

First United Methodist Weekday School
Policies and Operational Procedures
2016 – 2017

1. First United Methodist Weekday School, licensed by the State of Texas, is available to any child from 6 months – 4 years of age, Monday – Friday, from 7:00 am – 5:30 pm. The weekday school is open year round with observance of Seguin ISD holidays. (See school calendar)
2. Tuition for each month is due by the 10th of the month. Payments are made by check, cash, or automatic withdrawals from a bank account. No refunds will be made and a child, if enrolled, is expected to pay for the entire month even if he/she attends only a portion of that time, this includes school holidays. Late payment WILL result in termination of your child's enrollment at our school.
3. Early enrollment for the following school year begins in March, and is available to all existing students and their siblings as well as church members. Public enrollment begins in April. The Director will provide prospective students and their parents with information about enrollment, school policies and any other information they may request. Enrollment packet, which requires a current immunization record (see Texas minimum state vaccine requirements for Child Care Facilities) must be fully completed and on file with the Director by the first day attended. If any changes to the enrollment and/or school policy occur during the year, the director will send notice to all parents. Parents are allowed to request teachers, but must be made by the last day of April.
4. Notification is not required to visit your child's classroom. Parents are welcomed to observe the classroom any time during school operational hours. Parents are encouraged to take time and talk with their child's teacher in order to get more acquainted with one another. The weekday school recommends that parents read all notifications sent home with their child including classroom calendars and newsletters.
5. Parent volunteers, who are regularly or frequently present at the child care center must comply with minimum standards which include a name based criminal history check and a DFPS central registry check at the cost to the parent.
6. Children must be left in the presence of a teacher and released only to parents or a person designated by the parents. The person picking up the child will be required to identify themselves with a driver's license/ID if the person is unknown by the caregiver. Please record the time your child arrives and leaves on the classroom sign in sheet. Persons delivering the child must be sure that the teacher is aware of the child's arrival and those picking up a child must sign them out with a departed time and signature. Children must be picked up promptly by the time the school dismisses. Children picked up later than their scheduled time will be charged \$1.00 per minute. Consistent failure to do so will jeopardize his/her place in school.
7. In situations when there is a non-custodial parent, it is the responsibility of the parent with legal custody to notify the school. The weekday school will not withhold a child from their parent on the request of the other parent without a divorce decree or restraining order legally signed and notarized.
8. When delivering and picking up children, please enter from College Street and exit on either Camp or Krezdorn Street. All traffic must run one way through the parking lot in order to avoid congestion. We encourage everyone to drive slowly and cautiously through the parking lot in

order to keep all pedestrians safe. Please park in a space other than the Handicapped spaces when picking up and delivering your child.

9. The school provides one morning and one afternoon nutritional snack every day. Whole milk is served with morning and 100% apple juice is served with afternoon snack. If you wish to send special snacks for a birthday or a holiday, please make arrangements ahead of time with your child's teacher. All parents must provide an adequate lunch for their child; this includes supplying them with proper utensils, drink and cold pack if needed. Nursery/Toddler classes eat lunch at 11 am and all other classrooms have lunch at noon.
10. Infant bottles must come with a lid and be labeled with the child's first name and initial of last name. Baby formula, breast milk and whole milk are all acceptable options for infant feeding. The weekday school does provide a comfortable and safe environment for all breastfeeding mothers.
11. All personal items brought from home need to be labeled with your child's name. Children are not allowed to bring toys from home. The school will not be responsible for such items if they become lost or stolen.
12. Children should bring a labeled change of clothes to be left at school in the event of an accident.
13. Please dress your child appropriately for the weather and for creative art and play. In cold weather, be sure your child has a warm coat and cap, as outdoor play is part of our curriculum. Children should not wear boots to school, as they are hazardous to other children and on the playground. Tennis shoes are preferred.
14. As per state regulations we WILL NOT admit an ill child for care if ANY of the following exists:
 1. The illness prevents the child from participating comfortably in child care center activities including outdoor play;
 2. 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;
 3. The child has one of the following,
 - a. Oral temperature of 100.8 degrees or greater
 - b. Rectal temperature of 101.8 degrees or greater
 - c. Armpit temperature of 99.8 degrees or greater
 - d. Symptoms or signs of possible severe illness such as lethargy, abnormal breathing, diarrhea, vomiting, rash, mouth sores, behavior changes, or other signs that the child may be ill;
 - e. A physician has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
 4. Children diagnosed with Coxsackie Virus Disease (Hand, Foot and Mouth Disease) will not be allowed to attend until there is no fever for 24 hours and sores are dried up.

Children who are ill, or have been ill may return to school when they have a normal temperature (without medication like acetaminophen or ibuprofen) and have been without vomiting, diarrhea or any other symptoms for 24 hours. Teachers have been instructed not to accept an obviously ill child. If a child becomes ill during the day, parents will be contacted to pick them up and are expected to arrive within 30 minutes.

15. Prescription medications must be in the original container, labeled with the child's name, date, dosing directions and the Doctor's name. The weekday school will administer the medication as stated on the directions. All non-prescription drugs will be given to the child only where there is written approval by the child's parents. They must be in the original container. The medicine will only be given in accordance with the labeled instructions. A medication checklist is found on the reverse side of the child check out sheet. Please leave all medications with your child's teacher.
16. In case of a medical emergency, parents will be notified immediately after a child is: injured and the injury requires medical attention by a health care professional; has a sign or symptom requiring exclusion from the school; has been involved in a situation that placed the child at risk or has been involved in any situation that renders that school unsafe, such as a fire, flood or damage from severe weather. Parents will be notified of less serious injuries when the parent picks up the child from school, such as minor cuts, scratches, bites from other children, etc. that require first aid treatment by the staff.
17. In case of severe or icy weather, the director will decide on dismissal or closing. Such closing or dismissal will be announced over KWED 1580 AM radio. If the school should close for bad weather, no childcare will be offered. We will follow Seguin ISD weather related closures.
18. An emergency preparedness plan is designed to ensure the safety of all children during different emergencies such as severe weather relocation, lockdown from a possible intruder, medical emergencies, or evacuation from the premises. The Weekday School does have an emergency preparedness plan posted in each classroom and in the school office. However, if an emergency event happened that required all children and staff to evacuate the premises, they would be relocated to a Seguin ISD facility by Seguin ISD transportation and parents would be notified through informative announcements over KWED 1580 AM radio.
19. A vision and hearing screening will be given to all children at school who are 4 years of age by September 1. A staff person who is certified or licensed or a health care professional will conduct the screening. All parents will be notified in writing before the screening is done. A copy of the screening will be placed in the child's records. Parents will be notified if a referral is necessary.
20. Please send written notes for any special instructions concerning your child. The school office will be happy to take a phone message and deliver it to the teacher if necessary.
21. The only time children are transported by our school is on field trips or during a medical emergency. The 4 year old classrooms may take field trips. Parents are always welcomed to volunteer and help supervise on all school field trips. Any parent that volunteers to chaperone a field trip, must have a current background check on file at the school. Any parent who drives must have a current driver's license and proof of current auto insurance. The following steps are taken during each field trip in order to ensure the safety of all children.
 - a. A signed permission slip from the parent to take the child on a field trip and permission to transport the child.
 - b. A list of children on the field trip with emergency medical consent form and emergency contact information will be with the staff.
 - c. A first aid kit and a fire extinguisher will be available, name tags for the children with school identification and telephone number, and a mobile phone.
 - d. Caregivers with training in CPR and first aid with rescue breathing and choking will be present on the field trip.

22. The children may participate in planned water activities to include water tables, shallow splashing/wading pools, and sprinkler play. All parents will be notified in advance of such activities with consent being given by the parent on the child's enrollment form.
23. The Weekday school is licensed by the State of Texas and complies with all the standards/rules put forth by Texas Department of Family and Protective Services. The staff is informed of safety rules, special hazards and commonly occurring accidents. They receive instruction on evacuation procedures and how to report an accident. All employees are CPR and First Aid certified. A copy of the minimum standards for licensed childcare centers and the school's most recent licensing inspection are posted on the bulletin board in the school office for parents to review. To contact the school's local licensing office visit their website at http://www.dfps.state.tx.us/child_care/ or call 210-542-0806.
24. All Weekday school employees attend an annual class informing them of the warning signs of child abuse, neglect and exploitation and ways to take action against it. Texas law requires anyone who suspects abuse to report it to it. If you or someone you know may be a victim of abuse, you may call the Abuse Hotline at 1-800-252-5400 or visit their website at <https://www.txabusehotline.org/Login/Default.aspx> (See attached guide to reporting abuse/neglect)
25. Under the Texas Penal Code, the school and any surrounding area within 1000 feet, is considered a gang free zone. A gang free zone is a designated area which prohibits gang related activity and is subject to increased penalty under Texas law.
26. The Weekday school has adopted an immunization policy for employees to protect the children in our care from vaccine-preventable diseases. All employees are required to have a copy of their immunization record on file verifying vaccination against Pertussis.
27. When discipline problems arise, a child is usually isolated from the group for a short period of time. When the teacher feels it is necessary, a conference will be called with the parents. (Please note the Discipline and Guidance policy in the handbook.)
28. As a parent/guardian of a child in our program, your interests are as important to us as those of your child or children. If you have a concern with your child's education, or the care we are providing, please begin by sharing your concern with your child's teacher. If you feel your concerns are not addressed, then you may schedule an appointment with the school director to discuss the issues. If the director does not address your concerns to the extent you feel necessary, you may ask the school director to place you on the agenda for the next school board meeting to discuss your concerns with them.