



**FELLOWSHIP FRIENDS
PRESCHOOL**

101 Trophy Club Drive
Trophy Club, TX 76262
817-491-2300

Parent Handbook 2024-2025

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Registration

Current students and siblings may turn in registration packets

January 25th - February 15th

Church members & families of former students may register beginning on

Tuesday, February 20th at 9am

New families may register beginning on **Wednesday, February 21st at 7:30am**

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

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Welcome

Welcome to Fellowship Friends Preschool (FFP)! We're looking forward to a wonderful school year with your child. It is our privilege to welcome your precious children and 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 achieve their maximum potential 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/her own rate. Our teachers guide this growth by planning activities that provide a variety of experiences that 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 are at school. Preschool is a time to separate from parents/guardians and gain some self-confidence and independence. 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, develop a sense of community, and accept change in their environment and routines. Children learn to share, consider the feelings of others, take turns, follow rules, 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 make sure that each child knows 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 successfully. We use the Texas Essential Knowledge and Skills as a basis for our curriculum and weekly thematic units to apply those skills to, making learning fun.

This handbook is provided so you may become acquainted with our policies and procedures. We are licensed by the Texas Department of Family and Protective Services. A copy of the Minimum Standards for childcare centers is available on the Texas Department of Family & Protective Services website and in the Director's office and may be examined at any time. Our licensing inspection reports are also available upon request and online.

Enrollment

Children must be 2 years old by September 1st to be admitted into a two year old program at FFP.

Children must be 3 years old by September 1st to be admitted into a three year old program at FFP.

Children must be 4 years old by September 1st to be admitted into a four year old program at FFP.

Children must be 5 years old by September 1st or have completed a four year old program the previous school year to be admitted into our TK program.

(These enrollment rules are for all students, unless the student was admitted prior to 7/2022)

All children in three year old and four year old classes must be potty trained.*

To reserve your child's spot, the following items must be turned in to the preschool office.

- _____ Fellowship Friends Preschool Enrollment form
- _____ Student/Family Information
- _____ Authorized Student Pick Up list
- _____ Completed Student Health Information
- _____ Completed Release and Permissions form (The Parent Handbook will be sent via e-mail and is also available at fumctc.com)

You will receive confirmation from the office that your child's spot is reserved after items are received.

If your child's registration packet is received and the class you prefer is full, you will be notified and given the opportunity to have your child's name placed on the waiting list or to have your child added to another class if space is available.

To be admitted on the first day of classes, the following items must be turned in to the preschool office.

- _____ Physician's Medical Form *due by the first day of preschool
(It's the last page of this packet. Please keep until filled out by a doctor)
- _____ An updated copy of the student's Immunization Record
(Immunization Exemptions are accepted with proper paperwork)
- _____ Allergy Action Plan
(if your child has an allergy we must have this on file)

*Specific classes & teachers will be assigned in early August
& communication will be sent out to families.*

Registration is on a first come, first serve basis. Only complete Registration Packets will be accepted and must be accompanied by immunization records or official immunization exemption form and the registration and supply fee(s) to reserve a spot.

Children will be grouped according to age and remain in the same class with the same teachers for the school year. Class groupings will be at the discretion of the Directors.

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 could be the result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- Our school's inability to meet a child's needs
- Failure to meet financial obligations to FFP

Staff and Student Ratios

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

Every staff member has experience in teaching groups of children and many of our teachers are moms as well. Most of our teachers have Early Childhood or Elementary Education coursework and a wealth of experience in a school 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 Director present.

In the case of a staff absence, we make every effort to have another staff member come in their absence. Our classroom ratios are:

Two year old classes average 10:2

Three year old classes average 10:2

Four year old classes average 14:2

Transitional Kindergarten class average 15:2

We have additional dedicated teachers for our Chapel, Gym, & Music classes.

Hours & Days of Operation

We use the Northwest ISD academic calendar as a general guideline for our calendar. Our school year runs from August to May and we usually start preschool one week **after** Northwest ISD's start date and end one week **before** their last day. You will be sent a newsletter in August notifying you of our Open House dates and times, as well as 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-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 the actual start time** (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 offer drop off and pick up through a car line. We have drop off/pick up at our preschool doors on special occasions and/or for special circumstances. If someone else will be picking your child up please notify the teacher and the office and make sure they are on your approved list of people to pick up your child. Identification of anyone other than yourself will be checked before your child is released to them.

Late Pickup Policy

Our carline dismissal begins at 2:15pm and children should be picked up no later than 2:45pm. We understand that occasionally you might be late when picking up your child. We allow two grace periods for unforeseen circumstances. On the third and each subsequent late pick up, a \$10 charge (for every 10 minutes you are late) will be assessed. This can be paid by cash, check, or through Procure.

Discovery Days

This is an additional program that offers math and science opportunities through hands-on experiences and typically occurs every other Friday. It is available to students enrolled in our three-year-old, four-year-old, and TK programs. It has the same hours as our regular school days with an emphasis on math extensions with science experiments/concepts, cooking, geography, and/or art projects. This program has an additional Registration and Supply Fee and additional monthly tuition.

Registration & Supply Fee: \$77

Discovery Day Monthly Tuition: \$74

Curriculum

We teach a fun and well-balanced curriculum based on aspects from 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 at school we have a **theme** to interest the children in learning about God's world around them. All classrooms are involved in the same theme 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 each 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 aspects of Language Arts. We use Get Set for School Mat Man then Handwriting Without Tears as our introduction to letter formation and writing.
- A **color, shape, and learning concept** is taught each week by correlating it to the weekly theme. For this, many teachers touch on aspects of the Frog Street curriculum.

- Several letters and numbers will be introduced each month. All classes work on letter and number recognition and the phonetic sound(s) 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 do.
- A variety of **music** and **art** projects will be used to enhance creativity, self-expression, and sense of accomplishment.
- Experiences with **science** and **math** will promote critical thinking for predicting outcomes and observing cause and effect.
- Quality **literature** is read aloud each day to entertain, deepen the understanding of a theme, and foster a love of reading that can never be outgrown!

Special Programs

- **Outdoor Learning** - Once a week, each class has an opportunity to utilize our Outdoor learning area with lessons focusing on exploring and learning about nature and science in our gated outdoor learning area. This lends itself to child-directed learning as children explore God's world around them.
- **Music** - Once a week children will have a music lesson focusing on beginning instruments, singing, and rhythm that go along with the weekly theme or upcoming special program (Christmas, Easter, etc)
- **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 designed with structured gross motor activities and games for children to enjoy and enhance their physical coordination.

Class Schedules

Individual class schedules can be provided upon request after the start of school.

Snacks and Lunch

Students should be fed breakfast prior to arriving at school. We provide a morning 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. **(If your child has an allergy we must have an allergy action plan on file.)**

Sometimes we coordinate the morning snack with the theme or letter of the week.

Birthdays and Holidays are special! Parents are always welcome to send in **store bought** cookies or treats and are welcome to help us celebrate. Please contact your child's teacher to avoid any conflicts with other birthdays, special snacks, and/or food allergies in the classroom.

Each child should bring his or her own water bottle and their own lunch from home in a lunchbox, bento 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.**

Naptime

All 2 & 3 year-old students will have a rest period after lunch. Each child will need a nap roll or blanket that fits in their backpack. **(Ideally, full size backpacks work best.)** For your convenience, blankets can be purchased from us at Meet the Teacher/Popsicles on the Playground. The rest period may be just a quiet time with a book, but children are still required to have a rest time per state licensing. If your child falls asleep during this time we will let them sleep beyond the 20 or 30 minute 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
- Chills
- Loss of taste or smell
- Headache
- Vomiting, diarrhea, or nausea within the past 24 hours
- Wound (or sore) with drainage, that can not be covered with a bandage
- Thick, colored nasal drainage (indicating infection)
- Sore throat or persistent wet cough or shortness of breath
- 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 and/or cold sores
- Covid 19

If any of these symptoms occur during the school day parents and/or guardians will be notified and the child must be picked up as soon as possible. The child will be isolated under supervision and made as comfortable as possible.

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

We will notify you if and when your child has been exposed to a communicable disease such as Chicken Pox, Lice, Covid, etc. within the school. Likewise, please notify the preschool if and when your child has been exposed to a communicable disease outside of school.

Medications and Food Allergies

Every child that has a medically diagnosed allergy is required to have an individual allergy action plan prepared by the child's healthcare professional.

The plan must include a list of each allergy and/or food allergy the child is allergic to, possible symptoms if exposed or consumed, 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 parent/guardian. A copy of this plan must be kept in the child's file and be renewed each year.

If a child must take **medication** while at school, a medication authorization form must be completely filled out. These 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 a Director along with the completed medication form. Emergency medications such as an Epi-Pen should be kept at preschool with instructions from the child's physician (a separate form is required). Medications may not be left in the child's backpack.

Medical Requirements

Immunizations - an up to date copy of your child's immunization record or immunization exemption form is required before they are able to attend preschool. The immunization record must include:

- The child's name and date of birth
- 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

Signed Physician's Health Statement - a health statement from your child's health care professional who has examined the child within the past year, indicating he/she is able to take part in a 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. We will need a copy of your vision and hearing screenings if your child had them done by your healthcare provider or you may seek private screenings. FFP will provide the opportunity for your child to be screened at school in October by Metroplex Educational Services. In any case, we will require a copy of the screenings by December 1st.

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
- 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/guardians reviewing the "rules" of preschool
- phone call and/or written note to parents/guardians
- 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/guardians 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 celebrations including Thanksgiving, Christmas, Valentine's, and Easter. The dates will be communicated in newsletters. We will have sign ups to bring items for class parties and we encourage parent volunteers. Parents are welcome to join us for scheduled parties.

Emergency Preparedness

Emergency and Evacuation Procedure

General Information:

- Fellowship Friends Preschool's emergency phone numbers are (847) 204-1611 (Barbara) and/or 817 805-2299 (Ashley). We will use these numbers to contact local authorities and the State of Texas licensing office. NOTE: These numbers need 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, assistant 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.).

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 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 the Roanoke Rec Center until they are released to their parent/guardian 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 when 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 bursted 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.
 - o **Soft Lockdown** indicates a community situation outside of the building
 - o **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 the 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 lockdown 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 and/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 and 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 each month to inform you of upcoming themes and events. Individual classrooms use emails, newsletters and/or messages on procare 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.

Parent/Teacher Conferences

Your child will be formally assessed twice throughout the year. In the fall, 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 on the side 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 and 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 photo ID and be on the authorized pick up list to have your child released to them.

Release of Students

- 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 their names on your authorized pickup list.
- If you know that your child will leave with someone other than yourself please notify the teacher and a Director of your arrangements.

Absences

If your child is going to be absent, please leave a message with the office through email, phone, or Procure. You may also leave a message by calling 817-491-2300 or emailing barbara@fumctc.com (Director) or preschool@fumctc.com (Assistant Director).

Withdrawal of Enrollment

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 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. 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 should 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. No flip flops, please.

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 Inclement Weather

We generally follow the Northwest ISD schedule regarding holidays and in-service days. We also follow Northwest ISD 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.

Weather Guidelines

(adopted from Northwest ISD)

The following guidelines will be observed during times of excessive heat:

Heat Index or AQI	Precautions
80-90 F Green	Outdoor activities allowed. Be alert for early signs of heat related illness. Water breaks and rest in shade every 20 minutes.
90-100 F Yellow	Outdoor activities to include rest in shade and water breaks every 15 minutes. Encourage fluids before, during and after outdoor activities.

	Be alert for signs of heat related illness, especially for those at a higher risk.
Above 100 F Orange or Red	No outdoor activities.

The following guidelines will be observed during times of cold weather:

Wind Chill	Recommendations
Below 60 F	Jacket or long sleeves
Below 50 F	Coat and long pants
Below 40 F	Gloves and hats with above recommendations; increased caution; limit outdoor activity to less than 15 minutes
Below 35 F	Indoor recess/PE

Minimum Standards Review and 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

Registration/Supply Fee(s)

These fees encompass supplies & educational entertainment. The fees are for all the supplies that your child will need for arts & crafts, curriculum materials, & any additional supplies needed throughout the school year. In addition it is used to pay for groups & events to come to our preschool & 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: \$280.00/year; w/Discovery Day \$357.00/year

Four days per week: \$510.00/ year; w/Discovery Day \$587.00/year

Discovery Day option: \$77.00/year

Transitional Kindergarten: \$525.00/year; w/Discovery Day \$602/year

***These fees are 50% refundable if enrollment is withdrawn by April 1st. After April 1st, they are non-refundable.**

Monthly Tuition

Invoices go out on the **1st** of the month and tuition payments are due on the **10th** day of the month. Checks can be put in the child's take-home folder. 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: \$2,745.00/year payable at \$305.00/monthly

Four Day Program: \$5,152.50/year payable at \$572.50/monthly

Transitional Kindergarten Program: \$5,220.00/year payable at \$580.00/monthly

Friday option (Discovery Day): \$74.00/monthly

Tuition may be paid by check, cash, or Procure.

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 **10th** of the month. There is no deduction in tuition or make-up days for absences, weather related closings or scheduled holidays.