan in a way that meets individual needs. Only parents can provide much needed information about a child's experiences, behavior, health, and interests. Any family situation that may affect the child's classroom behavior (death in the family, death of a pet, divorce, etc.) may be confidentially shared with your child's Teacher or Director.

SUPPORTING INCLUSIVE SERVICES TO CHILDREN WITH SPECIAL CARE NEEDS

Little Wonders will work with parents whose children may require special care services. When applicable, we will make referrals to outside support services including but not limited to, early childhood intervention (ECI) speech, occupational, and physical therapy and other types of services. We will participate in IEPs (Individual Education Plan) or ISFPs (Individualized Family Service Plan) meetings when appropriate to best meet the needs of the child.

Little Wonders will make appropriate accommodations in accordance with the Americans with Disabilities Act (**ADA**), for a child with special care needs as recommended by the child's physician and/or qualified professionals affiliated with their local school district or an ECI program. Appropriate accommodations may include, but is not limited to adapting equipment, procedures and methods in a classroom setting. Little Wonders is not responsible for the purchase or maintenance of adaptive equipment recommended for a child.

Little Wonders will allow outside contracted resources/therapists into the center to work with any child as needed, provided those services are communicated in advance, the provider of the services has appropriate clearances to be in the building, the therapeutic plan is shared with administration, and the resource/therapist works cooperatively with Little Wonders staff. Providers must assume full authority and responsibility for said child during their allotted therapeutic time. If a provider does not have authority or ability to mitigate through appropriate therapeutic methods and/or dangerous behaviors, the child may be excluded from program participation on the Little Wonders premises. A signed parental acknowledgment will be on file.

OPEN HOUSE

An Open House will be held in the fall a week before school begins. The purpose of Open House is to provide both the parent and the child with the opportunity to meet the teachers and become acquainted with their classroom, their classmates and their parents. Teachers will have examples of their workbooks for you to view and briefly discuss curriculum plans, procedures, and schedules.

ENROLLMENT

- **All** pages of the ENROLLMENT PACKET **MUST** be filled out completely, signed where designated and on file **BEFORE** the child's first day of attendance.
- Please notify the director of any change of information.
- Immunizations must be current according to HCHD and a signed shot record or an original notarized exemption (valid for two years) must be on file.
- TB testing is not required by Harris County to attend Little Wonders.
- Hearing and vision screenings are **REQUIRED for ages 4-5 years**. Proof must be provided and on file.

ALL REGISTRATION AND SUPPLY FEES MUST BE PAID BEFORE ATTENDING LITTLE WONDERS SCHOOL.

FEES

- **Registration and Supply Fees** of \$210.00 are due at the time of enrollment.
- **Sibling discount - \$25.00 off for the second child enrolled.**
- These fees cover expenses for student supplies, curriculum (ABeka), equipment, building costs, teacher training and state inspections.

TUITION

Tuition is based on scheduled school days (approximately 34 weeks per year). Tuition is divided into **9 equal** monthly payments. Therefore, the monthly tuition remains the same regardless of holidays or absences.

You are not paying for holidays.

- **SIBLING DISCOUNT** – Siblings receive a \$15.00 discount off monthly tuition fee.
- **PAYMENT DUE DATE** – Tuition is due on the 1st of the month.
- **LATE FEE**-- A late fee of \$15.00 will be assessed if tuition payment is not received by the **5th of each month**.
- **Drop-In Days** are available for \$25/day to currently enrolled students, their siblings, and staff children
- **NOTE: Registration/Supply fees and monthly tuition payments are non-refundable. Tuition payments DO NOT ROLLOVER into other months if days are not used due to absences for illness or vacation.**

ARRIVAL and DISMISSAL

- Classes begin at 9:00 am. Teachers prepare their activities and attend morning prayer until 8:55 am. Therefore, they will not be available to receive your child before 9:00 am.
- Students must be signed in and out at the Welcome Center counter.
- If you are running late for dismissal, notify Little Wonders immediately.
- Your child will be cared for until you arrive.
- A late fee of 50 cents each minute after 1:40 pm will be charged and paid to the person caring for your child.

RELEASE of CHILDREN

- Children are released only to people listed on the Child's Security Form.
- If someone else is picking up your child, this person must have one or more of the following:
 1. be listed on the Child's Security Form
 2. have the child's Little Wonders Security Card
 3. show a valid driver's license or state issued ID card
 4. have a parent's note with a phone number to contact him/her
- Little Wonders will not release children to underage siblings, relatives, or friends.
- **NO CHILD WILL BE RELEASED UNLESS ALL SECURITY MEASURES ARE SATISFIED.**

MEDICATIONS

Please administer all medications before your child comes to school. We **do not** administer medications to the children of Little Wonders School. If your child needs medication during school hours, a parent or guardian may come to the school and administer the needed medication. The only exceptions are in emergency situations where the use of EpiPens, Benadryl, or inhalers are required due to allergies or asthma. *An Allergy Emergency Plan must be on file with the director and parents must provide emergency medications. **Little Wonders does not maintain or administer unassigned EpiPens.**

*ALLERGY EMERGENCY PLAN

If your child has an identified and diagnosed food allergy, we must have a food allergy emergency plan on file prepared by the child's health care professional. This plan must include:

- a list of each allergy-causing food
- possible symptoms if exposed to a food on that list
- steps to take if the child has an allergic reaction
- signature and date of both the parent and health care professional
- signed permission/denial to post the child's allergy in rooms where the child spends time

ILLNESS

We practice illness-prevention by:

- maintaining the highest standards of cleanliness
- teaching and following proper handwashing procedures
- sanitizing daily supplies, eating surfaces, and all equipment

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding children who are ill. Illness, as defined by Texas Health and Human Services (THHS), is that which:

- prevents the child from participating in activities (indoor and outdoor)
- results in a greater need for care than the staff can provide
- exhibits a forehead, ear, or armpit temperature above 100 degrees or an oral temp. above 101 degrees
- shows behavior changes--lethargy, abnormal breathing, and uncontrollable coughing
- pink eye, a rash, or mouth sores
- vomiting (two or more episodes in 24 hrs.) or uncontrollable diarrhea
- nasal discharge that is dark yellow or green
- parents will be notified if their child exhibits any of the above symptoms and they will be excluded from other children until the parent/caregiver arrives to take their child home (see Health Checks)

DO NOT bring a sick child to school.

A SICK CHILD MUST BE SYMPTOM-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

If a child is diagnosed with a *contagious disease*:

- Parents are expected to notify the school office.
- A letter will be sent home to all exposed children.
- A medical evaluation must determine that the child is no longer communicable and is able to return to school to fully participate in all activities.

HEALTH CHECKS

As part of their daily responsibilities, Teachers will conduct informal health checks if a child exhibits a change in behavior since last in attendance. Observation is the first tool to obtain information. If health changes or injuries are noted that prevent the child from fully participating in activities, parents will be contacted.

DAILY DISCIPLINE and GUIDANCE

Little Wonders' Teachers follow the TDFPS guidelines and will use only positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction. (See attached HHSC form #1099)

BITING and OVERT AGGRESSION POLICY

Any **2- or 3-year-old** who bites or is overtly aggressive to another child or Teacher while in our care will be suspended for three class days on the third incident.

(**OVERT** is defined as an unprovoked, deliberate action that is harmful to another student or teacher.)

- Fourth incident, 2-week suspension. *
- Fifth incident, parents will be given the option of choosing a 2-month suspension to allow time for maturity* OR withdrawal from school for the remainder of the school year.
- Upon returning to class from the 2-month suspension, if the child bites or shows overt aggression again, he/she will be withdrawn from school for the remainder of the school year.

Any **4-year-old** who bites or shows overt aggression one time will be sent home for the day.

- Second incident, 3-day suspension.
- Third incident, 2-week suspension. *
- Fourth incident, two-month suspension *
- Next incident, withdrawal from school for the remainder of the year.

NOTE: THESE INCIDENTS ARE CONSIDERED OVER A CALENDAR YEAR BEGINNING WITH CHILD'S 1st DAY OF SCHOOL.

**All accounts must continue to be paid during these suspensions to hold the child's place in the school.*

Suspension for some acts of overt aggression will be left at the Director's discretion.

DISMISSAL FROM the PROGRAM

Little Wonders will make every effort and utilize any available resources to ensure that each child is successful in our program. If a concern arises with your child, please speak to your child's Teacher or the Director. The teachers and the director will work with the family to put a plan of action in place to work towards a solution.

Little Wonders reserves the right to dismiss any child at any time due to behavioral issues such as biting, hitting, destruction of property, etc.

LUNCH and SNACK

Little Wonders School is a Christian environment; therefore, prayers will be said before each meal and snack. Each family is encouraged to send a nutritionally balanced snack and lunch to school each day.

Please observe the following guidelines:

- Include all necessary utensils.
- Make sure food is peeled and cut for your child.
- We are unable to refrigerate any food items.
- We will not microwave items for safety reasons.
- Some pre-packaged snacks may be available from the director if the snack is forgotten.
- If a lunch is forgotten, we will call you ASAP to supply one.
- **2-year-olds need to bring a labeled, spill-proof, sippy cup containing juice or water (no juice bags or boxes).**
- **ALL STUDENTS: No dairy** unless cold packs are provided or in a thermal cup, **no sodas or cans.**
- **Pre-K3 and older:** Sport-style drinking cups, juice bags or boxes.
- **NO OPEN CONTAINERS ALLOWED for all ages due to spills.**

ACTIVE & OUTDOOR PLAY, CLOTHING, SUNSCREEN, & BUG SPRAY

Active and outdoor play provides the imperative benefits of physical and social-emotional development in children. To support this growth, Little Wonders children will be playing outside 20-30 min./2 times daily. They should be dressed in comfortable and washable play clothes. **Closed-toed shoes are best** and highly encouraged for comfortable play. Therefore, dressy outfits are not encouraged as they may be difficult to clean and may dissuade children from participating in the many activities offered inside and outside. In the event of inclement weather, indoor activities will be provided to promote adequate exercise opportunities.

A change of clothes should **always** be kept in their backpack or turned into their teacher and should meet the changes in seasons and growth. Please remember to label their spare clothing and replace it if they are used at Little Wonders. It is important for parents to check weather reports to determine if a jacket is needed.

If you feel your child will need sunscreen or bug spray, please apply at home or upon arrival at school.

CELEBRATIONS/BIRTHDAYS

- Christmas and Easter will be observed at Little Wonders as Christian holidays with the emphasis on Christ's birth and His Resurrection. (See attached Calendar of Events for other special events.)
- Parents, we need your help in keeping birthday celebrations joyous, but not disruptive. You are not required to send birthday treats to school, but should you want to, **please send birthday cookies or cupcakes, Rice Krispy Treats, brownies, or fruit.**

PERFORMANCES and GRADUATION

- **ALL** classes will participate in a Noah's Ark, Christmas and End of Year program. Family and friends are welcome.
- A special evening graduation ceremony will be held at the end of May for **Pre-K4** and older. Caps and gowns will be loaned to the graduates for this event. Tassels need to be purchased. A keepsake diploma, song, poetry, and Bible recitations will be presented. A reception for family and friends will follow in the Fellowship Hall.
*It is truly a memory-making night that highlights their time at Little Wonders.

PARENT COMMUNICATION

- Parents will receive a monthly calendar. E-mails, CLASS DOJO postings or text messages will also be sent as needed.
- Monthly events can also be viewed on the TV monitor in the Welcome Center.
- Student folders for Pre-K3 and Pre-K4 and older will go home daily. Please check this folder as it will contain your child's daily work and/or any other communications. **Please return this folder daily.**
- You can also go to the Little Wonders page (www.LittleWondersSchool.org) to see the calendar, holidays, and special events.
- If you need to speak to your child's Teacher or the Director, please arrange a time after school to ensure privacy.
- In the event of an emergency, the Director or a Teacher will notify parents.
- Parents will be notified of *less serious injuries* when the parent picks up the child from school. Less serious injuries include, but are not limited to minor cuts, scratches, scrapes, and a bite from another child requiring first aid treatment from Little Wonders staff. An Accident Report form will be completed for some minor injuries for the parent to acknowledge being told of the incident. For more serious injuries, a parent will be called, and an incident report will be given.

EMERGENCY PROCEDURES

- Fire Evacuation Drills are held monthly; emergency maps are posted in each classroom, restroom and the Fellowship Hall/lunchroom.
- Fire extinguishers are found in every hall, the Fellowship Hall and the Sanctuary.
- Sheltering/Severe Weather & Lock-Down (Intruder) Drills are practiced four times each per school year.
- If the building must be evacuated, the children will be taken to the area in the parking lot by the basketball hoop. Parents will be notified.
- If a child is injured or experiencing an allergic reaction, a trained staff member will provide first aid/CPR, and you will be contacted.
- If necessary, **911** emergency personnel will be notified.
- If your child needs to be transported by ambulance, a staff member will accompany your child.
- It is the parents' responsibility to assume any costs incurred for emergency care.
- In case of a hurricane, flood or any school closure, Little Wonders School will follow the policy announced by Clear Creek Independent School District on radio/television stations.

(TUITION WILL BE PRORATED AFTER TWO CONSECUTIVE WEEKS OF CLOSURE.)

FIRE or NATURAL DISASTER/CHEMICAL RELEASE

In case of a fire or a call for evacuation, all proper authorities will be contacted. Children will exit the building following the directions of the posted emergency maps located in all rooms. They will remain in the designated safe area until the "all clear" signal is received. The children will then return to their respective classrooms. If the emergency results in closing the school, parents will be contacted and informed where to locate their child. (See p. 8)

In case of a chemical release, children will "shelter in place" indoors with A/C units turned off and doors sealed. Parents will not be able to pick up their child until the all-clear signal siren is given. Your local radio station or news outlet will make announcements in case of emergency closing.

EVACUATION or RELOCATION

In the event of an emergency, school evacuation or relocation, parents will use the following information below to communicate with the school:

<u>Evacuation</u>	<u>Primary Emergency Relocation</u>	<u>Secondary Emergency Relocation</u>
Little Wonders School 15775 Hope Village Rd. Friendswood, TX 77546 Church Office: 281-996-1316 Director's Cell: 832-891-6284	Koala Kare Day Care Center 15825 Hope Village Rd. Friendswood, TX 77546 281-482-1280	Hope Village Community Center 15403 Hope Village Rd. Friendswood, TX 77546 281-482-7926

INTRUDER

- In case of an intruder, Teachers are to close, lock and barricade the doors.
- They will cover the door window(s) and turn off the lights.
- They will put children in a far corner of the room.
- If possible, they are to evacuate the building through an outside exit door and move far away from the building to **Caliber Collision Center across from the church at 4455 Rex Rd., 832-569-4632.**
- They are to wait for an all-clear signal from the Police, Director, or other Church Staff.

CHILD ABUSE/NEGLECT

The State of Texas **requires by law ANYONE** who suspects child abuse and/or neglect to report it to the proper authorities (800-252-5400). The school staff are trained to identify signs of abuse and neglect. All suspect indicators will be documented and reported only to Child Protective Services. Little Wonders School is **required by law** to cooperate with any investigation of child abuse or neglect. You will be notified if your child is questioned as part of an investigation.

For more information, please view the following websites:

helpandhope.org preventchildabusetexas.org TxAbuseHotline.org

Little Wonders will work with community organizations to provide guidance and contact information for parents/caregivers on preventing and reporting child abuse or neglect.

Local Resources:

Child Protective Services: 800-252-5400

Harris County Sheriff's Office: 713-221-6000

GANG-FREE ZONE

Texas Law requires that Little Wonders, as a licensed childcare center, notify parents that any area within 1000 feet of this center is a Gang-Free Zone. A Gang-Free Zone is a designated area around a specific location where gang-related activity is prohibited. Similar to the motivation behind establishing Drug-Free Zones, the purpose of Gang-Free Zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our center is a violation of this law and is therefore subject to increased penalty under state law. *For further information, please consult sections 71.028 and 71.029 of the Texas Penal Code.*

ADDITIONAL CONCERNS, PARENT'S RIGHTS, NOTIFICATIONS, and COMPLIANCE:

- Little Wonders invites parents with questions or concerns about our operating policies to discuss those with the Director *after school*.
- Parent's Rights: See attached HHSC form #2987
- Parents are welcome to review (in the Director's office) the most recent posted state and county inspection reports from:
 1. Texas Health and Human Services Commission: Childcare Licensing
 2. Harris County Fire Marshal Office: HCFMO- Fire, Life and Safety
 3. Harris County Health Department
 4. Texas Department of Health—TDH Immunization Bureau in Houston

Little Wonders School has been licensed by the State of Texas since 1998.

We adhere to the Minimum Standards and rules as prescribed by Texas Health and Human Services Commission (THHSC).

A copy of the State's Minimum Standards for Child Care Centers is available for you to review by contacting the director of the school.

You may reach the State Licensing Office at (713) 940-3089 or www.hhsc.state.tx.us.

If there are questions about any part of this Parent Handbook, please call/text us, and we will answer you promptly after dismissal of children.

(Phone numbers are on the cover page.)