

PARENT HANDBOOK



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CF Kids Ministry and Preschool

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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 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 to 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, twice a month 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 weeks to Pre-K. The center operates from 8:30 a.m. to 2:30 p.m. Monday thru Friday and will follow NISD's school calendar.

FIRE DRILLS

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

EMERGENCY EVACUATION PLAN

In the unlikely event that CF Kids Preschool center should have to evacuate to a different location, parents will be notified immediately. If time is of the essence, the children will be taken to Laith Family Dentistry, 10865 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 utilize the evacuation crib to put any non-walking children into the crib to transport them safely. Each crib can accommodate 4 infants.

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EMERGENCY EVACUATION PLAN CONT...

Each classroom has an emergency bag that will include the classroom roster, first aid kit, Emergency Evacuation Plan, snacks, and beverages. Each teacher will have a school cell phone that is designated to contact the parents in case of emergency. If it is safe to return to the preschool, we will, and parents will be able to retrieve their children. However, if we must remain at Laith Family Dentistry for safety reasons, then all parents will be notified to pick the children up from Laith Family Dentistry. 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 in the office of CF Kids Preschool during business hours. Any closures due to severe weather shall be announced by telephone and/or text message. We will only close in the case of severe weather if Northside Independent School District does, so listen for "NISD" closing.

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.

Before a child is enrolled at the Center, the Director must receive the following:

- Completed Application Packet
- Health History
- Up-to-Date Immunization Record
- Emergency Authorization
- Payment Agreement
- Registration fee

MONTHLY TUITION FEE SCHEDULE

6 weeks - 23 month

\$675.00 due on the first of the month

2 years - PreK

\$625.00 due on the first of the month

Part-Time (3 Days a Week--Monday, Wednesday and Friday)

\$425.00 due on the first of the month

**Part time is not offered for our Pre-K class

Tuition is due by the first of each month. If tuition is not paid by the end of the day on the 7th, there will be a late fee of \$10 per day that will automatically be applied (8th-14th of month). After the 14th, if tuition is still not paid (1st occurrence), there will be a flat fee of \$100 applied. Second occurrence will result in disenrollment of your child.

There is also a **yearly one-time non-refundable registration fee** of \$50 per child. This will guarantee your child's slot.

Monthly Tuition is due for each month in full, even if that month consists of closure dates. **Under no circumstances do we prorate tuition cost.** Full tuition is due regardless of attendance.

LUNCH

Every child needs to bring a lunch. A light breakfast and afternoon snack will be provided by the Preschool. Formula containers and bottles need to be **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.**

TERMINATION OF SERVICES

In the event that you find it necessary to cancel your childcare, you must give a written and dated notice of cancellation to the Center 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 school 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 AND 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 Center.

FEVER: 100 degrees fahrenheit 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

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HEALTH AND SAFETY CONT...

PINK EYE (CONJUNCTIVITIS): when the eye is red or pink with white or yellow 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 Center 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 for 24 hours 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.

ROTOVIRUS: 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 Center. If your child is exposed to a communicable disease while at the Center, a notice will be sent out. All incidents of reportable contagious diseases will be reported to the Department of Health.

MEDICATION

In order for the Director or Assistant Director to administer a prescribed medication at the Center, 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 Center, 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. The first priority is to tend to the child, then call the parent. 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.

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 a 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 with velcro or 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 Center'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 will be indoor recess time.

ITEMS FROM HOME

Our Center 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 Center, 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 CENTER (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), bottles, formula, or breast milk (include plastic bottles and caps) **labeled with the child's name**.
2. Disposable diapers and wipes (**Labeled**).
3. An extra set of clothing (**Labeled**).

All items must be labeled with the child's name, including food containers, bottles, sippy cups, formula containers, etc.

PARENTS OF TODDLERS

Please remember to bring:

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

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 of age. Please advise of your home toilet training progress. This works best when both home and the learning center are doing the same things.

CHECKING IN/OUT

The sign in/out book is located in the hallway. The teachers will also do daily check in/out with the children. Please sign in and out daily. If your child will be absent, please notify the school as soon as you know or by 9:00 a.m. that day. During dismissal all parents are required to sign your child out and we will check ID's before dismissing your child to anyone other than the parents.

BIRTHDAY

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 make sure they are store bought. Please check with your child's teacher to make sure there are no allergies. Please NO balloons.

CONTACT INFO

CF Kids Preschool
10915 Shaenfield Road
San Antonio, TX 78254

Cindy Childress, Director
(210) 410-9439

Local Licensing
Office 3635 SE Military Dr
San Antonio, TX 78223

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