





## **WELCOME**

The congregation and staff of The Family of Faith Church and Preschool welcome you! The Family of Faith Preschool (TFOF) is a non-profit, early childhood ministry of The Family of Faith Lutheran Church. We are proud to provide a Christian preschool with a safe, loving, supportive, and nurturing environment for your child. Our desire is to partner with you, the parent, by providing support and resources through these early childhood years. Thank you for choosing Family of Faith Preschool!

## **MISSION STATEMENT**

The Family of Faith Lutheran Church through The Family of Faith Preschool partners with parents to provide a Christ-centered education to share God's love with the families and neighbors in our community and world. The Family of Faith Preschool does this within a nurturing environment which helps children grow spiritually, academically, socially, and physically with Christian character, values and ideas based on the Word of God.

## **PHILOSOPHY**

Believing a child is a gift from God endowed with unique abilities, TFOF believes these qualities are best developed within a Christ-centered community that partners with parents and caregivers. With the help of committed Christian teachers, our purpose is to nurture a relationship with Jesus; give opportunities to be with other children in a setting conducive to the development of wholesome social relationships; provide appropriate play experiences which contribute to children's developmental needs; provide opportunities for learning based on individual needs and interests; and to set educational foundations which prepare children for entry into formal public education.

## **PURPOSE OF THE CONGREGATION**

Believing that it is God's will that His children be gathered into a family of faith, we wish to serve Him by establishing a Christ-centered church which will be a place of caring and love. Through the preaching of the Gospel, worship, outreach, Bible study, fellowship, education, and charity, we will share His love with the families and neighbors in our community and world. The objective of The Family of Faith Lutheran Church is to be a Great Commission (Matthew 28:19-20) community who conducts Word and Sacrament ministry under the guidance of the Great Commandment. Matthew 22:34-40.

## **STATEMENT OF FAITH**

The Family of Faith Preschool supports and actively teaches the Mission Statement and Core Convictions of The Family of Faith Church.



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## **OUR CURRICULUM AND PROGRAM EXTRAS**

Current research indicates that ninety percent of a child's brain growth occurs from zero to five years of age, and during this time children learn best through direct interactive experiences. Children learn by doing – through play, experimentation, exploration, and trial and error. More formal learning and structured experiences are built on top of this important foundation that takes place in the preschool years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups while keeping this underlying principle in mind: What looks like "play" to adults is the "work" of the preschooler and our job is to facilitate that learning.

Each new age group is introduced to increased structure to help develop self-control, extended attention span, small muscle development, coordination, and social skills. In our four-year-old and Pre-K classes we utilize a variety of curriculum to teach beginning reading, math, and science skills with a continued emphasis on hands-on, experiential learning. Our center uses the Learning Beyond curriculum with several additional resources for history, math, and science.

### **Program Extras**

- Children will participate in chapel led by the Family of Faith Pastor once a week. Bible stories, singing, and prayer will also be part of daily Chapel for the children at TFOF.
- Throughout the year we will invite a variety of guest speakers to the school to perform demonstrations for the children. These guests may include but are not limited to community helpers, such as police officers, fire fighters, nurses, dentists, service dog trainers, and other people whose jobs may be interesting and educational for young children.
- Physical activity is an important part of academic and physical growth. All students will participate in a variety of physical activities twice daily for a minimum of 30 minutes in our large motor lab, gym and playgrounds (NSW, weather permitting). This provides the students with structured and unstructured gross motor development.
- Other special events may include the following: Pumpkin Patch, Rodeo Days, Water Days, Fun Runs and Walks. Participation in these activities vary based on age and class schedule.
- TFOF holds several large events each year in which the children participate. You will receive advance notice of all events and specific information regarding your child's participation.

### **HOURS OF OPERATION AND TYPES OF CARE**

TFOF operates year-round, Monday through Friday. School year hours for our Miramesa Campus are 6:00 a.m. to 6:30 p.m. and 6:30 a.m. to 6:30 p.m. for our Copperfield Campus. Hours for our summer sessions are 6:00 a.m. – 6:00 p.m.



### **Copperfield Campus Academic School Hours: 8:00 AM - 3:00 PM**

The formal teaching part of the preschooler's day begins at 8:00 and ends at 3:00. For parents needing only this type of care, they may enroll their children in Academic School Hours and pay The Academic School Hours tuition package.

### **Copperfield Extended Care: AM Care and PM Care**

For parents needing additional safe supervision of children outside of the Academic School Hours, we offer Extended Care both in the morning hours before the school day begins (**AM Care**) and afternoon hours after the school day ends (**PM Care**). Parents requiring this additional extended care will pay the Extended Care Tuition Package.

- **AM Care hours** are from 6:30 a.m. to 8:00 a.m. – Breakfast will be provided to students arriving by 8:00 a.m.
- **PM Care hours** are from 3:00 p.m. to 6:30 p.m. – PM Care provides a safe, active environment for children to learn important social skills and have fun after a full academic day. Children will have the opportunity to play, explore, create, and learn from other children in various developmental stages.
- Parents should be aware that late child pick-up outside of operational hours incurs an initial charge, then an additional charge each minute after.

### **Drop-In Care**

TFOF offers two types of drop-in care (provided space is available).

- **Daily Drop-In Care** is for parents needing care on a day their children do not normally attend. Parents must make arrangements with the office staff and pay the drop-in fee in advance. The daily drop-in rate covers the hours from 6:30 am – 6:30 pm.
- **Hourly Drop-In Care** is available for enrolled children who do not regularly utilize the extended care program. This care is available for a flat rate fee. To allow for planning, parents must contact the office in advance when they will be utilizing Hourly Drop-In Care.

### **Holiday Care**

The center will be closed during major holidays and/or in-service days as noted on the calendar. Holiday Care is offered during traditional break times such as Thanksgiving, Christmas, and other holidays. Holiday Care hours are 8:00 a.m. to 4:00 p.m. A two-week notice and early sign up are required for this care. No exceptions will be given after the Friday before the holiday because the number of teachers needed to maintain a safe ratio will already have been determined and scheduled. Lunch will not be provided by TFOF on holiday care days. There is no adjustment in the regular fee and no additional fee for holidays, holiday care and/or in-service days since they are already figured into the tuition schedule.



## ADMISSION POLICIES

Enrollment in the TFOF program will be open to any child, provided the school can meet the needs of that child. No child shall, on the basis of color, race, religious belief, national origin or sex be excluded from participation in the program.

- A non-refundable registration fee is due at the time of enrollment.
- Families who return the next school year will be eligible for a discounted registration fee for that school year.
- All forms in the enrollment packet must be completed before your child can be enrolled.
- Students enrolling after the start of the school year will have their first month prorated.

## PAYMENT PROCEDURES

- The tuition schedule is based on a yearly tuition (August-July) and separated into 12 equal monthly payments. Tuition is based on the number of calendar days in the school year, rather than the number of school days in any given month. Tuition installments may carry over to our summer sessions. Program placement is based on the student's age as of September 1st.
- Tuition payments are due on the 1st of each month.
- **ACH Auto Draft/Credit Card**- all ACH/CC drafts will be set up to automatically charge on the 1<sup>st</sup> of the month if auto-pay is selected at the time of registration. Credit Card payments will incur a 2.75% processing fee
- **Check/Cash** – TFOF does not accept cash or checks for tuition payments.
- It is your responsibility to keep your account information for ACH Auto Draft current. If payment is refused by your bank, we will notify you of the occurrence and ask you to resolve the matter promptly. However, your payment responsibility will remain subject to our late fee and delinquency policies. Any costs or fees incurred by TFOF as the result of a refused bank charge will be your responsibility and will be added to your account.
- Failure to pay monthly tuition each month will place your child's enrollment at risk.
- It is imperative that families in financial distress communicate with the Director of Preschool Operations in order to create a financial plan that is mutually beneficial.

**All tuition payments are non-refundable.** Because of budgeting and staffing needs, no tuition credit or make-up days can be given for a child's absence. Families with a balance owed at the end of the school year will not be eligible for re-enrollment until the balance is paid, and student records will not be released until the balance is paid.

## DISCOUNTS

Families who enroll multiple children will pay full tuition for the youngest child and receive a 10% discount for each additional child.



## **WITHDRAWAL and REFUNDS**

Parents who wish to withdraw their child(ren) from The Family of Faith Preschools must notify the Director in writing two weeks in advance. Telling the teacher does not qualify as notification. Parents are responsible for tuition throughout the entire notice period. Partial month tuition will not be refunded.

## **DROP OFF AND DISMISSAL PROCEDURES**

Children must be signed in and out in Procure by the custodial parent or adult person approved by the parent(s). Parents who fail to sign in or out may be charged a \$5 penalty for each occurrence. Signing In and out is a state of Texas requirement. Please understand that due to liability issues, staff of TFOF are not permitted to take children home from our center. Students are to arrive at school by 10:00 a.m. each day. It can be disruptive to the class when children are entering and leaving during the structured learning time of the day. We understand that special circumstances and occasional appointments are sometimes necessary, and we allow late drop off with a physician's note, documentation, and other pre-approved requests. Unapproved drop-offs after 10:00 a.m. will incur a late arrival fee.

## **PARENTS' SUPPLY LIST**

Parents are asked to send a full-sized backpack (or suitable diaper bag for infants) equipped with the following items to school with your child every day.

- **Extra Clothes:** Please provide a shirt, shorts/pants/skirt, underwear, and socks in a plastic bag and check regularly for weather appropriateness and the correct size. These clothes will be in your child's backpack.
- **Necessary Rest-time Items:** Each child must bring a rest mat at the beginning of the school year and summer session. These items will be stored in the classrooms, and the cover will be sent home periodically for washing. Children may also bring a blanket and, if necessary, a security item (pacifier, teddy bear, etc.) to help them rest more easily. Please don't send expensive or sentimental bedding or clothing.
- **Sweater or Jacket:** Weather-permitting, children will be taken outside to play on a daily basis. On cool days, send a sweater or jacket for your child. Make sure to label it with your child's first name and last initial.
- Please make sure your child's backpack, blanket, water cup and each item inside are clearly marked with your child's first name and last initial.

## **Infants and Toddlers**

Infants and toddlers require diapers and formula and/or baby food. It is a good idea to send a familiar blanket from home if the child is over 12 months. We are unable to put blankets and soft bedding in the cribs of infants under 12 months. A warm sleeper is more suitable for that age. The State of Texas has eliminated swaddlers for use with infants; you may provide sleep sacks for your infant to use while sleeping. We wash all infant items in hypoallergenic soap, but you are welcome to provide your own sheets if you feel more comfortable doing so.



**Dress Code:** Please send your child in comfortable play clothes that can be removed easily for toileting. Shoes must have rubber soles and be closed-toe and closed-back. Sandals, cowboy boots, Uggs, flip flops, Crocs are not safe for the playground and P.E.

**Nutritious Menu:** Breakfast, lunch and morning and afternoon snacks are provided TFOF or can be brought from home. Monthly breakfast, lunch and snack menus are emailed to parents and posted at the front desk. If a parent chooses to provide their student lunch, please keep in mind staff cannot microwave, cook or heat food brought from home due to Health Department regulations. Please send lunches pre-cut and ready to serve. Parents are encouraged to plan and provide a healthy lunch that helps to meet your child's daily nutritional needs. Parents must provide a water cup, water bottle or sippy cup for their student each day. Parents may breastfeed and/or provide breast milk for their child. Adult sized seating is available in the infant room for breastfeeding.

## HEALTH AND SAFETY POLICIES

Each child enrolled must meet applicable immunization requirements according to their age as specified by the Texas Department of State Health Services.

### Immunizations

Current immunization records must be provided to TFOF upon enrollment. It is the parents' responsibility to keep these records updated. Parents opting not to immunize their children must provide an affidavit that meets the standards of the Texas Department of Family and Protective Services. Tuberculosis testing requirements are set by the County Health Department. They are not required at this time but could be required in the future.

### Vision and Hearing Screening

In accordance with state guidelines, all children who are four years of age by September 1<sup>st</sup> are required to be screened for hearing and vision problems. Please provide a copy of the screening result to TFOF administration.

### Illnesses

- Any child who has a temperature of 100 degrees or higher by ear, vomiting (one time or more), diarrhea (two or more episodes or one time uncontrolled from the diaper in a 24-hour period), or other symptoms of illness will not be admitted to class.
- If a child becomes ill at school, he or she will be separated from other students (for his or her and other students' protection) and must be picked up immediately (within one hour) by a parent/guardian or an adult designated on the authorized pick up list.
- In the event of severe illness or injury or if a parent fails to pick up their child within a



reasonable amount of time, TFOF may call for an ambulance at the parent's expense.

- Symptoms for which a child may be sent home include but are not limited to:
  - Fever
  - Profuse colored nasal discharge
  - Reddened or discharging eyes
  - Diarrhea or vomiting
  - Constant coughing, sneezing, or wheezing
  - Rash, sore throat, or abdominal pain
  - Injury
  - Head Lice (students who have head lice must have all nits removed and a TFOF supervisor must check their head before they can return to school).

For the health and safety of all children, please do not return your child to school until she or he is fever free (without the use of fever-reducing medication) and symptom-free for 24 hours.

#### **Doctor's Note**

A doctor's note is required before returning to school for any child who has been diagnosed with one of the following childhood communicable diseases.

Chicken Pox	Pneumonia	Roto Virus	Scabies
Measles	Hepatitis A	Hand, Foot, Mouth	Scarlet Fever
Mumps	Bacterial Meningitis	Ringworm	Viral Meningitis
Whooping Cough	Impetigo	Pinworms	Strep Throat
Pink Eye			

#### **Food Allergies/Dietary Restrictions**

It is important that we know about any allergies or dietary restrictions your child may have. Included in the enrollment packet is a section addressing allergies and dietary restrictions. Each child having allergies must have an Allergy Emergency Plan signed by a healthcare professional on file with administration.

All food allergies of TFOF children will be posted on our parent information board (no name listed) and a food allergy alert/plan posted anywhere the child will have food or any room in which the child spends time.

If a food allergy is life-threatening (anaphylactic reaction/shock), that food will not be allowed in that classroom. Notice of a food restriction such as this will be posted outside the classroom.

TFOF campuses are nut-free facilities and do not allow nuts of any kind.

#### **Dietary Preferences or Restrictions**

For children having dietary preferences or restrictions that are not life threatening, we ask that you fill out and sign the Dietary Restriction Emergency Plan/Alert. This plan will be posted in the same manner as allergy plan alerts.



Help us to keep your children safe by listing all of your child's allergies/dietary restrictions on the TFOF enrollment packet. We will take every precaution to prevent your child from coming in contact with the allergen(s). Please understand we are not responsible for the food sent by other parents and brought into the classrooms.

### **Medications**

We prefer that medications be administered by the parent outside of school hours. However, in the event that medication must be given during the school day, it will only be administered to a child under the supervision of administrative personnel.

The following must take place:

- All prescription medication must be in its original container with the child's name and dosage, as prescribed by the child's doctor.
- All over-the-counter medication, including sunscreens, must have age-appropriate dosages clearly marked (in English) on the label. Over-the-counter medications without age-appropriate dosages will not be administered without written permission from the child's doctor.
- Parents must complete an authorization form prior to the medication being administered and must deliver the medication in a zip-lock bag labeled with the child's name to the front office. The authorization forms are valid for one year or the expiration date the parent has written. **Never leave medication in your child's backpack.**
- Medicine that has reached its expiration date will not be administered.
- It is the parent's responsibility to pick up the medication at the end of the day. We will not send it home in the child's backpack.

### **Medical Emergency Procedures**

- In case of minor injury or accident, TFOF staff will administer first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.
- In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. All children must have an emergency medical release form on file in case of such an emergency.
- If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center 1 (800) 222-1222.

### **Safe Sleep Practice/Policy**

- All staff, substitute staff, and volunteers at TFOF will follow safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission



(CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS).

There is no registered nurse on campus. All TFOF employees are trained in CPR and first aid. Staff members will document accidents and send home reports in a timely manner. In the event of a serious or life-threatening emergency, we will call 911 and contact the parent guardian or designated adult immediately.

We welcome the care of children with special needs. However, it will be dependent on approval from the Director. Placement will be on a conditional basis with the understanding that the child will be able to participate and benefit from the program without threatening his or her own safety, or the safety of the other children.

We will make every effort to ensure activities integrate children with and without special needs. When caring for children with special needs, we will follow accommodations recommended by healthcare professions, qualified professionals from CyFair ISD, including adaptive equipment and early intervention services.

#### **Fire and Emergency Preparedness Plans**

TFOF emergency preparedness plan includes three emergency procedures to address: Fire, Bad Weather, and Intruder Threat. These drills are practiced in accordance with our licensing requirements and are posted in each classroom. In the event of campus wide evacuation, we will leave our classrooms using the Fire Route assigned and meet in the front parking lot. After all are accounted for, we will notify parents via Procure and proceed in coordination with the local fire department, as a school, to one of the following locations:

- Miramesa Evacuation Site: The Family of Faith Preschool located at 16710 FM 529 Road, Houston, TX 77095.
- Copperfield Evacuation Site: The Family of Faith Preschool located at 9230 Fry Road, Cypress, TX 77433.

In case of a small fire or gas leak in the building, children will be evacuated to the front parking lot.

In keeping with state-mandated safety guidelines, we conduct fire drills on a monthly basis; and severe weather drills and intruder drills, once every three months.

In case of inclement weather, such as a tornado or hurricane, we move all children to interior hallways and bathrooms away from glass doors and windows. We follow Cy-Fair ISD's lead with regard to school closures due to inclement weather or natural events, such as wildfires (See Inclement Weather).



In case of an intruder in the building or threatening individual in the area, we will implement lockdown procedures. All teachers will be instructed to close and lock classroom doors, and we will call 911.

### **Inclement Weather**

If Cy-Fair ISD closes its campuses due to hurricanes, flooding, or other crisis situations, TFOF will follow suit. Also, weather-related loss of electricity at our facility may make closing TFOF necessary. We will make every effort to publish that information on Procure, our website and/or the front door of the school. If your child is in our care at the time power is lost, we will contact you to pick up your child. Tuition will not be refunded in such situations.

### **GUIDANCE AND DISCIPLINE**

In order to maintain a classroom environment that is beneficial to all students, it is necessary for each child to practice appropriate behavior. Our goal is to teach children how to make good choices when interacting with their peers and adults, and our discipline will be positive and age appropriate. The following guidelines will be used when administering discipline.

#### **Discipline must be:**

- Individualized and consistent for each child.
- Appropriate to the child's level of understanding.
- Directed toward teaching the child acceptable behavior and self-control.

#### **A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction which include at least one of the following:**

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation or time out from the group when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

#### **There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance 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 an inappropriately long period of time.



The following is considered unacceptable behavior:

- Throwing toys, rocks, sand.
- Aggressive behavior towards others (hitting, biting, spitting, kicking).
- Inappropriate language.
- Running out of the classroom or away from the teacher.
- Disruptive, uncooperative attitude that does not respond to correction.
- Need for on-going individual care from a staff member.

If attempts to manage a child's behavior within the classroom are ineffective, a child may be sent home and a conference arranged with the parents to decide the best course of action. The following courses of action may be considered:

- **Shadowing** is the assignment of a caregiver for a child who behaves aggressively (i.e. biting) toward other children. The caregiver remains near the child at all times in order to redirect him/her and protect other children. Should shadowing be required, the parent will be charged additional fees to cover the cost of staffing.
- **Suspension** is a temporary dismissal of a child from school for behaviors that include but are not limited to hitting, kicking, biting, teasing, and other aggressive behaviors. Non-aggressive behaviors, including but not limited to persistently disobeying instruction and severely disrespecting classroom and school guidelines, may also lead to suspension. A period of suspension may range from 2 to 30 days, depending on the severity of the offense.
- **Expulsion** is dismissal from The Family of Faith Preschools and is reserved for extreme cases when a variety of disciplinary actions has not positively impacted a student's negative behavior.
- Tuition is not refundable in cases of suspension or dismissal.

## COMMUNICATION

The success of our program is based on establishing a partnership between our parents and our staff. We will endeavor to keep you informed concerning your child's day and overall development through several mediums.

- **Procare:** Our primary means of communication with parents is by Procare messaging.
- **Website:** Our website will keep you informed of upcoming events and relevant news.
- **Facebook:** Our Facebook pages (*The Family of Faith Preschool - Copperfield* and *The Family of Faith Preschool - Miramesa*) have up-to-date information as well as pictures of daily TFOF activities.
- **Phone:** Our staff will use phone calls as a quick and immediate way to communicate serious illness, serious injuries or to request a conference.

## PARENT CONDUCT

The Family of Faith Preschools must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. If you would like to go to their



website it is:

[http://www.dfps.state.tx.us/Child\\_Care/child\\_care\\_standards\\_and\\_regulations/](http://www.dfps.state.tx.us/Child_Care/child_care_standards_and_regulations/)

Please understand, young children are present in our building. Some adult language is not appropriate for young children. TFOF prohibits swearing or cursing in our facility.

Threatening staff, children or other parents will not be tolerated per Texas Department of Family and Protective Services. TFOF has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Open Carry by non-peace officers is not permitted on our property per Texas Penal Code 46.035

### **PARENT RESPONSIBILITIES**

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate in writing or by email any concerns regarding our program or your child immediately to the Director.
- Pick up and read the notices and information in your child's backpack and/or posted in the classroom, in the office, ProCare or in email.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Be aware of the 10:00 a.m. drop off time to ensure your child arrives in time to be included in all of their class activities.
- Periodically check out your child's supply of extra clothing, making sure it is clean, still fits, and is appropriate for the season.
- In order to avoid confusion with school toys and a child's personal property, we ask that children not bring playthings from home. TFOF staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal for use at naptime and an item brought for Show & Tell purposes. You will be notified by your child's teacher when the class has Show & Tell time.

### **CHILD CUSTODY**

TFOF does not get involved in custody disputes. TFOF will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy.

**Please Note:** PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. It is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. If a custody issue creates a risk for our facility or staff, TFOF has the right to terminate care.



## GRIEVANCES

We welcome open communication between parents and staff because we believe it is through open communication that issues are avoided and peacefully resolved. We will do our best to use the Biblical model for conflict resolution found in Matthew 18:

*15 "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. 16 But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' 17 If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. 18 "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. 19 "Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. 20 For where two or three gather in my name, there am I with them."*

**If you have a concern in matters related to the classroom, we ask that you please use the following procedures:**

- Avoid discussing the matter - in person, by email, or on social media websites - with those not directly involved.
- Speak directly with the teacher about your concern privately, away from the children, and outside of class time.
- If the situation is not resolved, speak to the Site Director who will schedule a conference with all parties involved in order to seek a reasonable solution.
- If you believe that the administration's solution somehow violates the policies in this handbook, you may appeal to the Preschool Ministry Team by submitting your grievance in writing to the Director of Preschool Operations. The matter may be addressed in a meeting or in a separate conference.

**If you have a concern in matters unrelated to the classroom, please use the following procedures:**

- Address the concerns directly to the Site Director or Director of Preschool Operations.
- If you believe that the administration's solution somehow violates the policies in this handbook you may appeal to the Preschool Ministry Team by submitting your grievance in writing to the Director of Preschool Operations. The matter may be addressed in a meeting or in a separate conference.



## **MISCELLANEOUS TOPICS**

### **Special Care Needs**

As part of our ongoing commitment to provide excellent and equal care for all students, TFOF provides a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. We will also utilize as recommended any adaptive equipment that has been provided to the center for a child's use. We partner with local intervention services to ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval. All Activities at TFOF integrate children with and without special care needs. Caregivers are also trained to adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment.

### **Breast Feeding**

TFOF will provide a comfortable place with an adult sized seat that enables a mother to breastfeed her child. Parents may also provide breast milk for their child to be served while in our care.

### **Potty Training**

For those enrolled in the preschool Three's and Pre-K program, please note that those classrooms are not equipped for diapering. Therefore, students entering our Threes program must be fully potty trained. Please dress your child in clothes that they can easily manage for toileting and active play. For our younger students, although potty training is not a part of the preschool curriculum, our staff will be happy to support you in your efforts. Please communicate your individual needs to your child's teacher, who will assist you in a reasonable manner. While we will not force a frustrated or distressed child to sit on the toilet, we will provide regular opportunities to go to the restroom and implement simple reward systems at the parent's request. Non-flushing potty chairs and potty seats are not permitted. In potty training rooms the child will be placed in a pull up when accidents happen that may cause unsanitary conditions.

### **Biting**

Biting is a common issue in early child development. The best way to deal with biting is consistency between childcare providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. When biting becomes a problem, TFOF staff will work with parents to resolve the issue as soon as possible. A shadow or other means of staff intervention may be necessary to continue appropriate care for all students involved.

### **Visitors**

Parents and family members are welcome to visit their child(ren)'s classroom any time. For the safety of our students, all visitors are required to enter through the front doors and check in at the front office. They must present a valid driver's license or other acceptable form of ID,



sign the visitor log, and wear a visitor badge at all times. No child will be released to anyone other than a parent/legal guardian or an adult pre-approved on the TFOF Emergency Card.

If you wish to celebrate your child's birthday with his or her class, please coordinate with your child's teacher and the administration in advance to be sure you know how many children are in the class and that the time and date do not conflict with a planned activity. Treats are acceptable, but please accommodate for the food allergies in your child's class.

### **Photographs/Videos**

TFOF believes in the benefit of using real life pictures and videos in our educational program.

- We will not use photographs or videos of your child without your permission
- Permission is given or denied by initialing the proper paperwork in the enrollment packet
- Parents taking pictures/videos of events held at our center, may only photograph/record their child, unless written permission is given by the other parent.
- During certain parent events (Pre-K graduation, Christmas programs and Carnivals), photographs and videos may be taken. If you wish for your child not to be photographed or recorded, you may want to remove them from these events.

### **Facebook**

TFOF has two Facebook pages that are regularly updated with school activities, notifications, and photographs.

- The Family of Faith Preschool – Copperfield
- The Family of Faith Preschool – Miramesa

They are both public pages.

### **Cell Phones**

Proper parent communication is imperative when working with young children; however, it is difficult to supervise children properly when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard by not contacting your child's teacher by his/her cell phone. Contact our office at 281-356-3900 if you need to convey information regarding your child to the teacher.

### **TRANSPORTATION/FIELD TIPS**

TFOF only offers off campus field trips to the summer FOF Program participants (K-5<sup>th</sup> Grade students). Field Trip permission forms will be required. During the school year, TFOF offers shuttling for our elementary aged students with before and after school care. Transportation arrangements and permissions must be made in advance and in coordination with the Site Director and the student's elementary school administration.



## **REPORT OF CHILD ABUSE**

Every person, including TFOF personnel, having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person is required by law to report to the Texas Department of Family and Protective Services or Children's Protective Services. The number for the Child Abuse Hotline is 1-800-252-5400. Timing and source for notification of the child's parents will be at the recommendation of DFPS or CPS. When a report of suspected child abuse is made in good faith, the reporting person is immune from any liability.

TFOF employees, as part of required annual training hours, receive instruction about child abuse, neglect, and exploitation. We receive newsletter and updates from Prevent Child Abuse, Texas. Information may be obtained from the following agencies:

Prevent Child Abuse, The Texas Children's Assessment Center 13740 Research, Ste.  
R-4 2500 Bolsover St.  
Austin, TX 78750 Houston, TX 77005  
512-250-8438 713-986-3300  
*[www.preventchildabusetexas.org](http://www.preventchildabusetexas.org) [cachouston.org](http://cachouston.org)*

## **GANG-FREE ZONE**

As licensed childcare centers, TFOF campuses are designated as a gang-free zone. Be aware that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of TFOF is a violation of sections 71.028 and 71.029 of the Texas Penal Code and is therefore subject to increased penalty under state law.

## **NOTIFICATIONS**

This handbook applies to the 2023-2024 school year and following summer sessions and is subject to change. Parents will be notified of changes in writing. This handbook is intended to promote fairness and safety. If you have any questions about any of the above policies, do not hesitate to contact the Director of Preschool Operations.

State-regulated Minimum Standards are available in our front office or online at:

<https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards>

The local licensing office may be contacted at (936) 441-1775. Each year we are inspected by a representative of the DFPS. The most recent inspection report is always posted on the bulletin board in the foyer, and we welcome any questions regarding its contents.