



# **Our Savior Preschool Handbook**

**2022-2023**

*Train a child in the way he should go,  
And when he is old, he will not turn from it.*  
Proverbs 22:6

## Letter to the Parents from the Director

Dear Families,

We welcome you and your children to Our Savior Preschool. Please read this entire handbook and if you have any questions regarding Our Savior Preschool, Pre-K or transitional kindergarten or kindergarten programs, or any other questions in general, please feel free to e-mail, call or schedule a meeting any time.

All parents are welcome to schedule a conference with your child's teacher and director to discuss any concerns you may have during the year. We want parents to always feel free to voice their concerns regarding any aspect of their child's educational growth. We are here to listen and help develop a plan of action.

Thank you for entrusting your children to our care. We consider being a part of your child's life the greatest privilege and honor. The first five years are the most formative and impressionable of a child's life. Because of this, we realize just how important it is that we consistently model Christian behavior, inspire the joy of learning, and build a strong spiritual and academic foundation for your child's future.

God's Blessings,

Florene West  
Director  
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## MISSION STATEMENT

### **Our Savior Preschool - Building a new generation of Christian leaders.**

Our mission at Our Savior Preschool is to create a healthy, safe, and spiritual haven for children where they can experience the wonderment of childhood. We strive to provide an optimum educational environment in early childhood that will set a standard for excellence in character, academics and consideration for others during the most impressionable and formative time of the child's life, the first five years.

**Faith** - We are committed to integrating Christian values into what we teach, most importantly through modeling Christian behavior in words and actions.

**Service** - We are committed to serving others as Christ has served us, providing outstanding service to each other, students, families, and our community.

**Knowledge** - We are committed to helping students gain a love of learning which will form the foundation of their intellect.

**Excellence** - We are committed to achieving the highest level of excellence in education using developmentally appropriate guidelines.

**Relationships** - We are committed to building strong, healthy relationships with each other, students, families, and our community.

**Integrity** - We are committed to carrying out our mission and vision with the highest level of integrity that glorifies God through all we do.

## ADMISSIONS AND TUITION

### **Enrollment**

Enrollment shall be open to any child who is 18 months of age by September 1st and is not older than Kindergarten age, provided the program can meet the needs of the child. **Children ages 3 years old and older must be potty trained to be enrolled in our program.** Enrollment in the program shall be granted without discrimination regarding sex, race, or religious beliefs. We will accept any child whose special needs we are able to meet. Unfortunately, we do not have the staff, equipment, or facilities to offer special class settings or one on one attention.

### **Registration**

Parent(s) or guardian(s) must be present to register their child(ren) for enrollment in our program. **The registration fee will be collected at the time of enrollment. This fee is non-refundable and non-transferable.** In accordance with the Minimum Standards, all enrollment forms must be completed and on file in the Preschool office before your child can attend school. If the classes are full, your child will be put on a waiting list. No child will be able to begin class without a current immunization form or appropriate documentation and required papers.

### **Registration of the school program will be as follows:**

- A child may enroll at any time during the year if there are openings.
- Priority enrollment will be given to children presently enrolled in the program and to their siblings. There will be a specific deadline for this enrollment.
- Remaining openings will be filled in an open registration to the children of our community and surrounding areas.
- A waiting list will be maintained for each age group. We will fill openings for the current school year from this list on a "first come, first serve" basis.

## Admissions Policy

Our Savior Preschool is operated and maintained by Our Savior Lutheran Church Congregation as extension of the overall ministry of the church to parents and families for providing children with Christian training. The enrollment packet includes the following forms which must be completed:

- Authorization Form
- Enrollment Information Form including emergency contact information
- School Calendar – we follow the MISD school calendar for all closings, holidays and early releases
- Nutrition Waiver
- Authorization for Dispensing Medicine Form
- Technology form (for children 3 yrs. of age by Sept. 1<sup>st</sup> in the year of enrollment)
- Non- Food Allergies
- Alert for Children with Food Allergies
- **Emergency Care Plan for all DOCTOR DIAGNOSED FOOD ALLERGIES**

Parents must submit the following records before their child can attend school:

- Current Immunization records signed by your child's physician. The form **must** have the physician's name, address and telephone number
- If your child turned four years of age by September 1, 2022, or is enrolled in Transitional Kindergarten, or kindergarten, we will need a current vision/hearing screening on file. Vision/Hearing tests completed when the child was three are not valid according to State regulations. All vision hearing screening must be done within a year and must be current. Children who have had a vision/hearing test when they are four, must have additional tests yearly. Our Savior Preschool will provide an opportunity for vision/hearing testing in September or October each year. You may choose to pay to have this done at the school or at your doctor's office. All vision/hearing screenings must be on file by December.
- If a child has a doctor-diagnosed, life-threatening food allergy, we must have a *Food Allergy Anaphylaxis Emergency Care Plan* filled out, signed and dated by the physician and parents.

The annual registration fee is due at the time of Registration and Admission. **The registration fee is non-refundable.**

## Waiting List

In order to accommodate children desiring enrollment when no space is available, a waiting list for each age group will be maintained. No deposit is required and there is no obligation to enroll once a space becomes available. The program can give no assurance to anyone on the waiting list that there will be an opening.

## Tuition

Tuition is calculated based on the number of days your child will be attending. The yearly amount will be computed into equal monthly payments and this calculation will have already taken into account any scheduled days that the school will be closed. You will be billed for the total yearly fee divided into monthly automatic draws. Payments are made through the Procure Tuition Program, an automatic bank drafting process. Procure enrollment forms are available in the office. **Should a bank draft fail to be honored and tuition falls two payments behind, the child can be dismissed from the program.** There is no refund given when a child is absent for any reason, holidays, or bad weather days.

The fee for a returned check is \$30.00 or the current amount charged by the bank. Accounts with a balance of 2 months past due will receive a notice from the Accounts Manager. **Accounts not paid within 14 days of the notice may result in the dismissal of the student from the school. Past due balances greater than 90 days may be placed for collection.**

If, for any reason, a child drops from the program, the parents must give **two weeks' written notice to the school office.** Families are responsible for payment of the month's tuition if their child attends any portion of that month unless more than two weeks' notice is given.

Parents will be notified of any policy changes by monthly newsletter and hard copies of policy changes placed in the child's backpack. If there are questions concerning the above policies, please feel free to call, email or make an appointment with the director to discuss any questions concerning policies or procedures. The director's e-mail is [florene.west@oslmckinney.org](mailto:florene.west@oslmckinney.org) The school office number is 972-562-9944, Ext. 2.

## CAMPUS INFORMATION

### Office Hours

The Preschool office hours are 7:00am – 5:30pm, Monday through Friday.

### Classroom Hours

Class hours are 8:45am to 2:15pm, Monday through Friday. We encourage you to arrive promptly at 8:45am so that your child will not miss any regularly scheduled activities. **If your child is not picked up by 2:15pm, children ages 18 months through Pre-K will be signed into Extended Care. You will be charged for the time your child attends our extended care program at a rate of \$4.60 per hour. Any time before 8:45 or after 2:15 is considered extended care.**

### Arrival and Departure

To document your child's arrival and departure, parents **must** use the ProCare App to scan the QR code to check the child **in and out** each day. **If a parent repeatedly does not scan in and out, there will be a warning and a fee charged.** Scanning your child in and out is extremely important to our accounting for all children and for the safety and welfare of each child. The time your child is checked in and out is also used to calculate your monthly fee, **so please take time each day to properly check your child in and out.** If anyone other than the parents will be picking up a child, notice must be given to the office administrator that day. For persons not included on the Authorization Form, the notice must give the name of the child, the name of the person picking him/her up and other identifying information. Photo identification must be presented by the person picking up at the time of the child's release and the person who is picking up is required to check the child out via a code or QR scan. If the person picking up, does not have a valid code and does not have the app to scan, the person will be required to go to the office to present his picture ID and validate his authorization to pick up the child. Our Savior Preschool staff will not release your child to anyone without proper identification and authorization from the parent or legal guardian.

### Facilities

All classrooms, restrooms, playrooms, and meeting areas in the school meet the requirements of the Texas Department of Protective Services and Texas Health Department. Annual City of McKinney fire and gas inspections are also held in compliance. Our building doors are locked during the school day. Entry into the building will only be possible through the main doors of the school. There is a doorbell located on the middle of the two double doors at the north and official entrance of the preschool. This entrance is the only authorized entrance and exit and must be used by parents at all times. Please push the doorbell so that a staff member can open the door. **All visitors must sign in and out at the school office.**

## CLASSROOM GUIDELINES

### Student Arrival

Classes follow a regular schedule every day. Please strive to be on time so that your child will not miss Opening, Circle Time, Center Time, Spanish, Music, Chapel, Computer, or special class projects. Important learning is taking place. When a child arrives late, it tends to disrupt everyone's schedule. All classes have free Center Time the first 15 minutes until 9:00am. After that, the class follows its structured activities. Consistency helps the child adjust to his school day much more easily.



## Behavior Policy

Our Savior Preschool will offer a positive learning environment for each of the children enrolled in our program. Each child will be required to follow the rules of his/her classroom. It is not uncommon for some children to be upset and even cry the first several days or weeks of school. All of the staff will help ease each child into our daily routine. **When dropping off your child each morning, please help the teacher by quickly telling your child goodbye outside the door of the classroom and allowing the teacher the opportunity to redirect the child's attention.** Even though lingering at the door is tempting, it only postpones, elongates and intensifies the inevitable separation response. Since the morning transition period requires the teacher's undivided attention supervising all the children in the class who are adjusting, **we ask that you drop off your child quickly at the door.** If you would like to speak with the teacher about your child, please call the school office and arrange a convenient time to talk when the teacher can give you her full attention.

Disciplinary steps followed by Our Savior Preschool:

1. The child will be given three verbal warnings for the school day. The teacher will discuss the child's behavior with him/her. The child will be redirected to other activities by the teacher.
2. The child will be placed in reflection time, allowing time to think through appropriate behavior. A discussion with the child and his/her teacher will be used to clarify and help redirect behavior.
3. If the child's behavior is not maintained with verbal warnings, redirection, and reflection time, he/she will be removed from the classroom and brought to the school office as a last resort.
4. If the child's behavior is not maintained appropriately after interfacing with the Director or assistant director, then the child's parent will be called, and the child may be sent home.

## Suspension Policy

In case of disruptive behavior, special emotional, physical, or intellectual needs beyond the expertise of the classroom teachers, or in case of physical or safety threats to other children, or threats to the school itself, the school reserves the right to remove the child temporarily or permanently from school in any situation where these conditions are applicable.

Temporary or permanent suspension shall come when one or more of the following conditions exist:

1. After the teacher and director have met with the parent about **documented behavioral patterns** of the child and after a consensus of the director, teachers and a designated church staff liaison that this is the needed course of action.
2. When the teachers, director and the designated church/staff liaison deem the situation or condition a threat to the continued well-being of other children and to the school itself.
3. When the teachers, directors, and a designated church/staff liaison minister deem the child's physical, emotional, or intellectual needs to warrant more expertise than the school can provide.
4. In case of repeated injury to other children as in cases of biting, hitting, spitting, slapping or in cases of verbal abuse directed at other children or the teacher, the child will no longer be allowed to attend.

## Parent Teacher Conference

Parents or teachers may schedule a conference at any time during the school year regarding a child. Pre-Kindergarten teachers will share information about a child's progress in preparing for kindergarten and may request a parent conference to discuss a child's developmental readiness for kindergarten. The Kindergarten teacher will prepare a report card six weeks, which coincides with MISD reporting periods.

## Curriculum

Our Savior Preschool provides an enriched learning environment for the children through themes teaching literacy, early math skills, Bible stories, numbers, shapes, letters, songs, art, science and technology. Each teacher plans the specific activities for the class according to the developmental level of the children and according to the *Specific Knowledge and Skills Criteria* set forth by the Texas Education Agency. Every class from 18 months to 6 years will participate in Music and attend Spanish classes according to their class schedules. Children placed in the Owl class through kindergarten three-year old classes will also attend ABC Mouse computer classes using iPads provided to each child for individual

use. Children 18 months and older will attend Chapel focusing on Bible stories and age-appropriate music. Classroom curriculum also includes:

- Bible stories and theme stories
- Music and Movement
- Art, Math, Science
- Centers
- Circle Time
- Quiet Time (2- and 3-year-olds)
- Quiet Reading Time (4- and 5-year-olds)
- Fine Motor Skills (puzzles, playdough, cutting, etc.)
- Large Motor Skills (creative play, recess)
- Spanish

Our Savior Preschool uses *Scholastic*, *Letter People*, *Alpha Tales*, *Frog Street*, *Success for Life*, the best teaching practices, and methodology developed by Dr. George Morrison, former Chair of the Velma Schmidt Early Childhood Program at the University of North Texas. Our Savior also uses *One in Christ Bible Curriculum* and *Voyages to reinforce* the Bible story discussed each day and to integrate Christian values. We also utilize *Handwriting Without Tears* writing curriculum. We teach to the Texas Essential Knowledge and Skills published by the Texas Education Agency for infant, toddler and 3-year-olds, Pre-kindergarten, and kindergarten. These are the State Standards that specify what students should know and what they should be able to do at each corresponding stage of development. In addition, we often use other supplementary sources to enrich our curriculum ideas so that we can teach to these specific skills in new and different ways.

**The Transitional-Kindergarten class** teaches to the Texas Essential Knowledge and Skills needed for mastery of Pre-K. Children are expected be able to add and subtract, using numbers 1-20, assimilate sounds, read three and four-letter words, do simple math graphing, write simple words describing pictures in a journal, print and recognize upper- and lower-case letters, and generally be able to meet and exceed the TEKS necessary for success in Kindergarten.

**Kindergarten-** The kindergarten class teaches to the Texas Essential knowledge and Skills needed for success in first grade. By the end of the school year, children are expected to be reading fluently, writing sentences using punctuation marks. Children are expected to master developmentally appropriate language, listening and comprehension skills, number operational and problem-solving skills, geometric and measurement skills. Children are expected to recognize differences in types of environments and different species. At the end of the year, students are expected to master all skills developmentally appropriate for success in first grade. The kindergarten program uses *Singapore Math*, *All About Learning*, *The Flyleaf Language Arts Program*, *Let's Find Out*, *Scholastic Science and Social Studies* and *All About Reading*, *All About Spelling* and *Writing Clinic*.

### **Chapel**

The children will attend Chapel each week. Chapel/Bible lessons will be incorporated into the classroom daily activities with songs and activities that go with the weekly chapel message and Bible story. A Bible story is taught every day in every class age 18 months to 6 years.

### **Quiet Time and Quiet Reading Time**

The 2- and 3-year-olds will need to bring a nap mat, with attached pillow or a separate blanket and small travel pillow. All personal items must be labeled. Special buddies need to be taken home each day. State licensing requires that soft blankets and pillows be taken home and washed frequently to meet sanitation requirements. Yoga mats and large sleeping bags are not acceptable.

The 4- and 5-year-olds will also have quiet reading/rest time in their classrooms. State Licensing requires a designated rest time for all children of preschool age. Parents will need to bring a blanket and pillow to rest on that will be sent home once a week for washing. During Quiet Reading Time, the teacher reads a story to the class and then allows the children quiet time to look at books. Naptime is a state-mandated regulation according to the Texas Minimum Standards, required of every program that lasts five hours or

more and provides care to children 18 months to 6 years. **Due to Health Department regulations, large sleeping bags are not allowed. Small wrap-around pillow and mats or a blanket and small travel pillow are acceptable.**

### **Special Celebrations**

Each teacher will schedule a party for the following occasions:

- Fall Harvest
- Thanksgiving
- Jesus' Birthday Party
- Valentine's Day
- Easter Celebration
- End of School

Sign-up sheets will be posted outside each classroom door to allow parents the opportunity to select an item to help the class with their celebration. The teacher may also use her virtual platform to organize classroom parties. If there are any other celebrations, your child's teacher will notify you of the special event. There will also be information printed in the school newsletter, which is sent by email prior to important occasions.

Birthdays are special and parents are welcome to help us celebrate their child's special day. Please let your child's teacher know when and what you plan to bring. She may want to modify what you bring according to the needs of the children in the class. For other seasonal parties, the teacher will share the date and time of the party and ask for volunteers to bring goodies, napkins, etc. and will let you know the most convenient time to bring the items to school. Due to new State nutrition policies, we are required to get parental permission for your child to eat any special treats. In your registration packet there is a permission form for your child to eat special treats served for birthday parties and special occasions. **If your child has an allergy to cupcakes or other foods commonly served for birthday or other celebrations, please let your child's teacher know. In case allergies prevent your child from eating cupcakes, etc., please bring some alternative treats for your child to enjoy during celebrations like these. Your child's teacher will keep them in the freezer labeled with your child's name so that your child will feel included in the celebration. Birthday invitations are allowed to be passed out at school only if the student invites the entire class.**

### **Personal Toys**

**Children are not allowed to bring personal toys to school.** Our program offers a variety of toys with which your child will be allowed to play. On occasion, children will bring special items from home for *Show and Tell* but **only** when requested by the teacher. Special naptime small, soft, loveys are also allowed for naptime only.

### **Required Sippy Cups and Drinking Cups**

State Licensing requires that every child have a container of water for drinking during the day. If the child is two years or younger, a sippy cup is appropriate. Please encourage your child to use a sippy cup. Bottles are not used in the 18–23-month room or older. If your child is 3 years or older, a bottle of water may be sent. Because of the threat of cross-contamination, the State requires that every sippy cup and every water bottle be always labeled with the child's first and last name. If you use different sippy cups or water bottles, be sure that each of them is labeled with the child's first and last name. You may do this with a permanent label that can be purchased or use a permanent marker.

### **Clothing**

Children will need to wear comfortable play clothes and shoes that allow for active movement. **Closed toe shoes are preferred to avoid accidents** on the playground and climbing equipment. **Every child must have a full extra change of clothes in his/her bag every day. This includes an extra pair of shoes.** All items must be marked with your child's first and last name. Paint spills, bathroom accidents, or sudden illness often require an unexpected change of clothing. Because of the choking hazard, children under the age of three should not wear necklaces to school, Children will be painting, doing messy art projects and

rolling and playing on the playground, so casual play clothes and closed-toe shoes are the most appropriate way to dress for school.

### **Naptime**

If a child is still in diapers or pull-ups, diapers must be brought every two weeks to be used daily and must be labeled with your child's first and last name. If your child requires a pull-up at nap time, please let the child's teacher know. Because floors are hard, a plastic kinder mat may be brought to make the child more comfortable during naptime. However, a blanket and pillow should be brought for added comfort. The plastic Kinder mat may be left at the school to be sanitized daily and labeled with your child's first and last name, but the blanket and pillow, by State Licensing regulations, must be taken home and washed weekly.

### **Potty Training**

Once your child begins potty training at home, please let your child's teacher know so she is aware of your plans and can assist your child with the process. It is best to send your child in clothing that can be easily and quickly removed. Please send extra outfits to school in case of emergencies. Your child's teacher will keep you informed daily of your child's progress. Do not get discouraged if you find that your child is not ready; we can always stop and start again at another time. We are happy to assist your child in this important part of his/her development. If your child has special circumstances, please speak to the director to ensure we are able to meet the needs of your child and the school. **The child must be fully-potty-trained by three years old to attend the program.** This policy benefits the quality of the program for all children because time can be spent on quality education rather than on custodial tasks. If the child is not able to communicate that he or she needs to use the bathroom, he may not be ready for toilet training.

## **HEALTH**

**Our campus employs a school nurse to help detect and monitor illnesses, control contagion, dispense medications, help maintain proper records, alert staff to allergies or other health conditions and contribute to the overall health and welfare of all students.**

### **Illness**

Due to State Licensing Guidelines, all children in our program must be kept at home if there are any of the following signs of illness:

- Oral temperature of 100. or underarm of 99. The child must be fever free without medication for 24 hours before returning to school
- Vomiting or diarrhea—can return to school 1 full day from last occurrence (24 hrs.) if fever-free without medication
- Symptoms of possible severe illness: Lethargy, abnormal breathing, diarrhea or vomiting or rash with fever, mouth sores with drooling or behavior changes
- Any symptom of childhood diseases such as Scarlet Fever, Measles, Mumps, Chicken Pox, etc.) (health professional's note required in order to return to school)
- Common Cold—infection or extreme runny nose or green mucous, bad cough
- Sore Throat (may be a sign of COVID) Rapid test may be needed if symptoms persist
- Croup (health professional's note required)
- Unexplained rash (may need note from your doctor to return to school)
- Mononucleosis or Strep (health professional's note required)
- Skin infection such as boils, ringworm, impetigo, mouth or extremity infection or open wounds or any unexplained skin rash (health professional's note required)
- Pink Eye—red, swollen eye with drainage, unexplained bloodshot eyes or swollen eyelids (health professional's note required)
- Head or body lice (health professional's note required and additional nurse screenings for re-entry into the school environment required)

If your child becomes ill at school, you will be called to pick him/her up in a timely manner. It is important

that the child not pose a risk to his/her own health or to others. In case of the conditions listed above, a note from the doctor is required in some instances for your child to be able to return to school. This is required for the protection of every child.

### **Doctor Diagnosed Allergies:**

Doctor diagnosed allergies require a "Food Allergy and Anaphylaxis Emergency Care Plan" which requires a plan to be filled out, signed and dated by the child's doctor. Medications for severe symptoms require (EpiPen or AuviQ injections.) Mild symptoms require (Benadryl). This medication must be supplied to the school and will remain at school in case of an emergency. The injections should be in the original container and have the prescription RX on the medication. Benadryl must be labeled with the child's name.

### **Immunizations**

The Texas Department of Health (TDH) and the Texas Department of Protective and Regulatory Services (TDPRS) requires all immunizations to be current and on file prior to admission to Our Savior Preschool. Children must have the following immunizations to attend:

- Hepatitis B (3) by 18 months
- DTP (4) by 18 months Dose 5- by 4-6 years old
- HIB (3) by 16 months
- Polio (3) IPV by 19 months
- MMR (1) 1<sup>st</sup> dose- 12-15 months, 2<sup>nd</sup> dose-4-6 years
- Varicella (2) 1 dose 12-15 months, 2<sup>nd</sup> dose 4-6 years or submit a signed affidavit when your child had the Chicken Pox virus
- Hepatitis A - 2 doses between the ages of 12 to 23 months 1<sup>st</sup> dose on or after 1<sup>st</sup> birthday
- Pneumococcal Conjugate Series -3 doses by 7months, 4<sup>th</sup> dose by16 months
- Rotavirus (3) Doses at 2, 4 and 6 months (recommended)
- In case of direct exposure to COVID or a positive case of COVID, please see policies under Emergency Health Crisis, page 18

Children turning 4 years during the school year will be required to have 4-year boosters within 30 days of their birthday. The required boosters are DTP (1), Polio (1), MMR (1) Varicella (1)

Please make your doctor's appointment far enough in advance so that your child will receive these boosters within the 30-day time frame. Also note that your doctor will not administer these boosters before your child's 4th birthday. A copy of the immunization record showing the completion of the boosters must be turned into the school office no later than 30 days after your child's 4th birthday and well visit.

### **Vision and Hearing Testing**

Audio-visual screenings for all children turning age 4 by **September 1<sup>st</sup>** of the present school year are **required** by the Special Senses and Disorders Act of 1983. For your convenience, we provide a private, certified, vision and hearing screening service for a fee. Screenings are scheduled based upon available dates by our testing service. Parents may also have this screening done by their pediatrician. The screening results must contain the following data: child's name, type of screening given, signature of screener, and the date done. We require the **test results from the pediatrician's office be turned into the school office by December. A separate screening is required if your child has turned 4 after September 1<sup>st</sup>, another screening when your child turns 5 after September 1<sup>st</sup> of each year and another screening if your child turns 6 by September of the year he is attending Our Savior. These are State-Licensing requirements.**

### **Medication Policy**

Parents must sign an authorization form for prescription medication.

**All medication must be in the original container, labeled with the child's first and last name.**

Medication forms may be requested and obtained in the main school office or nurse's office. The Medication Authorization form and medication will be kept in the nurse's office. The exceptions to this rule are diaper creams, suntan lotions or non-medicated lip balms. They can



be given to the teacher who will store them safely in the classroom. These products must be labeled with the child's first and last name and be in the original container.

## **NUTRITION**

### **Nutritional Lunches**

Parents need to provide a nutritious lunch packed in a lunch box labeled with their child's first and last name. Please remember that teachers will not be able to refrigerate lunches. An ice pack in your child's lunch will keep foods cold. A thermal container will keep hot foods hot until they are eaten. Finger foods are the easiest for most children to handle with minimal help. Some suggestions are bananas, applesauce, apple slices, dried fruits, crackers, dry cereal, raisins, peanut butter sandwiches, cheese, etc. (if your child has a severe, life-threatening allergy to peanut butter or other food products, please let your child's teacher know). The severity of the allergy will determine whether the classroom has to be peanut-free. In case the classroom must be peanut-free, your child's teacher will inform you of that requirement. You will need to include a drink such as juice or milk in a thermos. Each child is required to bring a water bottle labeled with first and last name.

- Since 2010, licensed childcare centers cannot serve food for lunch with added sugar and all regular snacks must be nutritious. An exception can be made for parties and birthday celebrations. Because of this regulation, Our Savior Preschool and most other preschools are asking each parent to sign a nutrition waiver for the purpose of absolving the school of responsibility of ensuring the nutritional value of the parent-provided lunch and snack. This diminishes allergy risks and assures that each parent takes responsibility for the snacks and lunches their child eats. The parent may bring snacks or juice with some added sugars, if the parent signs the waiver. However, preschools are hard-pressed to find anything without added sugar or peanut oil that meets State-requirements. Therefore, to avoid state monitoring and regulation of all foods and massive waste, the parents provide the food consumed by the child and take full responsibility for the nutritional values of food for their child.
- The parent needs to bring 2 snacks, lunch and a water bottle – clearly marked with the child's first and last name. If you change water bottles, by State Licensing, the water bottle must always be labeled with first and last name.
- Lunch boxes must have the child's first and last name on the outside. All items in the child's lunch box must be labeled. We cannot ensure that containers are placed correctly in the lunch box unless they are labeled.
- Since there are so many children to serve and very few microwaves, it is best if the child has a thermal container to keep his food warm so his food will be ready to eat.

### **Snacks**

Due to state regulations, children are not allowed to share food. For the health of your child, please provide a nutritious snack for your child each day. If the child will be staying for extended care, one extra snack is needed. (At least 2 snacks) Some suggestions include finger foods such as fruit wedges, veggie sticks or prepackaged crackers, cheese, halved grapes, apple slices or other healthy foods. We will refill the child's water bottle, as necessary.

### **Nutrition Waiver**

As noted above, since snacks and lunches are parent-provided, Our Savior Preschool has asked each parent to sign a nutrition waiver for the purpose of absolving the school of responsibility of ensuring the nutritional value of the parent provided lunch and snack, diminishing allergy risks, and assuring that the parent takes responsibility for the lunch and snack he/ she has provided.

## **EXTENDED CARE**

The Extended Care Program is designed to give working parents a caring and safe place to leave their children before and after school if they are enrolled in our school program.

Personal items such as toys and video games are not to be used in the Extended Care Program. The Extended Care Program follows all other policies as outlined in this Handbook. The Extended Care Program is a time when children can play freely together and get that "playing in the sand pile feeling." We want to create an environment free of conflict, stress, and insecurity. Play, relaxation, enjoyment, and

personal one-on-one attention are our goals.

**Morning Extended Care: 7:00am to 8:45am**

This time is set aside as quiet time. Children are allowed to eat a breakfast snack, color, work puzzles, look at books, read stories, play games or engage in other quiet-time activities with their Extended Care teachers and friends.

**Afternoon Extended Care: 2:15pm to 5:30pm**

Afternoon hours include primarily active play outdoors when weather permits. We will also have free center time, participate in art activities such as coloring or making things, go to gymnastics upstairs or play with Legos, blocks, and various toys. We will also play games together and eat an afternoon snack. Occasionally we might watch a short educational or character-building movie such as the Bernstein Bears Learn Good Manners, Baby Zoo Animals, or seasonal movies about the Pilgrims or Baby Jesus. These programs rarely exceed 20 minutes. Although your child will always be with several staff, afternoon time is much less structured, allowing the child the freedom within moderate structure to relax from a busy day and play. Enrichment activities such as soccer, football, ballet and Math, Music, Motion, are special enrichment classes that are offered on specific days and contracted by the parent through the enrichment providers. We also have a relaxing and fun class of gymnastics which meets after school on Wednesdays and Thursdays and is offered as part of the aftercare program with no additional cost other than the aftercare \$4.60 an hour fee.

**Extended Care Fees and Pick-up Time**

The cost for Extended Care is \$4.60 per hour. Any time before or after regular preschool hours is considered extended care. The regular school preschool program lasts 5 ½ hours and is longer than most other preschool programs. The regular preschool hours are 8:45 am to 2:15 pm. The Extended Care Program ends promptly at 5:30pm. **There is a late pick-up fee of \$1.00 per minute after 5:30pm.** It is the parent's responsibility to make arrangements for the pick-up of your child. **The late fee of \$1.00 per minute is based on the school clock and will be charged after 5:30pm.** Please phone us if you know you are going to be late so your child will not worry. You may reference the MISD Calendar for days of operation during the school year. The Extended Care Program follows the McKinney ISD School Calendar, including weather-related closings. The Extended Care Program will follow the Our Savior Preschool discipline policy and procedures.

**Drop off time for regular Preschool is 8:45 am and pick-up time is 2:15 pm.** If you arrive before 8:45, your child will be placed in extended care, and you will be charged for the amount of time your child stays. If your child is not picked up by 2:15pm, your child will be taken to extended care and you will be charged for the amount of time your child stays.

Any changes to be made in your child's schedule, days attending or request to switch days, must be made in writing and brought to the school office to be approved and signed by the director or assistant director, then given to the office administration to enter as official changes. Two weeks' notice must be given in order not to be charged for the entire month.

**Release of Children**

Parents are required to send written authorization to release a child to someone else or to leave the campus early. Unless notified in writing or on the Authorization Form filled out at enrollment time, we are unable legally to release your child to other people without your personal authorization. Only those whom you have listed and authorized may pick up your child after presenting a proper photo ID. If your child will be leaving school early or going home in a carpool, please notify the school Office in advance. (972-562-9944, ext.2) You must also notify the school **in person** as to the specific identification of anyone who will be picking up your child who is not already listed on your emergency pick-up/authorization list. In this case, our staff will ask the person to show a picture ID and we will verify the information by calling the parent. Anyone picking up who is unfamiliar to the staff will be asked to show her/his driver's license or a picture identification. If necessary, the parent will be called to verify the identity of the person picking up. No one may pick up or drop off any child without the ProCare App or the code properly linking him and authorizing the person to pick-up or

drop off the child. Our Savior Preschool has chosen the ProCare Connect System because this security system offers the ability to identify quickly and accurately those authorized to pick up your child.

### **Inclement Weather Days**

Procedures used by the McKinney Independent School District governing school closures due to bad weather will be followed by Our Savior Preschool. **If there is bad weather and McKinney ISD closes school, Our Savior Preschool will also be closed. In the event MISD announces a late opening, Our Savior will open at the late opening time given for the elementary schools.** Please check the MISD website to verify the exact time of the MISD late openings since elementary, middle and high school have different late openings.

Please check area broadcasts for severe weather and any other emergencies.

**Radio Stations:** KRLD—AM 1080      WBAP—AM 820      KLTU—FM 94.9

**TV Stations:** KDFW—CHANNEL 4      KXAS—CHANNEL 5  
KTVT—CHANNEL 11      WBAP—CHANNEL 8

**NOTIFICATIONS OF ANY ASPECT OF THE PROGRAM:** Notifications of any upcoming events, programs, Closings, special notices will be given in e-mailed newsletters at the appropriate time. Monthly newsletters will be sent at the beginning of each month. If you are not getting your newsletters, please be sure and contact the school office at 972-562-9944, Ext. 2 so that we can be sure that your correct e-mail is on the distribution list. Please check your junk folder first because many times, our newsletter is found there.

### **Animals in the Facility**

If animals visit our facility, parents must be notified in advance and sign a permission slip that the child may be around the animal. The childcare facility must ensure that the animal does not create unsanitary conditions. The children are supervised by the staff to practice good hygiene and handwashing after handling or encountering an animal. The animal must have current immunization papers and the owner must bring these immunization papers to the school on the day of the animal's visit or the day before.

### **Field Trips**

Our Savior Preschool does not participate in field trips because of the added risk to the child's safety and the liability involved.

### **State of Texas Licensing**

Our Savior Preschool posts reports from the most recent Licensing inspection on the school bulletin board. Parents are welcome to review copies of the Minimum Standards set by the State of Texas by contacting the school office at 972-562-9944 extension 200 or stop by the school office. Parents may contact the local State Licensing office at 972-633-6754 or visit their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). The **Child Abuse Hot Line** may be reached at 1-800-252-5400 if there is a need for information or to report abuse.

### **Gang-Free Zone**

Please note that under the Texas Penal Code, any area within 1000 feet of a child-care center is a "gang-free" zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. More information concerning the Gang-Free Zone is posted on the inner bulletin board just inside the School office. For more information, google, "Gang Free Zones"

### **Volunteers**

Parents are welcome to visit the school at any time. Many of our parents also perform a variety of volunteer duties that enhance our overall school ministry.

All State-Licensed operations are public accommodations and must honor the American with Disabilities



Act (ADA, Title III). If you believe that any such operation may be practicing discrimination in violation of Title III, you may call the ADA information line at 800-414-0301 or 800-514-0383.

### **Emergency Preparedness**

Our Savior Preschool has fire drills monthly and frequent severe weather, tornado drills and lock-down drills. We have emergency plans in place to protect your child in case of any eventuality. We have a method in place to notify the police instantaneously if any danger is suspected or posed to all or any child in our facility. All doors to the preschool are kept locked when they are not personally monitored. There are security cameras at the preschool entrance and throughout the building. An automatic locking system at the preschool entrance helps us maintain security. Intruder drills/lockdowns, fire drills, emergency weather drills are practiced monthly. We have a detailed emergency management plan in place and included in our State Licensing Documentation Book which parents may request to see at any time. Evacuation plans are posted and practiced regularly. In case of tornado or other emergencies, we have specific procedures in place to help ensure safety which are included in our State Licensing Documentation Book. Please feel free to call, e-mail or arrange a conference time if you have any safety concerns you would like to discuss. Your child's safety is our priority!

### **Breast Feeding**

Our Savior provides a comfortable and private place in our center that enables a mother to breastfeed her child. Our policies reinforce that parent have the right to breastfeed or to provide breast milk for their child while in our care.

### **Preventing and Responding to Abuse or Neglect**

Our center provides training to prevent Abuse and Neglect to each staff member as a part of her required in-service training. Through these trainings, each staff member is aware of the issues regarding child abuse and neglect and the warning signs that a child may be a victim of abuse and neglect. Parents may increase their awareness of these serious issues by googling, "Texas Abuse and Neglect Training," or "Texas Abuse and Neglect Reporting". The Child Abuse Hot line may be reached by calling 1800-252-5400. The McKinney Police Department and the Children's Advocacy Center of Collin County provide caring professionals and dedicated community partners to advocate for the safety and prevention of Child Abuse. The Child Advocacy Center of Collin County can be reached at 727-633-6600. Our Savior Preschool works with Child Protective Services, therapists, caseworkers, interns, nurses and volunteers to ensure that all children are protected. If you suspect abuse, call 1800-252-5400, the Child Abuse hotline. *Friends of the Family* for victims of abuse can be reached at 940-382-7273 or 1-800-572-4031. Symptoms and warning signs of abuse may be found on the State Licensing website:

[Recognize the Signs of Child Abuse - DFPS](http://www.dfps.state.tx.us) [www.dfps.state.tx.us](http://www.dfps.state.tx.us)  
[https://www.dfps.state.tx.us/Child.../Child.../recognize\\_abuse.asp](https://www.dfps.state.tx.us/Child.../Child.../recognize_abuse.asp)

### **Vaccine Policy-**

By State Licensing regulation, all children must have current immunizations **BEFORE** they begin their first day of school. **These immunizations must be kept current throughout the year and updated every time a child has a well-visit.** In addition, all staff are required to have a TB test before they can be hired. Other preventive flu inoculations and disease preventative immunizations are encouraged to prevent the spread of communicable diseases. If a parent has decided not to have his/her child immunized, then an official notarized state documented waiver must be on file.

### **Procedures for Handling Medical Emergencies**

**If your child has an accident or becomes so ill that emergency help is needed, the parent will first be contacted and simultaneously, if needed, the nurse will call 911 immediately. If the child has to be transported to a hospital, the hospital which the parent listed on the enrollment form, will be used.**

**Water Activities:** Occasionally at the very end of the year, Our Savior will provide water activities for young children. These may include water table play, pretend fishing, splashing or wading pools (two feet of water or less) or water sprinklers on a grassy area. All supervision ratios listed in the Minimum Standards for Childcare Centers will be followed and children will be adequately supervised to ensure the safety of each child.

## **Emergency Preparedness Plans:**

### **Emergency Situations**

In the event of any emergency the first responsibility of our staff members is to ensure the safety of all the children. Any staff member not directly responsible for children at the time of the emergency/drill will assist the 18 month and 2-year-old classes to their designated safe location. **Children with limited mobility will be helped by the staff members in their classrooms.**

**In all emergency situations/drills the teachers will take their emergency classroom binder and classroom information or iPad. The classroom binder or iPad includes student emergency information and emergency contact information. When instructed the teachers and assistants will call their children's emergency contact person using their cell phones, relaying the emergency information and the steps parents should take to pick up their children.**

### **Emergency Preparedness Plan**

**Power Failures:** A flashlight is located in each classroom in a labeled designated area along with an extra set of batteries. The director or person in charge will determine if any action should be taken.

**Missing Person:** In case of a missing child, staff will search the building and grounds. Exit doors will be monitored until the child is found. If the child is not found, the police and parents will be notified while the search continues.

**Fire:** Evacuation maps are located in each classroom, playroom, nurse's office and preschool office. Fire drills are practiced monthly. In the case of a fire, the fire alarm will be activated, and the building will be evacuated according to the evacuation map. Children will be counted and remain in their designated safe spot until an all clear is given. Location of Fire pulls, and fire extinguishers are designated on the evacuation maps posted in each classroom.

**Severe Weather:** If a severe weather/tornado watch is in effect, the staff will be informed verbally of the watch. Office staff will monitor the weather and keep staff informed of any changes. If a tornado warning is in effect, all staff will be alerted by the severe weather alarm to move to their storm shelter room. Severe weather drills are conducted 4 times a year. Shelter rooms are marked with a designated shelter room sign and a severe weather evacuation map is posted in each classroom, playroom, nurse's office, and preschool office. Everyone will stay in the shelter rooms until an all- clear is given by the director or the person in charge.

**Natural Disasters:** In the case of a natural disaster the staff, each classroom will be notified via speaker system and will move students to their designated shelter rooms. Evacuation maps are located in each classroom, playroom, nurse's office and preschool office. Children will remain in these designated safe places until given an all-clear by the director.

**Emergency Evacuation:** : Should we have to evacuate the building and relocate, our emergency relocation site is **Slaughter Elementary School, 2706 Wolford Street, McKinney TX 75071, phone number 469-302-6100.** All staff will follow the evacuation plans and evacuation map posted in each classroom, playroom, nurse's office, and preschool office. Before evacuating, staff will grab their emergency binder and iPad tablet which contain vital information on each parent and child, as well as their cell phones. The school nurse will carry a first aid kit so that all children will have accessibility to first aid should there be a need. The nurse and ancillary staff, (computer teacher, administrative assistant, Spanish teacher) will assist any

children who are under 24 months or who have limited mobility or who have any ambulatory, hearing or vision impairments. The staff and children will begin relocating to Slaughter Elementary on foot by way of the north field that leads to Slaughter. Through prior discussion with Slaughter Elementary Administration, in case of any emergency that leads to an evacuation, Slaughter will provide a holding room where teachers and children can be contained and safe while the director and designated persons contact parents and Licensing to notify them of the situation. Students will be continuously counted, monitored, and accounted for according to the classroom information sheets and electronic tablet, that each teacher will carry along with them to the evacuation site.

Parents or emergency contacts will be notified by cell phone about the nature of the evacuation, specific directions to the safe room at Slaughter and what steps they will follow to pick up their children when the evacuation is lifted.

**Lockdown:** Our Lockdown procedure is posted in every classroom, playroom, nurse's office and preschool office. When the Lockdown tone is activated, staff will secure all children according to the Lockdown procedure. Lockdown drills are held four or more times a year.

In the event the school needs to go into a Lockdown, the director or person in charge will determine if it is a lockdown because of danger in the immediate area or intruder in the building and deliver the proper signals. All doors will be locked and children will be moved to a safe place in the room.

**General Lockdown:** (Possible threat of danger) Everyone has been instructed to stay in their classrooms and lock the classroom doors, turn off the lights, move to a place where they cannot be seen. Anyone outside on the playground will be notified via outside speaker system to move inside the building immediately and go to their classroom. Children and classroom staff will remain in the classroom until an all-clear is given by the director or person in charge. No one will be allowed in or out of the building until the all-clear is given.

**Intruder lockdown:** Everyone in the building will secure the children in the classrooms that they are currently in. Doors and windows will be locked, and the classroom lights will be turned off. The children will be moved as far away from the door as possible (out of sight). The lockdown procedure posted in all classrooms will be followed until an all-clear is given by the director or police department. Any class on the playground will go immediately to Slaughter Elementary and then call the Police Department to inform them where they are located and the nature of the emergency. No one will be allowed in or out of the building during the lockdown until an all-clear is given. After the all-clear is given, teachers, assistants and office staff will notify the parent or emergency contact person about the nature of the emergency and what steps they will follow to pick up their children.

**Emergency Health Crisis (Pandemic):** To limit exposure, all classes will be contained and will not commingle with any other classes.

- In case of COVID-19 Positive case, the Health Department will be called immediately. The affected area will be closed off and thoroughly cleaned and sanitized. Our Savior will follow the current CDC guidelines and protocols. The Health Department will be called, and we will follow all protocol and directions given by the Collin County Health Dept.
- If a staff member or student is exposed directly to COVID outside or inside the facility, he or she will be quarantined according to the CDC guidelines and cannot return until it is deemed safe by a health professional for the person to return. Please call the school nurse to let her know of the exposure and she will let you know when it is safe to return.
- If the school is closed by a government shut down due to increased Pandemic risks, no additional fees will be charged if the school is closed, and the parent will pay only the tuition fee for the current month in which the shutdown occurred. If there are additional months of mandatory shut-

down, no additional fees will be assessed for those months. The registration fee which has already been paid will serve to hold the child's spot until the government shut down is terminated.

- Employees will receive payment for staying at home if they are COVID-positive and must report their COVID positive status to the school. They must be cleared by the school nurse to return to school.
- If a staff member or child has a fever, according to the CDC, he or she must remain home until the person is fever free for at least 24 hours without medication. Any time a staff member or child has a fever, a COVID rapid test should be given to rule out the possibility of COVID.
- If a child has COVID or any immediate family member has COVID with whom a child has had close association, the school should be notified immediately.
- If there is suspicion of COVID, with a child or adult exhibiting fever, upper respiratory and flu-like symptoms, a doctor's note or COVID test will be required to return to school after an adequate waiting time. (The person, after being evaluated, may be required to be absent 72 hours.) If COVID is suspected, the child or staff member must be quarantined according to the current CDC and County Health Dept. guidelines. Current Sick policies will apply to children's absences.

Current sick policy will apply that no additional tuition credit will be given. The illness must be fully evaluated before the child can return and a health professional's note is required.

- If a child is exposed to COVID outside of our facility, current quarantine and sick policies stated above will apply.
- Current sick policy followed by all preschools and childcare centers is that no child will be given credit for days that he/she is sick. As with any other illness, monthly fees will be assessed whether a child is present or absent.
- As in any other natural disaster or universal health crises. Pandemics cannot be fully controlled by any school, state, or nation. We can do everything within our power to clean, sanitize, mitigate, and reduce risks and to create policies which discourage the spread, but beyond all that we are doing, we cannot be held responsible for the personal exposure of every person entering our school or the contacts that they might have had before entering.

### **Physical Activity Plan:**

Our Savior Preschool strongly believes and promotes the need for physical activity each day for all children enrolled in our school.

When children are engaged in every day physical activities, they have healthy bodies and healthy minds. Regular physical activity builds healthy bones and muscles, improves muscular strength and physical endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress anxiety. Cognitive skills, motor skills and academic performance are improved through daily physical activities.

Toddler age children will engage in 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-kindergarten children will engage in 90 minutes of moderate to vigorous play each day.

Opportunities for active play will overlap with outdoor play weather permitting.

Our Savior Preschool will encourage all children's active play daily. Children will have the opportunity to engage in moderate to vigorous activities such as running, climbing, dancing, skipping and jumping to the extent of their abilities.

All children will participate daily in:

periods of active outdoor play, weather permitting.

Two or more structured or teacher lead activities or games that promote movement daily.

Continuous activities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom, indoor activity room or on the playground,

weather permitting.

\*When inclement weather prohibits outdoor play, physical activities will happen in the classrooms during the scheduled outside time. The indoor play area may also be used. Classroom teachers will have activities planned for inclement weather days.

**Enrichment Classes:**

Enrichment classes such as dance, soccer and Math, Music and Motion are offered during extended care hours from 2:00 pm until 3:45 pm, depending on the exact times the classes are offered. To enroll in these classes, parents register directly with the individual vendors of these programs and pay their monthly fees directly to the individual vendors. Extended care fees are charged for the time that enrichment classes extend beyond regular school hours. (Most parents think that this small charge is worth the savings on gas, inconvenience, and family time.) If you would like to enroll your child in afternoon enrichment classes, please e-mail to e-mails below and we will send you the registration links that are needed to enroll.

If there are any questions concerning any of the above policies, feel free to call, e-mail or make an appointment to discuss and review any of these policies with the director or assistant director of the program. Contact information is as follows:

Florene West, Director, 972-562-9944 Ext. 2 or [florene.west@oslmckinney.org](mailto:florene.west@oslmckinney.org)

Pam Tanner, Assistant Director, 972-562-9944 Ext. 2 or [pam.tanner@oslmckinney.org](mailto:pam.tanner@oslmckinney.org)