

# PARENT HANDBOOK



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# **PHILOSOPHY**

Jesus said in Matthew 19:14 “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” We believe all children are special and fearfully and wonderfully made in the image of God. Therefore, with great care we will seek to facilitate and nurture their individual needs and abilities to help see them grow towards a brighter future. CF Kids Preschool offers a quality program for infants, toddlers, and preschoolers. We provide a faith-based, educational, safe, loving, and fun environment for children to learn and grow in a positive manner.

# **GOALS**

CF Kids Preschool strives to meet these goals for each child:

1. Provide a safe, comfortable, Christian environment for early learning and growth processes.
2. Offer a curriculum that encourages social, emotional, physical and intellectual growth.
3. Teach the child to relate to others, to value friendship, and to respect all people.
4. Help each child learn to develop self-discipline and independence and to deal with his/her emotions in an appropriate manner.
5. Provide a well-balanced schedule of activity and quiet times.

# **CURRICULUM**

Each child participates daily in periods of academic learning, faith-based learning, weekly chapel time, individual play, outdoor play, and quiet times. All activities are developmentally appropriate and meet each child’s physical, emotional, social, and cognitive needs. The imagination and curiosity of every child is valued.

# ENROLLMENT

CF Kids Preschool is licensed to accommodate 96 children. We accept children between the ages of 6 months and 4 years. The Preschool operates from 8:30 a.m. to 2:30 p.m. Monday thru Friday, subject to the closing schedule below.

## Preschool Schedule for 2022/2023

CF Kids Preschool will follow the NISD schedule and will be revised in October of each year for following year.

|                       |                  |
|-----------------------|------------------|
| Staff development     | August 15-19     |
| First day of school   | August 22        |
| Labor Day             | September 5      |
| Thanksgiving          | November 21-25   |
| Christmas             | December 19-30   |
| MLK day               | January 16       |
| Spring Break          | March 13-17      |
| Good Friday           | April 7          |
| Battle of the Flowers | April 28         |
| Memorial Day          | May 29           |
| Summer Break          | June 5-August 18 |

## Emergency Evacuation Plan

In the unlikely event that CF Kids Preschool must evacuate to a different location, parents will be notified immediately. The children will be taken to San Antonio Yoga Center at 11011 Shaenfield Road. Teachers will have class rosters with them and will account for all children upon stepping out of the school as well as upon arrival at the destination. This will only happen in the event of a danger in the surrounding area that threatens the school (such as a gas leak). The infant classroom will put any non-walking children into the evacuation crib to transport them safely. Each crib can accommodate 4 infants.

Each classroom has an emergency bag that contains Classroom Roster, Emergency forms, First Aid Kit, Emergency Evacuation Plan, snacks, and beverages. If it is safe to return to the preschool, we will, and parents will retrieve their children there. However, if we must remain at the Yoga Center for safety reasons, then all parents will be notified to pick the children up from the San Antonio Yoga Center.

In the case of severe weather that requires the children to be moved out of the classroom, the gathering place will be in the hallway between the classrooms.

Parents may view the Emergency Preparedness Plan Manual at the office of CF Kids Preschool during business hours. Any closures due to severe weather shall be announced by telephone and text message. We will only close in the case of severe weather if Northside Independent School District does, so listen for “NISD” closings.

# ADMISSION

CF Kids Preschool admission policies do not discriminate against children or parents based on race, color, creed, sex or religion. A child with special needs may be accepted based on the ability of the school and the teachers to meet those needs. CF Kids Preschool is a group childcare facility and does not have sufficient staff to provide individualized care.

## Enrollment

To complete enrollment at the Preschool, the Director must receive the following:

- Completed Application Packet
- Health History and Up-to-Date Immunization Record
- Emergency Authorization
- Payment Agreement
- Registration Fee, annual fee of \$50
- Supply Fee, annual fee of \$200
- Safe Sleep Form (for Infants)

## Monthly Fee Schedule

6 months - 23 months:           \$ 575.00 due on the first Monday of the month  
2yrs - 4 years:                     \$ 525.00 due on the first Monday of the month

## Parent Referral Program

CF Kids Preschool has a program *in which you may refer our school to friends and family. When a friend enrolls a child and mentions that you have referred our school, you will receive a \$25.00 discount in the week that they enroll a child or children. There is no limit as to how many times you can receive the discount for your referrals. We recognize that word of mouth is our best advertisement. We strive to do an excellent job of caring for your child so that you might refer our school.*

## Termination of Services

In the event that you find it necessary to cancel your child's enrollment, you must give a written and dated notice of cancellation to the Preschool Director two (2) weeks prior to such termination of services. You will be required to bring your account up to date before a notice can be accepted.

The Preschool reserves the right to dismiss any child for disruptive and/or damaging behavior. If after a period of time and conferences between the parent and Director, a child is unable to adjust to the routine of the school and is causing disruptive and/or damaging behavior to persons and/or property, the parents will be asked to remove the child and the agreement for services will be considered null and void. This policy is without regard to race/sex/creed/color/religion and is instituted so that we can ensure the children attending the school a safe and comfortable atmosphere in which to grow and develop.

# HEALTH & SAFETY

When a child becomes ill, he/she will be isolated from the other children, and the parent will be notified to pick up the child **within the hour**, as per licensing guidelines. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.

A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms at the Preschool.

**FEVER:** 100.4 degrees F. or higher

**DIARRHEA:** Three (3) loose stools in one day, or two (2) in one hour.

**VOMITING:** Two (2) episodes in one day

**RASH:** that is unexplained, except for diaper rash.

**PINK EYE (CONJUNCTIVITIS):** when the eye is red or pink with white or yellow eye discharge. Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye, among others.

**IRRITABILITY:** or listlessness, which is not consistent with the child's temperament, will be noted by the director who will call the parent. The child does not have to leave the Preschool, unless condition worsens.

If **your child** contracts **any of the following infectious** diseases he/she must be excluded until the following event for each condition.

**CHICKEN POX:** After *ALL* blisters have scabbed over.

**FEVER:** After the fever has returned to normal without the aid of fever reducing medication.

**HEAD LICE:** After one (1) complete treatment and removal of *ALL* nits.

**IMPETIGO:** After twenty-four (24) hours of medication.

**PINK EYE (CONJUNCTIVITIS):** After the child has been on medication for twenty - four (24) hours.

**RINGWORM:** After medical treatment with fungicidal ointment.

**ROTO VIRUS:** After the child has had one formed stool.

**RSV:** After the wheezing and coughing have subsided.

**SHINGLES:** After all blisters have scabbed over. (Same as Chicken Pox).

**STREP THROAT:** After the child has been on medication for twenty-four (24) hours.

**THRUSH:** After twenty-four (24) hours of medication.

If your child contracts any communicable disease, please inform the Preschool. If your child is exposed to a communicable disease while at the Preschool, a notice will be sent.

All incidents of reportable contagious diseases will be reported to the Department of Health.

## DISEASES THAT MAYBE FOUND IN CHILDREN

Category I: Report immediately on suspicion of disease. Category II Report within three days.

### Category I

Diphtheria  
E. Coli (Enterohemorrhagic)  
Measles  
Meningococcal Disease  
Invasive Whooping Cough  
(Pertussis) Rubella  
SARS  
Outbreaks — Acute Upper  
Respiratory Illness  
-Diarrheal Disease  
-Foodborne  
-Waterborne  
-Rash Illness  
Syndromes suggestive of  
Bioterrorism and other public  
Health threats  
Unexplained Illness or deaths in  
humans or animals

### Category II

Acquired Immunodeficiency  
Syndrome (AIDS)  
Campylobacteriosis  
Chicken Pox (Varicella)  
Chlamydia Infections  
Cryptosporidiosis  
Giardiasis  
Gonorrhea  
Haemophiles Influenza (type b  
disease, invasive)  
Hepatitis (viral)  
Herpes (neonatal or genital)  
Human Immunodeficiency Virus  
(HIV)  
Influenza Outbreaks  
Mumps  
Salmonellosis  
Shigellosis  
Tuberculosis

# Covid Policy

CF Kids Preschool Early Childhood Education Program serves children in age groups that are not old enough to be vaccinated. However, we ask all teachers to wear a face mask while carrying for children if they are not fully vaccinated.

# Medication

In order for a caregiver to administer a prescribed medication at the Preschool, the Parent must fill out a Medication **Permission form**. All medications must be labeled with the child's name and be in the original container.

# Accidents

Whether indoors, on the playground, or on a walk outside the Preschool, the children are watched carefully. However, accidents occasionally occur. Any accident is reported to the parent. Minor scratches or bumps are reported when the parent picks up the child. Major bumps or cuts resulting in bruises or bleeding will be reported to the parent by the director within as short a period of time as possible with the first priority being to tend to the child. If emergency medical care is necessary, the Director may take the following steps:

1. Attempt to contact the parent or guardian
2. Attempt to contact the child's physician.
3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form completed during the admissions process.

If we cannot contact you or your child's physician, we will do any or all of the following:

1. Call another physician
2. Call an ambulance
3. Have the child taken to the hospital in the company of the director/assistant director.

Any health care expenses incurred will be the sole responsibility of the child's parents or guardians. It is imperative that parents report changes in contact information as soon as they occur.

# Evacuation

Should it be necessary to evacuate the school, the children will be taken to the area east of the Preschool or the safest area as instructed by emergency responders. The school conducts at least 3 fire drills a year. The staff is instructed in procedures for exiting the building and ensuring the children's safety.

# Nutrition

Every Child needs to bring a nutritious sack lunch, and snack will be provided by the school. Formula bottles need to be prepared and labeled with the child's name.

Meals, and formulas which are prepared by the child's parents and served by the school will be stored properly until consumed and disposed of.

**We are a nut free school.**

# Rest Period

A rest period is part of the daily schedule for each age group. The child is encouraged, but not forced, to sleep during this time. **The parent or guardian for each child must provide a folding mat and blanket.** Cribs for infants are provided. As per licensing guidelines, infants younger than one year of age cannot sleep with a blanket. If you wish for your infant under 12 months of age to be bundled, you will need to provide a sleeper garment made of blanket fabric or provide some form of warm clothing to be worn during nap time. Room temperatures are regulated for maximum comfort of the child.

# Guidance and Discipline

The staff strives to create an atmosphere of acceptance and to enhance the self-esteem of each child. Physical punishment of any type is never used. When discipline becomes necessary, the Preschool's discipline methods include positive guidance, redirection, and limit setting. We will prohibit the use of humiliating and frightening punishment.

We believe that:

1. All children need reasonable limits, which are consistently enforced.
2. Children need opportunities to learn to accept responsibility for the consequences of their actions.
3. Positive behavior should be reinforced in order to redirect inappropriate behavior.
4. Punishment is not to be used in connection with rest, food, or toilet training.

# Outdoor/Indoor Play

Each classroom will have a designated time for outdoor play daily. Parents, please send comfortable closed toe shoes for the children to be able to safely engage in outdoor play. If the weather doesn't permit the children to go outdoors, there is an indoor play area that is designated for the children.

## Items from Home

Our Preschool is equipped with appropriate toys; therefore, we request that playthings NOT BE BROUGHT FROM HOME. We also ask that children not wear rings and necklaces, as they are not safe on playground equipment. If such items are brought to the Preschool, we cannot be responsible for them.

We do not allow the children to play with guns or violent toys of any kind. Never send your child with candy or gum. **ANIMALS ARE NOT ALLOWED AT THE PRESCHOOL (EXCEPT FOR SERVICE ANIMALS).**

## Parents of Infants

Infants will be fed according to their individual feeding schedule and will be held while bottle-feeding. Any mother wanting to breast feed her infant will be provided a place to do so.

Please remember to bring:

1. A supply of baby food (unopened) and prepared bottles or breast milk (include plastic bottles and caps) **labeled with the child's name.**
2. Disposable diapers and wipes.
3. An extra set of clothing.

A daily record is kept on the child's chart in the infant room; please take it home at the end of every day.

Also attached is the Safe Sleep Form please fill it out upon enrollment.

## Parents of Toddlers

Please remember to bring:

1. Disposable diapers and wipes.
2. An extra set of clothing is to be left at the school in case of spills or accidents.
3. A folding nap mat and blanket.

We will follow the parent's lead with regards to toilet training. Most experts recommend that toilet training begin no earlier than 18 months, preferably around 2 years. Please advise of your home toilet training progress. This works best when both home and learning center are doing the same things.

## Checking In/Out

The sign in book is located in the hallway. Please sign in and out on a daily basis. If your child will be absent, please notify the school as soon as you know or by 9:00 am that day. During

dismissal, all parents are required to sign out their children; we will check ID's before dismissing your child into your care. Parents can pick up at their child at the classroom door. If you need to pick up your child early you will be required to fill out an early dismissal form and show your ID.

## **Birthdays**

Parents are welcome to provide treats for their child's birthday. If you do not choose to do this, the staff will still make every effort to make your child's day special. If you bring treats, please do not bring any treats containing peanuts or any other nuts, as we may have allergies in the school.

# **CONTACT INFORMATION**

CF Kids Preschool  
10915 Shaenfield Road  
San Antonio, Texas 78254  
210-892-4545

Texas Department of Family and Protective Services (DFPS)  
Local Licensing Office  
3635 SE Military Dr  
San Antonio, Texas 78223

DFPS Child Abuse Hotline 24/7  
1-800-252-5400 <http://www.dfps.state.tx.us>