

Parent Handbook

of Policies and Procedures
2009-2010



"Let the little children come unto me...For to such belongs the Kingdom of Heaven."
Matthew 19:14

First Protestant School

2009-2010

Welcome to First Protestant School! We are honored that you would share your precious child with us. We are looking forward to helping and watching each child learn and grow. Most importantly, though, we are excited about sharing the love of Jesus with each one of them and helping them to grow spiritually. We have such a wonderful year ahead of us!

We are an outstanding program within an outstanding church. We are a daycare and a school, but we are also a ministry of our church. It is our desire to offer a Christ-centered environment for your child and extend the hands and feet of Jesus to the families that we serve.

This handbook is filled with information that you will find helpful in answering questions that you may have throughout the year. All of the policies and procedures that we follow are in place in order to provide the best care for your child and to help us maintain an outstanding program. Our school is also state regulated. This means that there are certain rules that we must follow in order to provide the best care for your child that we possibly can. These rules are followed in all aspects of our program and following them is a requirement by our staff. Please let me know if you ever have any questions.

Again thank you for sharing your child with us! You bring us a gift every morning when you drop off your child. I would like to also take this time to invite you to all of the wonderful children's programs we have available here at our church. Everyone is welcome! May this next year that your child is with us be a blessed one for your family.

A handwritten signature in black ink, reading "Sheenae Garcia". The signature is written in a cursive style with a large, sweeping initial "S" and "H".

Sheenae Hernandez-Garcia
FP School Director
(830) 606-4110 x12

Our Beliefs

1. We believe and embrace the affirmation and values of First Protestant Church.
2. We believe that our number one priority along with providing a safe and secure place for children is to share the love of Jesus Christ with them and their families.
3. We believe that our children should be spending their days praying, playing, and learning in a developmentally appropriate environment.
4. We believe that every child can learn and should be given opportunities to play and learn in a developmentally appropriate way.
5. We believe that providing a loving, Christ-centered environment is our responsibility.
6. We believe that the Bible should be just as familiar and important to the child as his/her favorite storybook.
7. We believe that prayer should be a natural part of every child's day.
8. We believe that our school is a ministry of our church.
9. We believe that the state and local standards and regulations must be followed in order to provide a safe and secure environment for each child.

First Protestant School

Important Dates to Remember 2009-2010

Calendar Subject to Change

August 11	Parent Information Night (7:00 p.m.-8:30 p.m.) No children please.
August 14	FPS Early Release & Teacher Work Day FPS will close at 12:30
August 17-21 August 24	Transition Week for In-House Students 1 st Day of School/New Program.
September 3	Fall Pictures Day 1
September 7	Closed- Labor Day Holiday
September 10	Fall Pictures Day 2
September 17	Fall Pictures Day 3 & Make-up Day
September 24	FP School County Fair Celebration Everyone is welcome!
September 25	Closed- Comal County Fair Day
October 12-16 October 29	Scholastic Book Fair No Kindergarten (Parent/Teacher Conferences) - Daycare Only
November 2-13 November 3-4 November 5 November 19	Pie Sale Fundraiser CISD Early Release FP School Wurstfest Celebration and Lunch Children's Church Service and Thanksgiving Feast. Everyone is welcome
November 25-27	Closed- Thanksgiving Holidays
December 18 December 18	NBISD and CISD Early Release Class Christmas Parties (9:00 a.m.) Christmas Program (7:00 p.m.)
December 21-23 December 24-25 December 28-30 December 31	No Kindergarten- Daycare Only Closed- Christmas Holidays No Kindergarten- Daycare Only Closed- New Year's Holidays
January 1 January 4 January 18 January 22	Closed- New Year's Holidays Kindergarten Class Resumes NBISD & CISD Student Holiday Family Dinner Night Fundraiser (6:15 to 7:30 in the FPS Gym)
February 4 February 11 February 12 February 15 February 15 February 18 February 22-26	Spring Pictures Day 1 Spring Pictures Day 2 FP School Valentine's Day Party (9:00 a.m.) No Kindergarten- President's Day Holiday-Daycare Only NBISD & CISD Student Holiday Spring Pictures Day 3 & Make-up Day In-House Registration for 2010-2011
March 1-5 March 8-12 March 22-26	Church Member Registration for 2010-2011 Open Registration for 2010-2011 No Kindergarten- Spring Break- Daycare only

April 1	FP School Easter Celebration
April 2	Closed- Good Friday Holiday
April 4	Easter Sunday
April 11-17	Week of the Young Child Activities Please see planned activities at the end of this calendar.
April 19-23	FP School Coin Drive Fundraiser
April 24	Family Fun Festival Fundraiser and Church Service (5:00 p.m.-8:00 p.m.)- Food, Games, Silent Auction, and More
April 30	Teacher Appreciation Luncheon
May 6	Class Pictures
May 16	FP School Recognition Sunday (10:30 a.m.)
May 21	Last Day of Kindergarten Pre-K 4 and Kindergarten Graduation Program (10:00 a.m.) Lunch on the Lawn for Everyone 11:30AM
May 24-28	No Kindergarten-Daycare Only
May 28	NBISD and CISD Early Release and Last Day of School
May 31	Closed- Memorial Day Holiday
*June 1	School-Age Summer Care Begins

Other Important Dates to be Announced:

- Field Trips (Wear your FPS t-shirt)
- Every Wednesday is Chapel Day (Wear your chapel t-shirt.)
- Every Friday is Sack Lunch Day (Bring your own sack lunch.)
- Every Friday is School Spirit Day (Wear your FPS t-shirt.)
- Fundraiser Days

Week of the Young Child Activities -April 11-17

Monday (12^h)	Handprint Day
Tuesday (13)	Crazy Hat Day
Wednesday (14)	Silly Sock Day
Thursday (15)	Camo Day
Friday (16)	Backward Blue FPS Shirt Day & FPS Week of the Young Child Balloon Release



Fabulously Fun Fitness for Kids!

First Protestant School is so excited to bring the Christian physical fitness program called Stretch-n-Grow to our school. It is going to allow our kids the opportunity to learn early the importance of staying healthy and fit in a fun, exciting way. All children in our older 2 year-old classes through our kindergarten program will be participating in the Stretch-n-Grow program. The cost is \$9.00 per month and will be added to your tuition as an activity fee. We want every child to experience this wonderful program as the benefits for the young child are immeasurable.

What is Stretch-n-Grow?



Stretch-n-Grow is a comprehensive fitness program for kids. We are committed to helping educators and parents establish a foundation of exercise and proper nutrition at an early age, before habits gel. The *Stretch-n-Grow* program teaches children the fundamentals of a healthy lifestyle. With weekly emphasis on exercise and good food choices, our extensive curriculum covers virtually every wellness issue...self-esteem, safety, hygiene, and environmental issues are just a few examples of our discussion topics. Classes are taught at child care centers by *Stretch-n-Grow* coaches who make exercising, "EXERciting!!" Since 1992, hundreds of thousands of children across the United States, Canada, Australia, Ireland, New Zealand, Hong Kong, Guatemala, Portugal, Puerto Rico, Spain and the United Kingdom have participated in the *Stretch-n-Grow Fitness Program!!*



Come...

...with Us!!!

www.stretch-n-grow.com

First Protestant School Policies and Procedures 2009-2010

Our Daily Programs

Each classroom will spend their days involved in developmentally appropriate learning centers, circle times, instructional times, inside and outside playtimes, story times, and meal times. It is our goal to provide the safest and most developmentally appropriate, Christ-centered environment for your child.

Infant and Toddler Programs

Our infant and toddler programs are designed to be a home away from home for your baby. Our desire is for you to feel as though your child is being cared for just as if you were the one caring for him/her. We will provide a safe, nurturing environment where all of your child's needs are met promptly. The teachers will provide each parent with a daily schedule of how your child will spend his/her day. Even though the teachers in these classrooms have a schedule, the individual needs of the children tend to guide the schedule and come before any scheduled activities planned.

Potty Training Classrooms (2 year olds)

This is the year of learning how to go potty and learning how to socialize with friends. Your child will spend his/her days involved in both group and individual playtime. Learning how to share and socialize with others is given special attention. Each classroom will have its own schedule. The teachers will provide each parent with a daily schedule of how your child will spend his/her day. Children are lovingly encouraged and taught how to use the potty, but are also diapered on an as needed basis. We understand that learning how to go potty is a developmental stage in a child's life.

3's and 4's Programs

These are the years of independence, educational growth, and making friends. Your child will spend their days involved in both individual and group time playing and learning. These are the years where we see children blossom in their understanding of print and letter/sound association. It is during this time where preparation for school begins and the foundation of the school years begins.

Kindergarten Program

This program is typically provided for the child who turns 5 right after the school year begins. It is our desire to provide a kindergarten school experience. Your child will spend their days involved in individual as well as group time learning and play. We will also focus on learning how to work independently at our desks as well as how to take turns and line up in a "big kid" way. This is truly a wonderful class to transition your child into public or private school kindergarten.

Before and After School Care

This program is a blessing for our parents. We provide transportation to and from certain schools in both CISD and NBISD. The schools that we provide transportation to and from may change from year to year. Transportation is offered to those schools that the majority of our children attend and according to the times that each of the schools begin and end. After school, your child will be brought back to our facility and participate in the following activities: snack, homework, free play, organized play, and art. We make it our policy to work with the parents to provide an individualized homework plan for each child.

School-Age Summer Care

FP School provides a separate program in the summer for our school-age children only. It is our desire to provide a place for our school kids to come when public school is not in session. During this time, your child will spend their days involved in free play, organized group play, projects, field trips, and much more. Registration begins early so don't delay. This program is offered to our exiting kindergarten and after-school care enrollees first and then filled on a first-come first-served basis during open registration.

Pick-Up and Drop-Off Procedures

Hours of Operation

First Protestant School is open year 'round – August through July. Our hours of operation are 7:00 AM to 6:00 PM Monday through Friday. In order to comply with the TDFPS, First Protestant School doors will not be opened until 7:00 a.m. Please see our school calendar for important dates to remember in our program as well as the dates that FPS will be closed.

Morning Drop-Off- All children must be walked into the building. Contact must be made with your child's teacher or a designated staff member on duty. The teacher on duty must sign in your child each morning.

Afternoon Pick-Up- All children should be picked up in their designated classroom or assigned area. Please make sure that contact is made with your child's teacher or the designated staff member on duty so that your child is signed out in the appropriate manner.

Child Release Policy- Children will only be released to persons who are designated on the enrollment form filled out at the beginning of the year. Staff will ask to see a picture ID and a copy will be made of the ID and kept in the child's file. If there is any question about who is picking the child up, the child will not be released.

Dress Code and Belongings

Dress Code - Children should be dressed in appropriate clothing for school and play. The safest footwear is tennis shoes. Boots or other slick bottom shoes are dangerous on the playground. Dresses and skirts may be worn, but please have your child wear shorts or bloomers underneath the dress or skirt.

Extra Change of Clothes - All children, infants through kindergarten, must bring an extra change of clothes to school in a Zip-Lock bag labeled with your child's name. Extra clothes should include outerwear, underwear, and socks. This bag will be kept on your child's hook in case of an emergency (infants may keep change of clothes inside their diaper bag).

Personal Items

All personal belongings need to be clearly marked with the child's first and last name.

A small blanket and a small pillow may be brought for nap time along with a small sleeping toy. Items need to be labeled with your child's name. Items will be sent home every Friday to be laundered.

Toys should be left at home. However, please feel free to bring books, musical cd's, or items that enhance the learning in the classroom. These items will be returned after they have been shared with the class.

Our Food Program

Snacks and Lunch

AM & PM snacks are served daily. Lunch is served Monday through Thursday. Our monthly menus are posted on the front office bulletin board and on our school website. If you provide your child's meals and/or snacks from home, FPS is not responsible for its nutritional value or for meeting your child's daily food needs.

On Friday, your child must bring a sack lunch that does not need to be refrigerated or heated in the microwave. If FPS must provide a sack lunch for your child on a Friday, the cost will be \$4.00 and will be billed to your account.

Substitute Snack / Lunch Form

Parents may bring snacks or lunch for the class to celebrate birthdays, holidays, special events, etc. However, a substitute snack/lunch form must be filled out and turned in at least one week prior to the food being brought to school. A substitute snack is any item that does not appear on the FP School menu. Substitute snack ideas are pizza, kid's meals, cookies, cupcakes, etc. All substitute snack items must be store bought.

Emergency Procedures

Emergency Relocation Plans

Emergency evacuations are practiced monthly. The following are our emergency evacuation plans:

- A. Tornado Alert- Children sit in hallways.
- B. Relocation- If we leave the church campus, we will relocate to the Civic Center down the street.
- C. Relocation from Downtown- If the downtown area is evacuated we will meet at New Braunfels High School, 2551 Loop 337.
- D. Fire Drill- Children will be routed to their designated safety zone outside the school building.

In the event that an emergency situation involves our school or poses a threat to our school or church, our school will go into a lock-down mode and all doors leading into the school will be locked until the danger to the school has passed.

Enrollment Procedures and Policies

The following forms must be turned into our office prior to your child being left in our care.

Enrollment Form

Parents must fill out and sign the Enrollment Form. By signing this form, you are stating that all of the information on the form is true and current. It is also stating that you have read, understand, and agree to abide by all of the policies and procedures set forth in the First Protestant School Parent Handbook. By signing this form, you are agreeing to all of the rules and procedures that FP School must follow. This form must be on file on or before your child's date of admission. This form will be kept in your child's file. You will be notified in writing of any changes to this form and/or any changes made to the policies and procedures in the parent handbook.

Medical Form

Your child's physician must complete and sign the Medical Form before your child is allowed to stay with us. By signing this form, your doctor is stating that your child is healthy enough to be enrolled in our program.

Driver's License

A copy of the parent's driver's license must be given to the FP School office before enrollment. If your child lives with both parents, then a copy of both parents' driver's license is required. If the child lives with one parent, then a copy of that parent's license is required as well as the parent that the child does not live with if that other parent will ever be picking up the child. If a child does not live with either parent, then a copy of the driver's license of the custodial guardian is required. For any child not living with his/her biological or adoptive parent, written documentation must be provided stating the rights of the person claiming to be the guardian.

FP School also requires a copy of the driver's license be given to the school office of any person(s) listed on the enrollment form as a designated person that can pick up your child.

Anytime someone new will be picking up your child, you must submit in writing a statement giving that person permission to pick-up your child. That person's name must also be added to the enrollment form as a designated person for pick-up. A copy of that person's driver's license must also be given to the FP School office.

Immunization Record

Parents must provide FPS with a copy of your child's immunization records to keep on file. All immunization records will be verified by FPS office staff. These immunization records will also be audited by the Comal County Health Department and must meet their requirements. Each time your child receives updated immunizations, the FPS office needs an updated copy of this record. All immunization records will be audited in-house at least once a month. If your child's immunizations do not meet Comal County Health Department requirements, you will be notified. You have one week give us an updated record. If at the end of this week we still do not have an updated record, your child will be dropped from enrollment. If it is not in the best interest of your child to receive immunizations, we require a written statement from your child's physician stating the reason why.

Vision and Screening Documentation

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 the following children who are enrolled in a child-care center:

- First-time enrollees who are 4 years of age or older and all children enrolled in programs who are 4 years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest, or present evidence of screening conducted one year prior to enrollment.
- Each child who is in first, third, fifth, or seventh-grade must complete a screening or examination within the school year. A licensed or certified screener or a health-care professional must conduct the screening. Refer to Texas Health and Safety Code, §36.011, for specifics on vision and hearing screening.

Parents must provide FPS with a copy of the screening results signed by your child's physician, which will be kept in your child's file in the FPS office. If your child is fixing to turn four, it is a good idea to go ahead and get this screening done. We must have the documentation of this screening on file on or before your child's fourth birthday.

Discipline and Guidance Form

Parents must read and sign the “Discipline and Guidance Policy for First Protestant School” form. This form will then be kept in your child’s file. This policy meets the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Family and Protective Services.

*Anytime there is a change in any information included on any of the above forms, you are required to let our office know. Changes such as a new address, a new job, or **new telephone numbers** must be immediately given to the FPS Office in writing. Failure to do so could result in FP School not being able to contact you in an emergency situation.

Medications, Illnesses, and Medical Emergencies

Medications

Over-the-Counter Medications

FPS will NOT administer any over-the-counter medications to children without a doctor’s note. All over-the-counter medications prescribed by a doctor will be treated as a prescription medication.

Prescription Medications

Anytime a parent asks the staff of FP School to administer a prescription medication, the medication must meet the following guidelines:

- Must be in the original container.
- Must have the child’s name on the container.
- Must have dosage measurements.
- Must have dosage times.
- Must have date medication expires.
- Must have the name of the physician prescribing the medication.
- Must never be shared with another enrolled student or sibling.

The first dose of medication should be administered by the parent before dropping your child off at school. If it is a twice per day prescription, the second dose should be administered by the parent in the evening.

If a prescription medication is to be administered by FPS, the parent must fill out the medication chart at the FPS Office. If there is a discrepancy in the medication chart and the directions on the prescribed medication, the medicine will not be administered and the parents will be notified by telephone or in writing.

Illnesses

According to the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Family and Protective Services, an ill child must not be admitted for care if one or more of the following exists:

- The illness prevents the child from participating comfortably in child-care center activities including outdoor play.
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has any of the following:
 - oral temperature of 100.4 degrees or greater;
 - rectal temperature of 101.4 degrees or greater;
 - armpit temperature of 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness, until medical evaluation indicates that the child can be included in the child-care center’s activities;

- symptoms and signs such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes that may indicate possible severe illness, or other signs that the child may be severely ill.
- A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

If your child is sent home with an elevated temperature, your child may not return to FPS until he/she has been fever-free without medication for a continuous period of 24 hours. We understand the need for you as a working parent to return to work, but for the health and safety of all of the children at our school, it is important that this policy be followed at all times.

One of the more common communicable diseases is conjunctivitis (bacterial and/or viral), more commonly called “Pink Eye”. The early signs are red eyes with some discharge or crust on the eyelids. If your child exhibits these symptoms, the FPS office staff will call you to pick up your child. Your child may not return to FPS until he/she has seen a physician and has a written order as to the diagnosis and treatment, if needed, and the date your child may return to FPS.

Medical Emergencies and Parental Notification

Your child’s safety is our top priority. In the event of a medical emergency, the staff will first ensure the safety of your child. We will then notify you immediately if any of the following pertains to your child:

- Your child is injured and the injury requires medical attention by a health-care professional.
- Your child has a sign or symptom requiring exclusion from FPS as specified in the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Family and Protective Services Subchapter R [relating to Health Practices].
- Your child has been involved in any situation that placed your child at risk.
- Your child has been involved in any situation that renders FPS unsafe, such as a fire, flood, or damage to FPS as a result of severe weather.

FPS will notify you of less serious injuries when you pick up your child from FPS. Less serious injuries include but are not limited to minor cuts, scratches, and bites from other children requiring first-aid treatment by FPS Staff.

All parents of children at FPS will be notified in writing and within 48 hours of becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires FPS to report to the Texas Department of Health as specified in 25 TAC 97, Subchapter A (relating to Control of Communicable Diseases). FPS will provide written notice within 48 hours to the parents of all children in a group when there is an outbreak of lice or other infestation in the group. FPS will either post this notice in a prominent and publicly accessible place where all parents can easily view it or send an individual note to each parent.

For additional information, you are welcome to view the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Family and Protective Services at the FPS Office.

Child Care Fees

FP School prefers parents to pay their tuition through automatic withdrawal. If this is not a convenient method of payment for you, you may choose to pay by check, cash, or through our e-giving website option.

Registration Fees

A Registration Fee is charged each year at the time of enrollment to reserve a spot for your child. This fee is used to pay for supplies, and/or other activities (excluding Stretch & Grow) that will benefit your child and enhance his/her time spent with us. Registration is typically held in late February or early March for the upcoming school year. The school year runs for 9 months from late August to late May. Our summer program begins the 1st Monday in June and ends the Friday before public school begins.

Registration Fees are not refundable and are specifically designed to hold a child's position for the next school year. Registration Fees may vary from year to year and for the class that your child has been registered for.

Tuition

Once a parent has chosen a method of payment (i.e. automatic withdrawal, check/cash, or e-giving), the parent must also choose at what time of the month the tuition will be paid. You may choose from the following options:

Tuition may be paid:

1. Monthly: Entire tuition by the 1st of each month (if the 1st falls on the weekend, the entire tuition is due the Monday following the 1st)
2. Bi-Monthly: ½ of the tuition on the 1st of each month & second ½ on the 15th of the month (if the 1st or 15th falls on the weekend, the portion of tuition due is due the Monday following the 1st or 15th)
3. ACH Withdrawal – Entire tuition on the 1st of each month (if the 1st falls on the weekend, the withdrawal will occur the Monday following the 1st)
4. ACH Withdrawal – ½ of the tuition on the 1st of each month & second ½ on the 15th of the month (if the 1st or 15th falls on the weekend, the withdrawal will occur the Monday following the 1st or 15th)

*****OTHER THAN YOUR VACATION CREDIT, TUITION IS DUE WHETHER YOUR CHILD ATTENDS FPS OR NOT.**

This policy applies to all situations including but not limited to all FPS holidays and absences due to illness or other circumstances. There is absolutely no exception to this policy.

Withdrawing From Our Program

If you choose to withdraw your child from our program, you must stop by the front desk to fill out a *Student Withdraw Form* two weeks prior to your child's last day at First Protestant School. ***If you withdraw your child from First Protestant School at any time during the month, you are liable for that month's tuition.*** First Protestant School will not reimburse or prorate any tuition fees for that month.

Past-Due Accounts

Payments are due on the 1st and/or the 15th of each month. If the 1st or 15th falls on the weekend, then payment is due the Monday following the 1st or 15th. If payment is not received within 3

days of due date, late fees will be applied to your account at the rate of \$5.00 per day. If the account is not current within 5 days of the due date indicated below, your child will be dropped from enrollment. If you indicate that you will pay your tuition by one of the methods listed on the *Tuition Agreement Form* and then wish to change your method of payment, you must see the School Director and sign a new agreement. All miscellaneous charges need to be paid by the 1st of the month following the charges.

Vacation Credit

Only full-time students attending Monday-through-Friday are eligible for vacation credit. A full-time student is any student attending FP School Monday through Friday for the entire year (Summer & Fall). Vacation credit will only be granted after your child has attended our program for one full year. One full year will be calculated by the child's one year anniversary date. Every year upon the anniversary date, the child is again eligible for one week vacation credit. If vacation credit is not taken within the year of eligibility, it will not carry over into the next year. One week vacation credit will be credited to your account only after our front office has received a written request from you and that request has been approved. The vacation must be taken in 5 consecutive days beginning on Monday and ending on Friday (M-F).

A written request for the vacation time must follow these rules:

- A request for a vacation time must be submitted to our office at least 2 weeks in advance.
- The request must have the present date, child's name, dates of vacation, and parent signature.

Late Fees

FPS closes at 6:00 p.m. Please set your watches and clocks according to the FPS Office clock. Anytime a child is picked up late, that child's account will be charged **a late fee of \$1.00 per minute per child past 6:00 p.m.** For example, if you are 8 minutes late picking up your child, your account will be charged an extra \$8.00 (for each child). Out of courtesy for our staff and the cost of having our doors open, please be on time to pick up your child.

Returned & Post Dated Checks

Any automatic withdrawal transaction with non-sufficient funds or any checks returned to FPS for non-sufficient funds will be charged a \$25.00 service charge. If FPS receives a check for non-sufficient funds or an automatic withdrawal transaction cannot be processed, the amount owed plus the charges accrued (including all applicable late fees) must be paid for in cash within 24 hours of notification. If your childcare account is not settled within the 24 hour period, your child will lose their childcare position.

If FPS receives a second returned check or denied automatic withdrawal transaction from the same bank account, FP School will then no longer accept checks or drafts from that bank account number.

FPS does **NOT** accept post dated checks for tuition payments, merchandise, or any other payment transactions.

Classroom Procedures and Other School Happenings

Lost and Found

Any items found in or around our school that are not labeled with a child's name will be retained by the FPS office and placed in our Lost and Found tub located in the hall of the main building. Every last Friday of the month, all unclaimed articles will be given to charity without notification.

Birthdays

Birthdays are a special time in your child's life. We want to be a part of this celebration. Each teacher will decide how your child is recognized on this day. If you would like to bring birthday

snacks (cookies, cupcakes, etc.), you may. All snacks must be store bought. Please check with the teacher on what they would prefer. We ask that you not bring treat bags. If your child is having a birthday party outside of FPS, it is our policy to not give out telephone numbers or addresses of any child or family. If you would like to pass out birthday invitations at FPS, bring the completed and sealed invitations to the FPS office and the first names of all the children in the class will be put on each invitation and given to them. All children in the class must be invited.

Class Star

We consider the families that we serve as part of our school family. We want each child to be able to share his/her family with his/her classmates. Asking you to bring pictures of your family is one way that we are able to do this. Your child's teacher will let you know when your child will be the "class star" and how to prepare for this time.

Book Check-Out

One of our main goals at FPS is to instill and foster a love for reading in your child. We feel this process starts at a very young age. All classes, three years through kindergarten, will be participating in a daily library check-out system. The book check-out procedures are as follows:

- There will be a crate of books in your child's class. Each child may choose one book each morning to take home that day.
- The book will have a library card in it. The library card needs to be placed in a pocket chart with your child's name on it.
- The book will be placed in a Zip-Lock bag and put in your child's bag.
- Return the book to class the next day and start the whole process over again.

*For ideas on how to instill a love of reading in your child, please see the page titled, "Helping Your Child Become a Reader is Easy!"

Wednesday Morning Chapel

Chapel will be held every Wednesday (exceptions will be noted on monthly class calendars) from 10:00-10:30 a.m. in First Protestant School gym. This will be a special time to learn more about God, draw closer to Jesus, and experience His love. During this time, your child will take part in lessons, stories, and worship. It is our desire that through chapel we plant the seed of God's love and help your child build a relationship with Him.

Monday Mail Folder

Every Monday a blue take-home folder will be sent home with your child. This folder is called the Monday Mail Folder. It will include any letters from the teacher, letters from the school director, other important papers, and any class work done during the previous week. Please keep all the papers inside and return the blue folder on Tuesday. On occasion, there will be papers sent home that require your signature. Please send these papers back to school on Tuesday as well.

Water Activities

Children involved in splash day and/or trips to local swimming pools will follow all guidelines as set forth in the "Minimum Standard Rules for Licensed Child Care Centers" provided by the Texas Department of Family and Protective Services. This includes but is not limited to:

- Parents will be notified in writing 48 hours prior to trips to local swimming pools.
- Parents must sign a permission form (same as field trip permission form) in order for their child to go swimming at a local pool. If the permission form is not signed by the parent, the child will be cared for at FPS until the child's class returns at which time the child will rejoin their class.
- If a class is not available due to child/staff ratio, the parent will be called to come and pick up the child.
- Parents may not drive the child to and from the local pool without staying at the pool with the child. Teachers are instructed to only be responsible for the number of children originally brought on the field trip at the time of departure.

Field Trips

Children 4 years of age and older may be involved in field trips. Field trips will follow all guidelines as set forth in the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Family and Protective Services including, but not limited to, the following:

- Parents will be notified in writing 48 hours prior to a field trip
- Parents must sign a Field Trip Permission Form in order for their child to go on the field trip. If the Field Trip Permission Form has not been signed by the parent, the child will be cared for at FPS until the child’s class returns, at which time the child will rejoin his/her class.
- If a class is not available due to child/staff ratio, the parent will be called to come and pick up the child.
- Parents may not drive the child to and from the field trip without staying at the designated place with the child. Teachers are instructed to only be responsible for the number of children originally brought on the field trip at the time of departure.

Transportation Policy

Each school/church vehicle is considered a classroom and must follow the same procedures and rules followed while on school premises. FPS offers transportation to and from various schools in both NBISD and CISD. Our before and after-school care van runs are based on the amount of kids we have enrolled for each school in both districts.

FPS also offers transportation on scheduled field trips for children 4 years of age and older. All transportation situations are conducted in compliance with the “Minimum Standard Rules for Licensed Child-Care Centers” provided by the Texas Department of Protective and Regulatory Services.

Parent Involvement and Communication

Parent involvement and communication is very important to us here at First Protestant School. We view our relationship with you as a partnership.

Procedure for Parents Who Wish to Voice Praises, Concerns or Suggestions

Parent Communication is very important to us. Your praises, suggestions, and concerns are what help us run an outstanding program. Parents are always welcome to discuss anything with the school director, the front office staff, and/or the child’s teacher. The school director’s door is always open. However, there may be times when she is in a meeting or working with staff or children. In the best interest of your time, it is a good idea to try to schedule an appointment with the front office.

Procedure for Parents to Visit FP School

Parents may visit FPS at any time during our operational times. For security reasons, please check in at the front office to receive a FPS nametag and sign-in. At the time of your departure, please sign-out at the front office as well.

Procedure for Parent Participation

We love parent participation. Parent participation is healthy for the classroom and for your child. Please speak to the front office about how you may best volunteer to help our school as well as with your child’s teacher about how you may best volunteer in the classroom.

Parent Code of Ethics and Conduct

Each staff member at FPS is required to follow a code of ethics as stated in our staff

handbook. Each staff member is expected to treat each parent and visitor with the utmost respect. Because we are a partner with you in your child's care and are each a role model for our children, the FPS School director expects the same from our parents as is expected from each staff member. Most interactions between parents and staff are wonderful; however, in the instance that one of our staff members or the director is treated in a disrespectful manner, the following procedure will be followed:

- The staff member will have a conference with the school director.
- If needed, the parent will have a conference with the school director.
- If the staff member continues to be disrespected by the same parent even after meeting with the school director, the parent will be asked to withdraw their child from FP School. However, depending on the circumstances involved, the director reserves the right to dismiss a family from our school immediately. In this situation, no refunds will be given for the rest of that month's tuition.

Procedure for Parents to Review a Copy of the Minimum Standards and the Licensing Inspection Report

Parents may review a copy of the "Minimum Standard Rules for Licensed Child-Care Centers" and FPS' most recent Licensing Inspection Report any time during Operational Times at the FPS office. All of this information may also be found online at www.dfps.state.tx.us.

Instructions on How to Contact the Local Licensing Office, DFPS Child Abuse Hotline, and DFPS Website

Parents may contact the local Licensing Office of the Texas Department of Family and Protective Services at any time.

Address: 115 Green Valley East, Suite 200
New Braunfels, TX, 78130

Telephone #: (830) 609-5033.

Website: www.dfps.state.tx.us

The Texas Abuse/Neglect Hotline can be reached at 1-800-252-5400.