

# Parent Handbook of Policies and Procedures



**FIRST PROTESTANT**  
SCHOOL OF NEW BRAUNFELS

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

# WELCOME TO FIRST PROTESTANT SCHOOL

First Protestant School operates as a licensed childcare center that's dedicated to providing a nurturing and educational environment for children 6 weeks to 11 years old. As caregivers, we understand that your children are the most precious gifts we hold. Therefore, we at First Protestant School pledge to strive daily to meet the standards of excellence that your child deserves.

We know that there is a lot to consider when selecting a childcare facility for your child and family and we want you to know that we pride ourselves on offering the best quality care for each individual child. We are committed to working hand in hand with parents towards helping each child develop their full potential. We believe that together we can make a difference and help prepare your child for the life ahead of them along with creating the building blocks to lead a Christian and loving lifestyle.

## OUR PHILOSOPHY

First Protestant School is devoted to creating an environment full of learning experiences that will meet the spiritual, physical, mental, social, and developmental needs of each individual child.

***Spiritual:*** We believe that Christian principals are essential in providing children with a sound foundation for their future growth.

***Physical:*** We recognize the need to provide an age-appropriate physical environment for each child and have designed an environment and program to meet the physical needs of our students.

***Mental:*** We strive to provide children with a safe, secure, risk-free learning environment to develop their emerging skills. We recognize that parents are their child's first and most important teacher and feel it is important for the parents to be part of their child's growth.

***Social:*** We provide channels by which children are able to experience ways to develop socially.

***Developmental:*** We believe that that the majority of a child's learning foundation is established at a young age. We offer a variety of experiences both in and out of the classroom.

# ABOUT THE DIRECTOR

**Mrs. Debbie Caraway**  
**FPS Director**

Hi, my name is Debbie Caraway. I have become the new Director for FPS in January 2021. I am thrilled about my new position here at FPS. I have worked in education all my professional life. I started with FPS in 1983, which at this time the school was in the Heritage House. Then we moved into the new school in 1995 and I become the Assistant Director. We are now in the new building on Castell Street. I received my Child Development Associates with FPS in 2017.

On a personal note, I have been married since 1981 to my husband Mike. We have two sons, Steven (wife Sandy) and Clinton (wife Kayla). we have one grandson Cole. Our fifteen-year-old grandson Zaine passed away in July of 2020. I left FPS in 1996 to move to Colorado. My husband worked for United Airlines. I started with KinderCare in 1996. We lived there two years which I loved! Moved back to Texas to be closer to our parents. We landed in Arlington for a year then moved to Mansfield and where he bought a house and lived there ten years. My husband decided to retire from the airlines, so we moved back to New Braunfels. The previous director called and asked me if I wanted to come back to FPS. So here I am! Family time is important to me, so we do family outings, camping (RV), going to the coast Rockport is our favorite, fishing and going to baseball games for our grandson. My husband and I travel during the summer. Our favorite place is Jamaica. Since the COVID we haven't been back.

I love my job and enjoy the people I work with! I am proud to represent FPS as the best school in New Braunfels. My most important job is to keep your child safe and make sure they have the appropriate learning tools. By doing this your child will move forward to a great learning experience. The next important factor is you the families of FPS. You have trusted my staff and I to watch over your child each day. To love them nourish them with knowledge. We also have a Chapel time on Wednesday mornings. The children sing songs, learn Bible verses. It is a joy to watch them learn about Jesus. Thank you for trusting my staff and I with your precious treasures.

Have a blessed day,

Debbie Caraway

To Contact Director:  
Email: [debbie@firstprotestant.com](mailto:debbie@firstprotestant.com)  
Phone- 830-606-4110

Directors Office Hours:  
645AM-430PM Monday through  
Friday  
*\*hours are subject to change and  
vary throughout the school year. All  
conferences with the director should  
be scheduled in advance at the front  
office or with the director.*



# OUR DAILY PROGRAMS

Each classroom will spend their days involved in developmentally appropriate learning centers, circle times, instructional times, one on one time with the teacher, indoor & outdoor playtimes, story times, and mealtimes. It is our goal to provide the safest and most developmentally appropriate, Christ-centered environment for your child.

## **Infant Program (6weeks-17months)**

Our infant program is 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 your child's needs are met.

It is FPS policy to provide a comfortable place with a seat within the classroom or facility that enables our mothers to breastfeed their child. FPS encourages the right for mothers to breastfeed and/or provide breast milk for their child while in our care.

## **Toddler Program (18-23 months)**

This nurturing environment provides the structure that allows the students to grow and learn while feeling safe and comfortable. Children are encouraged to use their words to express their needs and wants. The activities are developed to create a learning and social experience through play.

## **2-Year-Old Program**

This is the year of beginning to grow independence, learn manners, socializing with friends, and most importantly potty training. 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. *\*Please refer to potty training program policy for requirements pertaining to this age group.*

## **Preschool- 3-Year-Old Program**

This is year of educational growth and making friends. Your child will spend their day in both individual and group curriculum time. Activities will include developmentally appropriate learning centers, circle time, instructional time, indoor and outdoor play and story time. *\*Please refer to potty training policy for requirements pertaining to this age group.*

## **Preschool- 4-Year-Old Program**

This is the year where children blossom in their understanding of print and letter/sound recognition. It is also during this time where children begin making choices and charting their thoughts and feelings. Now that your child has reached the pre-school age there is a greater emphasis on language development, literacy, mathematics, science, social studies, creative arts, social and emotional development, and physical health and safety.

### **Kinder Prep- 4- to 5-Year-Old Program**

This program is typically provided for the child who turns five right after the public-school cutoff date (September 1<sup>st</sup>). FPS recommends that students in this program have completed a pre-k program here at FPS or at another day school. It is our desire to provide our students with a true kindergarten school experience. Your child will spend their morning (8:00AM-12:00PM) involved in structured curriculum taught by a certified kindergarten teacher. Student attendance in this class is crucial and will provide your child with the routine schedule he or she will need when moving to "Big Kid School". This program will focus on mastering language development, literacy, reading, mathematics, science, social studies, creative arts, social and emotional development, and physical health and safety. This is truly a wonderful class to transition your child into a public or private school kindergarten.

As part of the extended kinder prep program (12:00PM-6:00PM) the students will also have the opportunity to learn through well planned learning centers that allow for child choice and self-directed play.

### **After School Care Program (Kinder-5<sup>th</sup> Grade)**

This program provides transportation from schools in the New Braunfels Independent School District. After school, your child will be brought to our facility to participate in multiple activities such as snack, homework, free play, organized play, art, and indoor & outdoor play time. We make it our policy to work with the parents to provide an individualized homework plan for each child. Students enrolled in our after-school program may not be over age 11 or above grade 5.

### **School-Age Summer Care Program**

FP School provides a separate program in the summer for our school-age children grades K-5<sup>th</sup>. 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, indoor & outdoor play and much more.

### **Potty Training Program & Requirements**

Our 2-year-old program is where our students are given the best opportunity and the most resources to master their potty-training skills. Children are lovingly introduced, taught, and encouraged to use the potty. During this learning process the children 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, therefore, FPS CANNOT guarantee potty training success for all its students. We do believe that with consistency and parent participation your child will be able to take major steps in the right direction when becoming potty trained.

All children entering the 3-year-old program MUST be COMPLETELY potty trained.  
**ANY CHILD WHO IS 3 YEARS OF AGE AND IS NOT COMPLETELY POTTY TRAINED WILL**

**REMAIN IN A POTTY-TRAINING CLASS AND WILL BE REQUIRED TO PAY THE 2-YEAR-OLD RATES UNTIL HE/SHE IS COMPLETELY POTTY TRAINED.**

**A COMPLETELY potty-trained child is a child who can do the following:**

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the classroom.

*\*The only time that pull-ups (which will need to include velcro sides and be provided by the parent) will be used in a Pre-K 3-year-old class will be during nap time for students who have frequent sleep time accidents.*

## **OUR PICK-UP AND DROP-OFF PROCEDURES**

### **Hours of Operation**

First Protestant School is open year 'round. Our hours of operation are 7 AM to 6 PM Monday through Friday. In order to comply with the TDFPS Minimum Standards for Child Care Centers, First Protestant School is not allowed to open its doors until 7 AM. *\*Please see our school calendar for important dates to remember in our program as well as the dates that FPS will be closed.*

### **Arrival and Departure**

An adult MUST accompany all children when entering the building and to their classroom or designated drop off area. Once in the classroom, parents should make sure their teacher or a designated FPS staff member is aware that the student has arrived. Parents are responsible for checking in/out their child at the Procure station upon arrival and at departure.

First Protestant School views our program as an educational facility, not a daycare. Children are expected to arrive and be in attendance by 8:30AM each day, to benefit from the curriculum and the program. Having our students in attendance by 8:30AM also allows the teacher to fulfill the lesson plan for the day without having to leave the activity they are doing with the rest of the class to get late arrivals settled in. FPS would kindly ask that parents contact the FPS office at 830-606-4110 by 9:00AM if your child will be absent for the day. **FPS' official cut off time for drop off is 9:00AM** unless the student is excused by a medical professional or parent has given FPS office prior notification.

An adult MUST accompany all children when exiting the building and in the parking lot. Children

should be picked up in their designated classroom or assigned area (if children are not in their designated classroom, check the classroom door for their location). Once in the classroom, parents should make sure their teacher, or a designated FPS staff member is aware that the student is leaving.

### **Child Release Policy**

The parent or designated person must come into the school to pick up their child and make verbal contact with their child's teacher. **NEVER send a minor sibling or relative WITHOUT A VALID DRIVER'S LICENSE to pick up.** If you designate someone other than a custodial parent to pick up your child, that person must be listed on your child's enrollment form and have a valid driver's license. Children will only be released to persons who are designated on the emergency contact & authorized pick-up person list located 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. Please let your child's teacher or the office know, in writing, if possible, when someone who does not usually pick up will be doing so. If there is any question about who is picking the child up, the child will not be released.

FPS suggest that parents leave their cell phones in their vehicle when picking up their child. Parents must NEVER leave young children unattended in the car. Once your child is signed out, the parent is responsible for COMPLETE supervision. Please do not allow your child to wander/run in the halls or leave the building ahead of you. If parents need to discuss their child's progress or any concerns, a scheduled conference is needed and can be scheduled at the front office. Teachers are busy supervising children and need to have their focus on the classroom. Please take children directly to your vehicle and safely buckle them in. If any FPS staff feels that a parent who is picking up a child is intoxicated or under the influence of drugs, we are required to notify local law enforcement and the child will not be released. We are obligated to report any such occurrences to the Texas Department of Family Protective Services.

Verification of legal custody- When there is a non-custodial parent it is the responsibility of the parent with legal custody to notify the school. We will not withhold a child from a parent on the request of the other parent without the current certified copy of your Temporary Orders, Final Decree of Divorce, Order in Suit Affecting the Parent-Child Relationship, Restraining Order, or Protective Order. We will follow custody agreements exactly as written. The orders we receive must be certified copies and signed by a judge. In the absence of the court order, both parents have legal rights. It is FPS policy to not become involved in custody battles and will remain the advocate for the child.

# OUR DRESS CODE AND BELONGINGS

## **Dress Code**

Children should be dressed in clothes that are comfortable and easy to move in. Please keep in mind that this Texas weather changes daily so all children should be dressed in weather appropriate clothing. Tennis shoes are the safest footwear for your child while at FPS. Boots (Cowboy & Rain), flip flops, sandals, crocs, or other slick bottom shoes are dangerous on the playground and should NOT be worn to school. 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 must bring 2 sets of clothes to school in a Zip-Lock bag labeled with your child's name. All items MUST be labeled – FPS is not responsible for lost items. Extra clothes should include outerwear, underwear, shoes, and socks. This bag will be kept on your child's hook or in his/her classroom in case of an accident. If a child should wet or dirty their clothes, the teacher will assist the child in cleaning up and changing into clean clothes. The dirty clothes will then be placed in a plastic bag and put on the child's hook. Any clothes that are soiled due to a loose or runny bowel movement will not be saved or placed on the child's hook or in their bag. It will be FPS policy to properly dispose of the undergarments immediately and will not be responsible for replacing the undergarments. For sanitary purposes, FPS will not be allowed to wash soiled clothes. At any time a child does not have an extra change of clothes, FPS will contact the parent immediately to pick up the child or bring another set of clothes.

## **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. Nap items will be sent home every Friday to be laundered.

Toys and personal items should be left at home; however, please feel free to bring books, musical CDs, or items that enhance learning in the classroom. These items will be returned after they have been shared with the class. If a personal item or toy should find its way to FPS, your child's teacher reserves the right to have the child place it in his or her bag or ask the child's parent to take it with them. FPS is not responsible for lost, stolen, or damaged personal items.

# OUR FOOD PROGRAM

## Snacks and Lunch

### **FPS IS NOT A PEANUT FREE SCHOOL!**

AM & PM snacks are served daily. Lunch is served Monday through Thursday. Our monthly menus are posted on your child's classroom bulletin board and on our school website. On Fridays or any day that falls before a FPS closure/holiday, 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 \$5 and will be billed to your account. *All lunch fees must be taken care of within 5 school days unless automatic debit arrangements have been made in the tuition agreement form. Additional lunches will not be provided until outstanding lunch fees have been paid. In such instances, parents will be contacted to provide a lunch.*

Food Allergy: FPS must have a food allergy emergency plan for any child with a known food allergy that has been diagnosed by a health-care professional. A food allergy emergency plan is an individualized plan prepared by the child's health care professional and MUST include the following information. In addition, the child's health-care professional and parent must sign and date the plan. A copy of this plan will be kept in the child's file and in his/her classroom.

- List of food the child is allergic to;
- Possible symptoms if exposed to a food on the list; and
- The steps to take if the child has an allergic reaction

Special Diets: If your child has NOT been diagnosed with a food allergy but as a parent you have CHOSEN to eliminate or replace a food or drink item from your child's diet that is also served or listed on the FPS monthly menus, then a Special Diet Agreement will be required to be on file for your child. This form will need to be filled out and signed by the parent or guardian (not a medical professional). By doing so, FPS is not responsible for its nutritional value or for meeting your child's daily food needs. Along with the Special Diet agreement, parents will be responsible for providing FPS with a monthly menu that has been revised by the parent following the instructions on the Special Diet form. FPS is not responsible for providing, replacing, or replenishing snacks or meals that have been eliminated by the parent or guardian. It will also be FPS policy that tuition will not be prorated or reimbursed for foods or drinks eliminated from a child's diet, whether it be for allergy or special diet reasons.

## Substitute Food/Snack Form

Parents may bring snacks or lunch for the class to celebrate birthdays, holidays, special events, etc. However, a substitute food/snack 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 food/snack ideas are pizza, kid's meals, cookies, cupcakes, etc. **All substitute**

**food/snack items must be store bought.** Substitute SNACKS (ex: cookies or cupcakes) may be brought Monday-Friday for AM or PM snack time. Substitute LUNCHES (ex: Pizza or McDonalds) can only be served on Fridays or last day of the school week. Any substitute snacks brought without proper notification or within 48 hours of serving the snack will not be served to the children-- NO EXCEPTIONS.

## OUR 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 school campus, we will relocate to the First Protestant Church Campus, which is 2 doors down and our old school location. (172 W. Coll Street  
New Braunfels, TX 78130 (830) 609-7729)
- C. Relocation from Downtown - If the downtown area is evacuated; we will meet at New Braunfels High School. (2551 Loop 337 New Braunfels, TX 78130  
(830)627-6000)
- D. Fire Drill - Children will be routed to their designated safety zone outside the school building.

If 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. Parents may view a copy of the "Emergency Preparedness Plan" at any time during operational hours at the FPS office.

## OUR ENROLLMENT PROCEDURES AND POLICIES

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

### **Registration Form**

Parents must fill out and sign the registration forms. Along with filling out the registration forms, all registration fees are due by the designated deadline to ensure your child's enrollment and spot in the program for which he or she is being registered. FPS will not accept registration forms without the payment of the registration fee. In-House Registration is primarily held in the month of January every year allowing parents to register their child for the upcoming program. Parents must fill out one form per child. The tuition rates are determined by your

child's age on June 1st - **NO EXCEPTIONS TO THIS DATE**. FPS reserves the right to fill your child's spot if his or her enrollment form and fees are not received by the designated due date. \*See *Registration Fees* section for more details.

### **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 valid 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. This form must be on file on or before your child's date of admission. You will be notified by email, text or in writing of any changes to this form and/or any changes made to the policies and procedures in the parent handbook.

### **Changes to Enrollment Information**

Anytime there is a change in any information included on any of the above forms, you are required to notify the office immediately. Changes such as a new address, a new job, or **new telephone numbers** must be immediately corrected or edited on your child's enrollment forms located in his or her file. Failure to do so could result in the FPS office staff not being able to contact you in an emergency situation.

### **Health Care Professional Statement**

Your child's physician must provide and sign a health care professional statement before your child is allowed to stay with us. By providing this statement, 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 and any authorized pick-up person's driver's license must be given to the FP School office upon returning your child's enrollment packet. 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.

Anytime someone NOT listed on your child's enrollment forms will be picking up your child, you must submit in writing a statement giving that person permission to pick-up. A copy of that person's driver's license will be made and filed in your child's file along with the written statement. If you will be calling FPS to give someone permission to pick up your child, FPS staff will ask you for the person's full name on their driver's license.

### **Immunization Record**

Parents must provide FPS with a copy of your child's immunization record 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 year. If your child's immunizations do not meet Comal County Health Department requirements, you will be notified. You have 2 weeks to give us an updated record. If at the end of the 2 weeks 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 an affidavit stating exemption from immunizations.

### **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:

- Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems
- Children enrolled in a facility who turn four years of age after September 1 of that year are exempt from screening until the following September.
- Screening must be done within 120 days of enrollment
- If a child is enrolled within 60 days of the date a facility closes for the Summer, the child's vision and hearing must be tested within 120 days of the beginning of the following school year.

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.

### **Student Conduct, Discipline and Guidance**

According to the DFPS Minimum Standards, discipline must be individualized and consistent for each child, appropriate with the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. Measures we use include talking with the child about the incident and what we can do to prevent its reoccurrence, taking away a privilege, cleaning the area, or sitting in an area away from the group in a "thinking spot" (time out is one minute per age of the child), Following the consequences, appropriate apologies and discussion of the incident is used. If the child hurts another child he or she will help with the care and apologize to the injured child. Incident reports will be given to the parents of all children involved. Our goal, in accordance with the Texas State Minimum Standards, is to ensure the safety of ALL students. Biting and injury to other children may require the parents to conference with the staff and/or director. This conference will include discussing a plan of action. Every child in our care deserves to feel safe. FPS reserves the right to dismiss a child from the program due to the behavior of the child or parents. Parents and employees will be given a copy of Minimum Standards Subchapter L, Discipline and Guidance, to read, sign and will be stored in the child's and/or employee's file.

### **Important Dates: (not an enrollment requirement)**

Every year FPS makes the best effort to notify our families and parents of school events, closures, early release days, or any other event that may affect their daily

and work schedules. This list of dates and events is located near the front of this handbook. We have also printed a second list and placed it in your child's enrollment packet. Please make sure to make time to look over these dates so that you can mark your calendars as well as make arrangements for childcare on days that FPS is closed. Reminders of these closure dates are either emailed, text, posted throughout the school and/or on classroom doors. FPS understands that the majority of our families and parents has busy lives & careers and depend on the services of FPS, so it is our intention to only close FPS if and when it is necessary. Holiday closure dates (ex: Christmas Break) are usually the time of year when our student attendance is at an all-time low, so FPS will close for these dates. *Please see tuition section of handbook for details on refunds and payment policy for holiday closures*

## **OUR MEDICATION, ILLNESS, AND MEDICAL EMERGENCY PROCEDURES**

### **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. Also please note that any over the counter medication prescribed by a doctor will not be administered to a child as a fever reducer so that the child can remain in attendance for the day. FPS must be given permission to administer medication to reduce your child's fever during an emergency situation or if your child's temperature is greater than 102 degrees (this can be given on the parent authorization section of the enrollment packet). Also, any prescribed over the counter medication will only be administered for the designated dates that the doctor prescribes. If the doctor doesn't note an end date or time frame, then FPS will only be allowed to administer the medication for 1 year following the date that is notated on the doctors' orders or the prescription.

Aspirin Substitute- FPS carries a liquid aspirin substitute (infant & child's Motrin, Tylenol, or its generic form) and will only administer to a student whose parent has given written permission (on enrollment form) for the following reasons...

- Child's temperature is greater than 102 degrees and the parent or emergency contact person will be more than 30 minutes to pick up the student.
- Child has documented that he or she is known to have seizures from high temperatures.

### **Other Non-Prescription Medications and Lotions**

There is no prescription needed for FPS to apply sunscreen, insect repellent or diaper rash cream. However, parents will need to fill out the *Authorization for*

*Dispensing Medication Form* giving FPS permission to administer or apply the creams or lotions. Parents will also be required to provide any/all lotions or creams as well as label them with the child's first and last name. FPS does not provide sunscreen, insect repellent or diaper rash cream.

The *Authorization for Dispensing Medication* must include:

- Child's Name
- Name of Non-Prescription Med or Lotion
- Expiration Date of Non-Prescription Med or Lotion
- Dosage to be given to the child
- When to give the Non-Prescription Med or Lotion to the child
- Final date of dispensing the Non-Prescription Med or Lotion
- Any Special Instructions

### **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, text, email 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: (unless a medical evaluation by a health care professional indicates that you can include the child in the childcare

center's activities)

- Oral temperature above 101° or greater; tympanic (ear) temperature of 100° or greater; axillary (armpit) temperature of 100° or greater; accompanied by behavior changes or other signs or symptoms of illness.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea (To clarify "uncontrolled diarrhea", this is when a diapered child's stool is not contained in the diaper and/or exceeds 2 or more stools above the normal for that child and a toilet trained child's diarrhea is causing soiled pants or clothing), 2 or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- A diagnosis by a health-care professional that the child has 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 cleared, with written documentation, by a medical professional OR fever-free without medication for a continuous period of 24 hours. If your child does NOT receive medical attention and returns to FPS after being fever-free without medication but continues to show any of the same symptoms (not limited to fever) that he or she was sent home for in the last 48 hours, FPS will require that he or she be picked up immediately. The child will not be able to return to FPS without written authorization from a medical professional. Also, FPS reserves the right to require any student that does not receive medical attention for an illness to take more than 24 hours of well time at home if, by doing so, it benefits the health and wellbeing of the child and/or the other students in the class. 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 because of severe weather.

FPS will notify you of less serious injuries when you pick up your child. 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 a text, email or letter 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.

## **HEALTH, SAFETY & CHILD ABUSE REQUIREMENTS**

### **FPS Care Givers Required Training on Preventing and Responding to Abuse and Neglect of Children**

Every caregiver is required to obtain at least one clock hour of annual training that must focus on prevention, recognition, and reporting of child abuse and neglect, including:

- Factors of indicating a child is at risk for abuse or neglect;
- Warning signs indicating a child may be a victim of abuse or neglect;
- Internal procedures for reporting child abuse or neglect; and
- Community organizations that have training programs available to child-care center staff members, children, and parents.

FPS has copies of the Texas Department of Family & Protective Services Reporting Abuse/Neglect: A Guide for School Professionals located in the office. This guide will be used as FPS standard policy for reporting any form of child abuse or neglect.

### **Daily Health Check**

Every day, an FPS staff member should conduct a health check of each child. This health check should be conducted as soon as possible after the child enters

the childcare facility and whenever a change in the child's behavior or appearance is noted while that child is in care. The health check should address:

- Reported or observed illness or injury affecting the child or family members since the last date of attendance;
- Reported or observed changes in behavior of the child (such as lethargy or irritability) or in the appearance (e.g., sad) of the child from the previous day at home or the previous day's attendance at child care;
- Skin rashes, impetigo, itching or scratching of the skin, itching or scratching of the scalp, or the presence of one or more live crawling lice;
- A temperature check if the child appears ill (a daily screening temperature check is not recommended);
- Other signs or symptoms of illness and injury (such as drainage from eyes, vomiting, diarrhea, cuts/lacerations, pain, or feeling ill).

The caregiver/teacher should gain information necessary to complete the daily health check by direct observation of the child, by querying the parent/guardian, and, where applicable, by conversation with the child. The obtaining of information from the parent/guardian should take place at the time of transfer of care from the parent/guardian to the staff of the childcare facility. If this exchange of information happens outside the facility, the facility should use an alternative means to accurately convey important information. Handwritten notes, electronic communications, health checklists, and/or daily logs are examples of how parents/guardians and staff can exchange information when face-to-face is not possible. The daily health check should be performed in a relaxed and comfortable manner that respects the family's culture as well as the child's body and feelings.

Daily health checks seek to identify potential concerns about a child's health including recent illness or injury in the child and the family. Health checks may serve to reduce the transmission of infectious diseases in childcare settings by identifying children who should be excluded and enable the caregivers/teachers to plan for necessary care while the child is in care at the facility.

# OUR CHILD CARE FEES

## **Registration Fees**

A Registration Fee is charged each year at the time of enrollment or upon re-enrollment. Registration Fees are non-refundable and non-transferable. If your child is withdrawn from enrollment for any reason, the registration fee must be paid again upon re-enrollment pending availability.

Infant registration fee requires the 1<sup>st</sup> months tuition AND the standard registration fee. BOTH the standard registration fee and the 1<sup>st</sup> month's tuition are non-refundable and non-transferable if child is withdrawn from FPS at any time. This includes those families who decide to withdraw prior to their child's first day at FPS.

Registration is typically held in January for the upcoming school year. FPS is a year-round school that runs from June to May. FPS offers a summer camp for school age children that runs from June-August. Summer camp ends for school aged children on the Friday before public school begins in the fall

## **Tuition**

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, and credit card.

Once a parent has chosen a method of payment (i.e., automatic withdrawal, check/cash/credit card), 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:

- 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)
- Semi-Monthly: ½ of the tuition on the 1st of each month & ½ on the 15th of the month (if the 1st or 15th falls on the weekend, that portion of tuition is due 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, absences due to illness, mandated or recommended school closures, bad weather, or any other circumstances. There is absolutely **no** exception to this policy. FPS school closures will not always coincide with local public-school closures.

Please also note: monthly tuition for school age children is for after school hours only -- when a school age child requires care for any full day due to a school district closure, an additional \$20 per full day will be added to the monthly tuition. Student's attending FPS on these days will be provided an AM and PM snack ONLY. Students will need to bring a sack lunch for every day that he or she will be in attendance at FPS during these times.

### **Drop in Care**

It is FPS policy to allow in-house part time students or previously enrolled students to attend FPS as drop-in care at the rate of \$30.00 per day for 2 and older and \$35.00 for infants and toddlers. Drop-in care is not always available and will only be offered if the teacher/child ratio allows availability for the drop in student. Along with availability, ALL required enrollment information and forms MUST be provided and current.

### **Withdrawing From Our Program**

Parents must provide a minimum 30 days written notice for withdrawal of a child for any reason. Parents will be responsible for tuition payment for these 30 days. Payment for the 30 days will be charged and paid in full on the day written notice was received. NO EXCEPTIONS TO THIS POLICY.

### **Behavior Problems Leading to Suspension/Expulsion**

FPS expects all of their students to be respectful and polite to other students and their teachers. As parents, you may be called in for a parent conference to discuss your child's behavior. A counseling and instructional plan of action will be developed to correct your child's behavior. Having the parent's cooperation and reinforcement in creating structure and discipline when concerning behavioral issues is crucial to correcting the behavior. The staff at FPS have been very successful in working together with parents to improve the behavior of many students.

FPS will not allow any child to mistreat another child or teacher. Hitting, biting, spitting, throwing any objects, kicking, slapping, teasing, scratching, using profanity or vulgar language, fighting, or bullying will not be tolerated at FPS. If a child continues to demonstrate this type of behavior after repeated counseling and/or multiple parent conferences, that child's enrollment at FPS will be terminated. FPS director reserves the right to ask any family to withdraw from the program immediately if she/he feels it is necessary. In this situation, no refunds will be given for the rest of that month's tuition.

### **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 \$10.00 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 sign a new agreement. *All miscellaneous charges (those other than tuition) must be taken care of within 5 school days unless automatic payment arrangements have been made in the tuition agreement form.* Charges not paid within the 5 school days will be subject to additional fees.

### **Vacation Credit**

Only full-time students attending Monday-through-Friday are eligible for vacation credit. A full-time student is any student attending FPS Monday through Friday for an entire year. 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. Once the request has been approved by the director, a one-week vacation credit will be credited to your account only after the requested vacation dates have been taken. The vacation must be taken in 5 consecutive school days. Vacation credit is awarded in kind only; therefore, it is not payable to families upon withdrawal.

All *Vacation Request Forms* must follow these rules:

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

*Formula for calculating vacation credit:*

*Total tuition paid for entire year prior to current anniversary date - any past vacation credits - any other fees or miscellaneous charges (ex: registration fees, lunch fees, late fees, referral credit) / 52 weeks = Tuition Credit.*

### **Late Pick Up Fees**

FPS closes at 6:00 PM. Please set your watches and clocks according to the FPS Office clock. Anytime a child is picked up after 6:00 PM that parent's account will be charged a late fee of \$20. An additional \$1 will be charged to your account for every minute after 6:10PM. These fees are payable at the time of pickup. 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 or any checks returned to FPS for insufficient funds or for any reason will be charged a \$25.00 service fee. If FPS receives a returned check an automatic withdrawal transaction cannot be processed, the amount owed plus the charges accrued (including all applicable late fees as well as the increased cost from paying the preferred tuition rate to the standard tuition rate) must be paid for in cash or by money order within 24 hours of notification. If your account is not settled within the 24-hour period, your child will lose their childcare position.

If FPS receives a second returned check from the same bank account, FP School will no longer accept checks from that bank account number.

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

## **OUR CLASSROOM AND SCHOOL ACTIVITIES PROCEDURES**

### **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 front office. At the end of the month, all unclaimed articles will be given to charity without notification.

### **Birthdays**

Birthdays are a special time in your child's life and FPS would like 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 must fill out a substitute food/snack request one week prior to the food being brought to school. All snacks must be store bought. No homemade treats allowed.

If your child is having a birthday party outside of FPS, it is our policy to not give out names, telephone numbers or addresses of any child or family. If you would like to pass out birthday invitations at FPS, we ask that you bring the completed and sealed invitations to the FPS office, and we will distribute the invitations to each student in the class. It is FPS policy that ALL children in the class must be invited if invitations are distributed here at FPS. FPS reserves the right to remove invitations from the student's hooks or refuse to distribute them if ALL the children in the class are NOT invited.

### **Wednesday Morning Chapel**

Chapel will be held every Wednesday (exceptions will be noted on monthly class calendars) from 10:00-10:30 AM in your child's classroom. 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.

As part of our chapel program, we encourage the students to bring a small offering (just whatever loose change you have laying around) to every chapel. These monies are then used as a donation from the students and families of FPS to help with different programs involving children within our community.

### **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 NOT be cared for at FPS until the child's class returns from the pool at which time the child can return to FPS.
- Parents may not drop off or pick up the child from the local pool. Teachers are mandated to only be responsible for the number of children they originally transported to and from the pool.

*See Transportation Policy for car seat requirements.*

### **Playground/Outdoor Activities**

It is FPS policy to give the students a designated AM and PM playground or outdoor activity if weather permits. FPS reserves the right to decrease or eliminate outdoor play time if the outdoor temperature is less than 45° or greater than 95°

### **Field Trips**

Children 4 years of age and older may be involved in transported or walking field trips at or away from the FPS campus. 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 for their child to go on the field trip. If the Field Trip Permission Form is not signed by the parent, the child will NOT be cared for at FPS until the child's class returns from the field trip, at which time the child can return to FPS.
- Parents may not drop off or pick up the child from the field trip. Teachers are mandated to only be responsible for the number of children they originally transported to and from the pool.

*See Transportation Policy for car seat requirements.*

### **Transportation Policy**

Each school/church vehicle is considered a classroom and must follow the same procedures and rules followed while on school premises. Our after-school care van runs are based on the number of kids we have enrolled for each school in NBISD.

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.

Due to the child passenger safety seat system law required by the Texas Department of Public Safety, FPS will require all parents whose children being transported by the FPS van for field trips or after school van runs to follow the following requirements:

- If a child is 4 years of age and weighs less than 40 pounds then the child must be secured in a forward-facing child safety seat, safety vest or harness according to the manufacture's instruction.
- If a child is 4 years of age and weighs more than 40 pounds and is less than 4'9" in height; or 5-7 years of age, regardless of weight, and is less than 4'9" in height then the child must be secured in a forward-facing child safety seat, booster seat, safety vest or harness according to the manufacture's instruction.
- If a child is 4-7 years of age and 4'9" in height or taller then the child must be secured in a booster seat according to the manufacture's instruction or a properly fitting safety belt anywhere the child sits in the vehicle.
- If a child is 8-14 years of age, then the child must be secured in a properly fitting safety belt anywhere the child sits in the vehicle.

## **OUR POLICIES REGARDING 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 and are encouraged to schedule a conference at the front office. Communication between parents and teachers is highly encouraged, however FPS request that parent/teacher conversations not impede the supervision of the children. If needed, a parent/teacher conference can be scheduled through the director at the front office.

*See Director Letter for Daily Office Hours and Contact Information*

### **Procedure for Parents to Visit FP School**

Parents may visit FPS at any time during our operational times. For security reasons, we ask that all visitors and parents please check in at the front office before proceeding to your child's classroom.

### **Procedure for Visitors, Volunteers, Therapists, or Contractors to Visit FPS**

For safety reasons, FPS does NOT allow visitors to enter the school building unless or until they have been checked in at the front office. If your child will be receiving therapy, dance classes, or lessons onsite while at FPS, then the therapist or instructor must comply with minimum standard 746.1401

### **Procedure for 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 at FPS. To help or volunteer within your child's classroom, please speak with your child's teacher.

### **Parent Code of Ethics and Conduct**

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

- The staff member will have a conference with the school director to discuss the situation.
- If needed, the parent will be required to have a conference with the school director to discuss the situation and any requirements for future interaction with the FPS employee.
- If the staff member continues to be disrespected by the same parent or visitor even after meeting with the school director, the parent will be asked to withdraw their child from FPS. 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.

### **Policy Changes and Parent Notifications**

By licensing standards, all major changes to our center's policies must be shared with our families. It is FPS policy to share these changes via text, email and/or by written notices. FPS has a policy that we will review our policies monthly in order to stay current with all licensing standards. At least once a year, every FPS family will receive a Parent Handbook and Enrollment Packet to update personal information for their child's file. Please take the time to correctly fill out your information, so we can be very prompt to our response in an emergency.

For weekly announcements and school news, parents should frequently check their email and text messages. You will also see announcements posted in the front office, on the front entrance doors, your child's classroom door, and on your child's monthly calendar (which is located in your child's classroom and on the FPS website).

**Procedures 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](http://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](http://www.dfps.state.tx.us)

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