

# Fellowship Friends Preschool

## Parent Handbook

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Trophy Club, TX 76262  
817-491-2300



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### Registration for Fall 2023

Current students may turn in registration packets **January 23<sup>th</sup> through February 16<sup>th</sup>**.

Church members and families of former students may register on **Tuesday, February 21st at 9:00 am.**

Registration opens to the community on **Wednesday, February 22<sup>nd</sup> at 7:00 am.**

**Please read this handbook carefully so that you will be familiar with our policies. Policies are updated each year.**

Updated: January 23, 2023

***Fellowship Friends Preschool***  
817-491-2300

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# WELCOME

Welcome to Fellowship Friends Preschool (FFP)! We are looking forward to a wonderful year with your child. It is our privilege to welcome each of your precious children and your family into our school. We feel that your child will be challenged, encouraged, and inspired here as they learn through activities, lessons, and play. It is our hope that students will aspire to and achieve their maximum potential at FFP.

At FFP we believe that each child is special and unique, and that each child has the right to grow and learn emotionally, socially, physically, intellectually and spiritually at his own rate. Our teachers guide this growth by planning activities that provide a variety of experiences that will stimulate growth in each of these areas. Our goal is to prepare your child(ren) for Kindergarten in a loving and developmentally appropriate, safe environment. We will be focusing not only on the academics of preschool, but also on the emotional, social, physical, and spiritual development of each child.

**Emotionally**, we want each child to feel loved and secure when they come to school. Preschool is a time to separate from Mom and Dad and gain some self-confidence and independence. At FFP we foster a positive self-concept in each child by expressing acceptance and respect by honoring the individual efforts and unique success of each child.

**Socially**, children are learning to relate to others. Children will learn to play, work and communicate with their peers and adults, adjust to group situations, accept others even though they may be different from themselves, develop a sense of community and accept change in their environment and routines. Children learn to share, to consider the feelings of others, to take turns, to follow rules, to use good manners and to be respectful of adults.

**Physically**, children are growing every day! We provide daily activities for children to develop gross motor skills such as climbing, sliding, jumping, pedaling, running and throwing. In the classroom, children will have multiple daily opportunities to develop fine-motor coordination through coloring, cutting, pasting, painting, stringing, sorting, snapping and manipulating small objects.

**Spiritually**, we will make sure that each child knows that God made them unique and loves them very much! In Chapel we praise God and hear the good news shared through scripture based stories.

**Academically**, we concentrate on the foundations needed to enter Kindergarten. We use the Texas Essential Knowledge and Skills as a basis for our curriculum. We also use weekly thematic units to apply those skills to, making learning fun.

This parent handbook is being furnished so you may become acquainted with the policies and procedures of our school. We are a preschool licensed by the Texas Department of Family and Protective Services. A copy of the minimum standards for childcare centers is available in the Director's office and may be examined at any time. The most recent Licensing inspection report is also available upon request.

## **Admission/Enrollment Procedures**

Children must be 2 years old by Sept. 1 to be admitted as a student at FFP. **All children** in the three and four-year-old classes must be potty trained.

The following items must be completed before your child attends the first day of class:

1. Completed enrollment application including emergency contact and emergency medical information.
2. Medical form signed by a medical professional.
3. A copy of the child's immunization record.
4. Registration fee paid (Non-refundable)

Registration must be in person and is on a first come, first serve basis. Only completed registration packets will be accepted and must be accompanied by immunization records and payment of registration and supply fee to reserve a spot in the program.

**Class placement** will be determined by the child's age as of September 1. Children will be grouped according to age and remain in the same class with the same teachers for the year. Class groupings will be at the discretion of the Director. Children must be fully potty trained (no pull ups) before they are accepted into the 3 and 4 year old classes.

## Termination of Enrollment

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs
- Failure to meet your financial obligations in terms of any and all payments made to FFPreschool in regards to tuition, supply and enrollment fees may result in removal from the program.

## Staff and Student Ratio

The staff at Fellowship Friends Preschool is dedicated to care for your most precious possession --- your child. We look forward to helping your child learn and grow with us.

Every staff member has experience in teaching groups of children and most answer to "Mommy" at home. All of our pre-kindergarten teachers are certified teachers in early childhood education. Many of our staff have Early Childhood or Elementary Education course work to support our efforts in the classroom as well as a wealth of experience in a preschool setting.

Our staff members realize that they are role models for your children and are in good health and practice healthy habits. All staff members are free of active tuberculosis. Staff immunizations are encouraged, but not required.

Each day there is a Substitute, Office Manager, Director, Assistant Director, co-teachers and Special Teacher's\* on duty in addition to our classroom teachers. Our classroom ratios are:

Two-year old classes average 10:2

Three-year old classes average 12:2

Four-year old classes average 14:2

Transitional Kindergarten class average 16:2

\*Special teachers lead an enrichment class such as Outdoor Learning, Chapel, Gym, or Music

## Hours and Days of Operation

Our school year usually runs September to May. Depending on the Northwest ISD calendar, we usually start preschool one week **after** their start date and end one week **prior** to their last day. You will be sent a newsletter during the month of August notifying you of our open house date/time and the first day of preschool.

Two-year-old classes: 2 day program from 8:45am to 2:30pm M/W **or** T/Th

Three-year-old classes: 2 day or 4 day program from 8:45am to 2:30pm M/W; T/Th or M-Th

Four/Five-year-old classes: 2 day or 4 day program from 8:45am to 2:30pm M/W; T/Th or M-Th

Transitional Kindergarten class: 4 day program from 8:45am to 2:30pm M-Th

Our classrooms open **15 minutes before start time** (at 8:30am). Please make every effort to **be on time** so that your child can participate in the opening activity and feel “settled in” before other learning activities begin.

At this time, we have drop off at the door or through the car line and pick up by drive through line only. If you will not be picking your child up please notify the teacher and the preschool office to notify them of who will be picking up to make sure they are on your approved list of people able to pick up your child. Identification of anyone other than yourself will be checked before your child is released to them.

## Science/Math Extended Curriculum – Discovery Days

We offer an extended program to include **two** Fridays of the month for three-year-old, four-year-old, and TK students. The program is a full-day schedule with an emphasis on math extensions, scientific method with science experiments/concepts, cooking, geography, and/or art projects. This program is available only as an addition to our two day, four day, or TK programs and includes an additional tuition and supply fee.

# Curriculum

We are excited to teach a fun and well-balanced curriculum based on several preschool books:

Once Upon a Year by Betsy Smith & Sara Williams

Preschool Christian Value Lessons by Kathy Darling

Resources for Creative Teaching in Early Childhood by Hamilton & Fleming

- Each week has an inviting **theme** to interest your child in learning about God's world around them. All classrooms are involved in the same themes during a given week; however, the lessons for the older children are expanded and more detailed. We try to incorporate a variety of sensory experiences to go along with every theme.
- All of our preschool classrooms utilize a program called **Zoo Phonics** which is a multisensory Language Arts program that is a kinesthetic, multi-modal approach to learning all aspects of language arts.
- A **color, shape and learning concept** will be taught each week by correlating it to the weekly theme.
- Several letters and numbers will be introduced each month. All of the classes work on letter and number recognition and the main phonetic sound that each letter makes. The children are given opportunities to practice writing these letters and numbers in their journals.
- **Biblical learning** will be the focus of our chapel time and practiced in the classroom. **Christian biblical values and/or bible** stories are used in our teaching. We want to recognize God's blessings in everything we see and do.
- A variety of **music** and **art** projects will be used to enhance creativity, self-expression, and sense of accomplishment. "Daddy, look what I made at school!"
- Experiences with **science** and **math** will promote critical thinking for predicting outcomes and observing cause and effect.
- Quality **literature** will be read aloud every day to entertain, deepen the understanding of a theme and foster a love of reading that can never be outgrown!

## Special Program offerings

- **Outdoor Learning** – Once a week we have a lesson focusing on exploring and learning about nature and science in our outdoor classroom. This lends itself to child directed learning as they explore God's world around them.
- **Music** – Once a week we have a music lesson focusing on beginning instruments, singing and rhythm that go along with our theme for the week or theme of our program.
- **Chapel** – Once a week we offer a chapel lesson for all of our students. They will learn bible stories, Christian values, and bible scriptures.
- **Gym** – Once a week we offer a gym class that is a structured gross motor activities and games designed to enhance physical coordination.

## **Sample Schedules:**

### **2 year old class**

8:45am	Entry task – play dough, puzzles, painting
9:00am	Praise time – welcome to school, celebrate birthdays, and start our day with prayer
9:20am	Classroom activity Mon/Tues ; Outdoor Learning Wed/Thurs.
9:40am	Chapel – each Mon/Tues ; Music – Wed/Thurs
10:00am	Snack
10:15am	Craft or group activity, story
10:45am	Playground- unstructured/free play
11:15am	Restroom/ diaper change
11:30am	Learning centers – independent and teacher led activities
11:45am	Lunch
12:15pm	Circle time – phonics, calendar, weather, counting, Christian value, and story
12:30pm	Nap
2:00pm	Storytime
2:15pm	Restroom/diaper change
2:30pm	Dismissal

### **3 year old class**

8:45am	Entry task – play dough, puzzles, painting
9:00am	Praise time – welcome to school, celebrate birthdays, and start our day with prayer
9:20am	Chapel – each Mon/Tues ; Music – Wed/Thurs
9:40am	Special – an enrichment class such as Gym – Mon/Tues; Outdoor Learning- Wed/Thurs.
10:00am	Snack
10:15am	Craft or group activity, story
10:45am	Playground- unstructured/free play



11:15am	Restroom/ clean-up for lunch
11:30am	Lunch
12:00pm	Rest time
1:00pm	Circle time – phonics, calendar, weather, letter bag, story and theme activity
1:30pm	Journal
2:00pm	Story
2:15pm	Learning centers – independent and teacher led activities
2:30pm	Dismissal

#### 4/5 year old class

8:45am	Opening activity; entry task
9:00am	Praise time – welcome to school, celebrate birthdays, and start our day with prayer
9:20am	Circle time – phonics, sight words, calendar, counting, weather, letter bag, story
9:45am	Snack
10:00am	Chapel – each Mon/Tues ; Music – Wed/Thurs
10:20am	Language arts; activity time for phonics instruction
10:40am	Journal
11:00am	Playground – unstructured outside play time
11:30am	Math; activity time for hands on math manipulation and counting
11:50am	Story
12:10pm	Lunch
12:40pm	Rest / quiet time
1:10pm	Learning centers – independent and teacher led activities
1:50pm	Project completion and lesson closure
2:00pm	Special – an enrichment class such as Gym – Mon/Tues; Outdoor Learning- Wed/Thurs
2:30pm	Dismissal

\*\*\*Transitional Kindergarten schedule can be provided upon request.

## Snacks and Lunch

Students should be fed breakfast prior to arriving at school. The preschool provides a snack each day for your child. If your child has an allergy or you prefer for your child to have an alternate snack from home you are welcome to send one in. Sometimes we coordinate the snack with the theme or letter of the week. Birthdays and Holidays are special! Parents are always welcome to send cookies or treats to help us celebrate. Please contact your child's teacher to avoid any conflicts with other birthdays, special snacks or food allergies in the classroom.

Each child must bring his or her own water bottle and food and drink in a lunch box or sack that is clearly labeled. Please pack nutritious foods that are kid friendly and easy for your child to eat.

Fellowship Friends Preschool does not assume responsibility for the nutritional content of your child's lunch. **We are not a peanut free school.**

## Nap Time

All 2 & 3 year-old students will have a rest period after lunch. Each child will need a nap roll or beach towel that fits in their backpack. It may be just a quiet time with a book, but they are still required to have a rest time. If your child falls asleep during this time we will let them sleep beyond the 20 or 30 min. period, unless otherwise noted by the parent.

## Illnesses and Accidents

Fellowship Friends Preschool is licensed as a well-child facility. We cannot care for children that are ill. Please keep children at home who have the following conditions:

- Temperature of 100 degrees or higher within the last 24 hours
- Vomiting, diarrhea or nausea within the past 24 hours
- Wound (or sore) with drainage
- Thick, colored nasal drainage (indicating infection)
- Sore throat or persistent wet cough
- Abnormal rash, itching or swelling
- Unusual skin appearance; i.e. ringworm, poison ivy
- Questionable eye redness, drainage, or inability to open eyelid upon awakening in the morning.
- Fever blisters or cold sores

If these symptoms occur during the school day, parents will be notified and the child must be picked up immediately. The child will be isolated under supervision and made as comfortable as possible.

An accident report will be completed any time a child is injured at school. The parent will be notified either immediately or upon arrival, depending upon the severity of the accident. This report will be signed by the director and must be signed by the parent as well. This will be kept in the child's file in the director's office.

If a child must take **medicine** while at school, a medication form must be completely filled out. Forms are available in the preschool office. Medications must be in their original containers with the child's name on the label. All medications should be hand delivered to the director along with the completed medication form. Emergency medications such as an Epi-Pen should be kept at preschool with instructions from their physician (a separate form is required).

We will notify you when your child has been exposed to a communicable disease such as chicken pox, head lice, Covid, etc. within the school. Likewise, you should notify the preschool when your child has been exposed to such communicable disease outside of school.

## Allergies

Every child that has a diagnosed food allergy is required to have an individual food allergy emergency plan prepared by the child's healthcare professional. The plan must include a list of each food the child is allergic to, possible symptoms if exposed to food on the list and the steps to take if the child has an allergic reaction. This plan must be signed and dated by the child's healthcare professional and the parents. A copy of this plan must be kept in the child's file and be renewed each year.

## Medical Requirements

**Immunizations** – an up to date copy of your child's immunization record is required before they are able to attend preschool. All students must be vaccinated against diphtheria, tetanus, pertussis, polio, Haemophilus influenza, measles, mumps, rubella, hepatitis B, hepatitis A, chickenpox, and pneumococcal conjugate. The immunization record must include:

- The child's name and birth date
- The number of doses and vaccine type
- The month, day and year the child received each vaccination
- The signature or stamp of the physician or other health care professional who administered the vaccine.

**Health Statement** – a health statement from your child's health care professional who has examined the child within the past year, indicating the child is able to take part in the preschool program is required before they are able to attend preschool.

**Hearing and Vision Screenings** – The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for all 4 year old children. So we will need a copy of your vision and hearing screenings if your child had them done by your health care provider or you may seek private screenings, or the preschool will provide the opportunity for your child to be screened here in October by Metroplex Educational Services. In any case, we will require a copy of the screenings by December 1.

## Discipline

Students at Fellowship Friends Preschool are expected to act in an orderly and respectful manner. We work together to maintain the Christian standards of courtesy, kindness, morality and honesty. To achieve this:

The staff at *Fellowship Friends Preschool* will provide a positive learning environment by:

- Providing a consistent daily routine with clear classroom expectations or rules
- Praising children for positive behavior
- Redirecting negative behavior using positive statements
- Encouraging self-esteem, self-control, and self-direction

Any discipline used will 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.

The following is a list of possible disciplinary actions which may be taken:

- conference with the child and/or parents reviewing the “rules” of preschool
- phone call and/or written note to parents
- Sent to office for period of time appropriate to the understanding and age of child
- Removal from school on a temporary or permanent basis

It might be necessary to use a short “time out” period, but no physical, cruel, harsh or unusual treatment of a child used as punishment will be administered to a child in our care.

The following types of discipline are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking or biting a child
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth

- Humiliating, ridiculing, rejecting or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

If a behavior problem persists after a teacher tries to rectify the problem, parents will be contacted. If the child's behavior is harmful to other students, such as biting, hitting or kicking, a brief separation from the classroom may be needed to reinforce the expectations of preschool rules. Our preschool **does not** offer any special education services.

## Abuse and Neglect Policy

Abuse is defined as an intentional, knowing, or reckless act that causes emotional harm or physical injury to a child.

Neglect means a negligent act or failure to comply with an individual treatment plan, plan of care or service plan that causes or may cause substantial emotional harm or physical injury to a child.

\*Texas Law requires caregivers to report suspected child abuse or neglect to the Department of Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime.

## Class Parties

FFP will have parties this year, including Thanksgiving, Christmas, Valentine's Day, and Easter. The dates will be communicated in the preschool newsletters. We will have sign ups to bring items for the parties and we encourage parent volunteers for our parties.

# Emergency Preparedness Plan for Fellowship Friends Preschool

## General Information:

- Fellowship Friends Preschool's emergency phone number is (847) 204-1611. We will use this number to contact local authorities and the State of Texas licensing office. NOTE: This number needs to remain open for important communication regarding the current situation.
- In the event that immediate notification of parents is required, parents will receive a phone call from their teacher, co-teacher or office staff's personal cell phone (not necessarily from the main FFP number). If you receive a message from an unknown number, please listen to the message immediately as it may be regarding a situation at the preschool.
- In the event that early dismissal is required, parents are requested to come as quickly as possible to pick up the child or inform the preschool staff of which designated person will be on their way to get the child.
- Each classroom has a backpack that is carried each time the class leaves the room (even to the playground, music, gym, etc.). This backpack includes an updated class roster with emergency contact information and authorization for emergency care for each child in the class. It also includes first aid supplies (band-aids, gloves, tissues, etc.) a couple bottles of water, etc.

## Fire &/or Severe Weather Procedure

- We conduct "low-key" fire drills monthly. Severe weather and lockdown drills are conducted quarterly.
- Evacuation maps for both situations are located in each classroom.
- In the event of actual fire/weather damage that prevents the school personnel and students from re-entering the building, the children will be kept at a safe distance with school personnel.
- Parents will be notified by text or phone call to come pick up.
- Parents will be directed to a "command center" to sign out the child.
- The children will remain with the preschool staff until a parent or emergency contact is able to pick up the child.

## Earthquake Procedure

- In the event of an earthquake, teachers will direct students to 'drop and cover' and wait until the shaking has stopped, then evacuate the students from the building immediately.
- The building will be evacuated to the far corner of the parking lot by the wall.

- Once the Director, Assistant Director or emergency personnel declare the building safe, the staff and students will be allowed to re-enter.
- If the building is not safe, then emergency pick-up procedures will be followed (as outlined in the Fire/Severe Weather Section).

### **Full Campus Evacuation Procedure**

If the occasion arises that the entire campus must be evacuated, the following procedures will be followed:

- Staff will safely transport all the students to the Roanoke Recreation Center, located at 501 Roanoke Road, Roanoke, TX 76262. Phone# 817-837-9930.
- Each teacher will take attendance and establish the class's status.
- At least one teacher will remain with the class at all times.
- The administration staff will establish a command post at the front doors of Roanoke Rec Center.
- Parents will be notified either by text or phone call of the evacuation and be requested to come to pick up the child.
- Adults arriving to pick up a child should report to the command post area only. Adults will be required to show identification and sign the child out.
- The classroom teacher will verify the information before releasing the child.
- Students will remain at Roanoke Rec Center until they are released to the parents or an authorized adult.

### **School safety and security**

All outside doors to the church will remain locked from 9am – 2pm. During these hours, please ring the doorbell and someone will let you in the building. The security desk at the front of the preschool wing will be occupied by a staff member at all times that children are present. In the event of a security risk, the brown security doors at the front of the preschool wing will be closed and locked.

### **Emergency Closure Procedure During the School Day**

In the event it becomes necessary to send children home early from school [for example for an extended power outage, water issue (like a burst pipe) or inclement weather (snow/ice)], the following Emergency Closure Procedure will be followed:

- Parents will be sent an email notification or they will receive a phone call or text from the teacher or preschool staff.
- The normal learning environment will continue until dismissal of students is announced.

- The parent pick-up area will be in the foyer of the church or the drive-through. Parents will not be allowed in the preschool wing.
- Parents are requested to come as soon as possible.

### **Intruder/Lockdown Procedure**

- In the event of an intruder or threat on campus, the office staff will notify the teachers via radio that we are on a ***Hard or Soft*** lockdown level.
  - ***Soft Lockdown*** indicates a community situation outside of the building
  - ***Hard Lockdown*** indicates a major incident or threat within the building
- The building will remain locked and the office staff will call 911 immediately.
- The office staff will contact the church office notifying them of the current situation.
- Security staff will lock interior security doors.
- Classroom teachers will lock and secure classroom doors.
- Classroom teachers will direct students to move away from direct line of the classroom windows or interior door windows. Exterior classroom window shades will be closed and classroom door windows will be covered.
- The “lockdown” will remain in effect until law enforcement officers verify it is safe to resume school.
- In the event that the school needs to dismiss students, the “Early Closure Procedures” will be in effect.
- During a lock down situation, parents must not attempt to enter the building until law enforcement officers have secured and cleared the area.
- Once the lockdown has been removed, parents waiting to pick-up their children will be directed to wait in the foyer at the front of the preschool entrance (or another designated safe area) where the children will be called from the classroom and escorted by a school employee.

### **Critical Illness or Injury Requiring Immediate Medical Attention:**

- The teacher will contact the Director
- The director will contact 911 first. Parents will be contacted immediately after 911. Emergency contact will be contacted, if parents are unavailable by phone.
- Child will be given first-aid treatment or CPR as needed.
- If emergency medical services have been contacted, it is not necessary to also contact the child’s physician unless directed to do so by the EMS personnel.



## General Information and Policy

### Gang Free Zone

Fellowship Friends Preschool and all surrounding areas within 1000 feet of the school are gang-free zones. Under the Texas Penal Code 71.028 and 71.029, gang related activity is prohibited and is subject to increased penalty under Texas law.

### Parent Involvement/Visitation

There are several events and projects held throughout the school year that we need parents to help with. We welcome any parent who would like to help out- join our parent volunteer group. Information on this vital group will be in the monthly newsletter.

If you would like to observe your child, you may do so at any time that school is in session without prior approval.

### Parent Communication

You will receive a *Fellowship Friends Preschool* newsletter at the beginning of each month to inform you of upcoming themes and events. Individual classroom email newsletters will be issued weekly to keep you informed of what is going on in your child's classroom.

We also use a take-home folder for communication between home and preschool. Please check and empty this folder each preschool day to find important notices, teacher communication and your child's work. Likewise, the teacher will check this folder each morning to receive tuition payments, book orders or parent communication from home.

### Conferences

Your child will be formally assessed twice throughout the year. In the fall, the teachers will use a checklist for each child of basic concepts and skills that are age-appropriate. You will receive this checklist or "progress" report to review and then sign and **return** to preschool. The information gathered will help us identify your child's strengths and also direct our teaching and learning activities in the areas needed for maximum growth. There will be a similar assessment done again in the late spring for us to measure improvement. All four year-old and TK parents will have a face to face conference in April to discuss kindergarten transition.

After fall/spring progress reports go home, your child's teacher will contact you for a phone conference to discuss progress and any concerns.

Conferences with your child's teacher and/or the Director may be scheduled upon request.

## Drop-Off and Pick-Up

We offer a drive through drop off and pick up at the back of the church. We will take your child and their belongings to their classroom and bring them to you at pick up in the afternoon. We ask that you remain in your car, staff will buckle your child into their car seat.

Your child will not be dismissed to anyone not listed on your authorized pickup list, unless you notify us of a special event or carpool arrangement. Anyone other than yourself will need to have a valid ID and be on the authorized pick up list to have your child released to them.

## Release of Children

- Children are released only to those persons designated on the enrollment form as well as the authorized pickup list. At least one person (not a parent) **must** be listed on the authorized pick up list.
- If you have made a carpool arrangement with other families, please include these names on your emergency card and enrollment form.
- If you know in the morning, your child will leave with someone other than yourself, please notify both the teacher and check in staff of your arrangements.

## Absences

If your child is going to be absent, please leave a message for your child's teacher through email or a phone call. You may leave a message by calling 817-491-2300 or email [barbara@fumctc.com](mailto:barbara@fumctc.com) or [preschool@fumctc.com](mailto:preschool@fumctc.com).

## Withdrawal

Should you need to withdraw your student during the school year, you must notify the Director 30 days prior to doing so. You are responsible for all tuition and fees.

## Potty Training

We understand that children are unique and develop toileting skills at different times. However, if they are 3 or older, we would encourage you to use the summer to help your child gain independent toilet habits. Diapers and potty accidents in the classroom take the teacher away from her primary job of teaching our

children. We don't expect two-year-olds to be potty trained and do accommodate our schedule with changing times and potty opportunities. We will support you and your child as they need it to become independent. If your child is in the process of potty training and needs to wear a pull-up, all pull-ups must have an "easy open side" to make it easier to change in the event of an accident.

## Breastfeeding

Breastfeeding supports optimal health and development for children. We will support parent's efforts by providing a comfortable, private place within the preschool that enables a mother to breastfeed her child. You have the right to breastfeed your child while in our care or provide breast milk for your child while in our care.

## Notification of Policy Changes

The policies and procedures in this handbook that we have in place are to protect your children and guide our staff to make sure that we are working for the best interests of your child. Sometimes those policies and/or procedures need to be updated, changed or explained more fully. When this happens, parents will be notified in writing of policy changes and will receive a copy of the new policy and be asked to sign an agreement with the new policy.

## Water Table

Students will have the opportunity to play by hand in a water table in their classroom, resource room or outside. The state requires parents to give permission for this activity on the enrollment/admission form.

## Dressing for School

Please equip your child with a full-size backpack so that each child may easily pack and carry home all of their belongings. In addition, we ask that every student bring a labeled refillable water bottle so that they can properly hydrate throughout the day. Children should be dressed in comfortable and washable play clothes, free from complicated fastenings and appropriate for indoor or outdoor play. They will be involved in painting, gluing, playing outside, etc. Every effort will be made to protect their clothing, but accidents do happen! Children should all bring a change of clothes labeled inside a gallon size Ziploc bag to be kept in their backpack. Closed toe shoes are **required** for outside play and gym. Please label all outer clothing such as coats, hats, and mittens.

Outside play is a part of our program. Unless it is extremely cold or wet, each class has a 30 minute outside playtime. Please no flip flops.

## Individual and Class Photos

We are pleased to offer individual portraits that are taken at the preschool in the fall and in the spring. Class pictures will be taken in the spring only. Proofs are sent home to preview, but there is no obligation to buy. In

addition, graduation photos will be taken for those students who will be “graduating” to Kindergarten. We also offer an opportunity for younger and older siblings to be photographed together.

## **Holidays and Bad Weather**

We generally follow the Northwest ISD schedule regarding holidays and in-service days. We also follow the Northwest schools during dangerous weather. See major news channels for a list of school closings and/or delays. If there is a delayed start, FFP will likely open at 10am. Due to scheduling difficulties, these days will not be made up and tuition will not be reimbursed.

## **Minimum Standards Review & Child Care Licensing Contacts**

Fellowship Friends Preschool follows the Department of Family and Protective Services Minimum Standards for Licensed Child-Care Facilities. To review minimum standards, visit the DFPS website at <http://www.dfps.state.tx.us> or a copy of standards is available in the preschool office. Parents may also review all DFPS child-care inspection forms located in the preschool office. The phone # for you to contact the local child care licensing division is 817-321-8604. The Abuse and Neglect Hotline number is 1-800-252-5400. Our child care licensing representative is Autumn Willenbourg. The address for our local Licensing office is:

Texas Department of Family and Protective Services

1501 Circle Drive, Ste. 310

Fort Worth, TX 76119

## **Non-Discriminatory Statement**

Fellowship Friends Preschool admits students of any gender, race, color, national, and ethnic origin to all the rights, privileges, programs and activities generally afforded or made available to students at the school. Fellowship Friends Preschool does teach Christian values and Bible lessons to our students.

# Financial Arrangements

## Fees Due at Registration

Registration fees encompass supplies and educational entertainment. The Supply Fee is for all of the supplies that your child will need to include arts and crafts supplies, curriculum materials, and any additional supplies that are needed throughout the school year. The Educational Entertainment Fee is used to pay for groups and events to come to our preschool and provide entertainment that relates to our learning themes such as a theater group, pony rides, character visits, or special animal exhibits, etc.

### **Registration/Supply fees are due at time of registration**

Two days per week: \$275.00/year; w/Discovery Day \$350.00

Four days per week: \$500.00/ year; w/Discovery Day \$575.00

Discovery Day option: \$75.00/year

Transitional Kindergarten program: \$515.00/year; w/Discovery Day \$590

**\* Registration/Supply fees are non-refundable and due at registration.**

## Monthly Tuition Payments

Tuition payments are due on the **first** school day of the month. Checks can be put in the child's take-home folder. The tuition is payable in nine (9) equal payments, *regardless of the number of class days per month*. We do accept larger payments if you would like to pay for several months at a time.

Two Day Program: \$2,610.00/year payable at \$290.00/monthly

Four Day Program: \$4,905.00/year payable at \$545.00/monthly

Transitional Kindergarten Program: \$ 4,905.00/year payable at \$545.00/monthly

Friday option (Discovery Day): \$70.00/monthly

Tuition may be paid by check, cash, or In Procure; we do not accept credit cards.

Tuition checks should be made out to *Fellowship United Methodist Church (FUMC)*.

A \$15 late fee will be charged if tuition is not received by the **10<sup>th</sup>** of the month. There is no deduction in tuition or make-up days for absences, weather related closings or scheduled holidays.