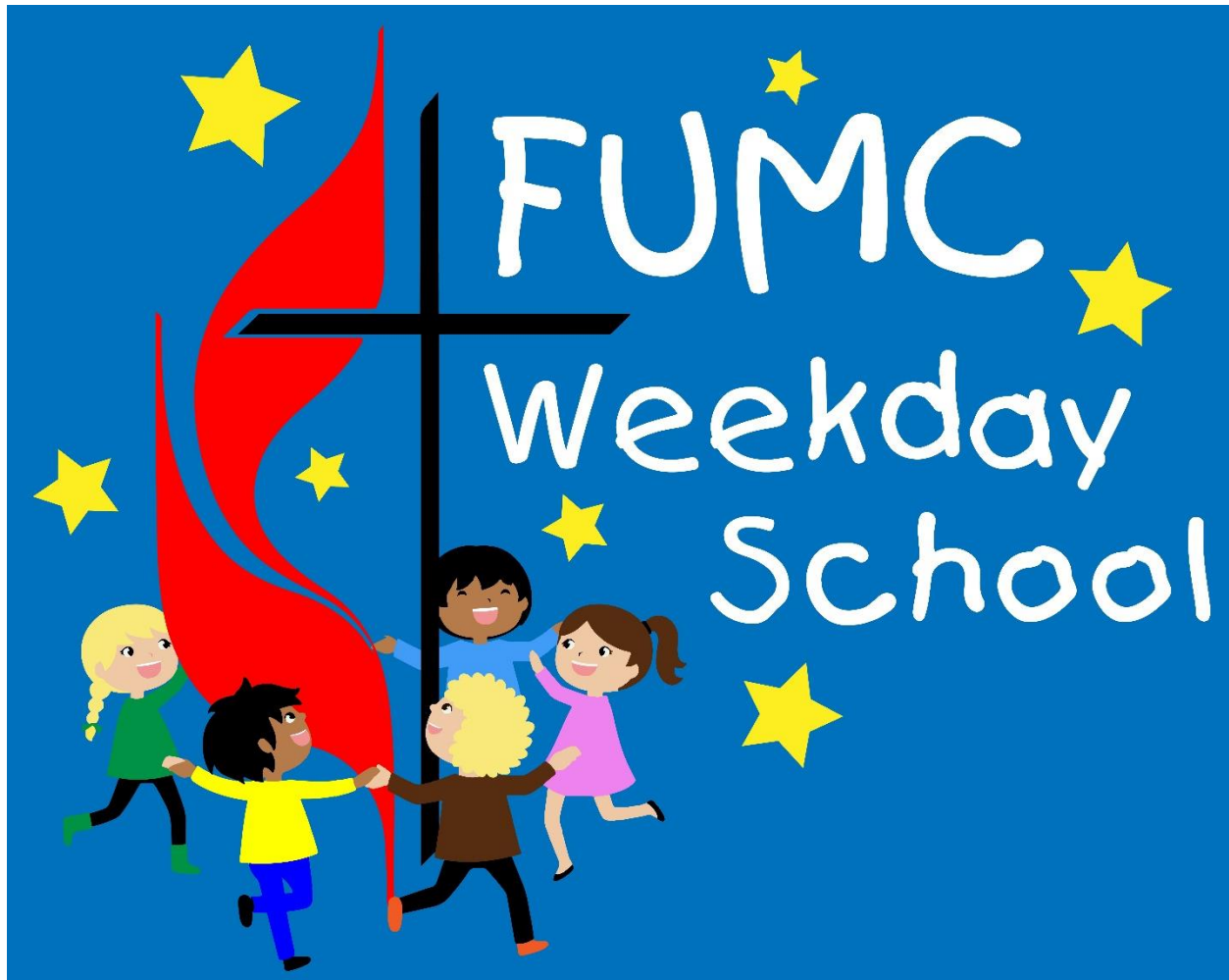


# Parent and Student Handbook



## Policies and Operational Procedures

710 N. Austin St.

Seguin, TX 78155

830-379-4116

[www.fumcseguin.com](http://www.fumcseguin.com)

## **School Hours**

- Monday - Friday: 7:00 - 5:30pm
- A school calendar follows this handbook, with school holidays and closures.

## **Tuition**

**Tuition is due by the 10<sup>th</sup> of the month.** There is a 5-day grace period, then a \$10.00 late fee will be added to the account. Payments are made by check, cash, or automatic withdrawals from a bank account. No refunds will be made. Parents are expected to pay for the entire month even if your child attends only a portion of that time; this includes school holidays. Failure to pay WILL result in termination of your child's enrollment at our school.

## **Registration**

Registration for the following school year begins at the end of February/ first of March and is available to all existing students, their siblings and church members first. Public registration 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 your child attends. If any changes to the enrollment and/or school policy occur during the year, the director will send written notification to all parents.

## **Updating Information**

Please help us to maintain up-to-date records on your child by informing the Weekday School office when there is a change of address, phone number, doctor, updated immunizations, child custody or any other pertinent information. We ask that you please provide all contact information on our parent app and update this information in Brightwheel as needed. Parents must come by the office to sign and date any updated information in the child's file. If you have any questions or concerns about the policies and procedures of FUMC Weekday School, you may talk with the Director. Feel free to stop by the Weekday School office or call 830-379-4116 to make an appointment.

## **Visiting the Weekday School**

Notification is not required to visit your child's classroom. Parents are welcomed to observe the classroom any time during school operational hours. Please check in at the front office before doing so. We recommend that parents turn on their Brightwheel notifications so that all information sent is received.

## **Volunteers**

Parent volunteers, who are regularly or frequently present at the childcare center, must comply with minimum standards which include a name based criminal history check and a DFPS central registry check at the parents' expense. Volunteers must also sign a Notarized Licensing Affidavit and attend an Orientation for our Weekday School.

### Parent Concerns

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.

### Drop off/Pick up/Late fees

Children must be left in the presence of a teacher/Director/Office Manager and will be released only to parent/guardian/or a person designated by the parent/guardian. 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. Persons dropping off or picking up must be sure that a staff member is aware of the child's arrival/departure. Children must be picked up promptly by the time the school closes for the day at 5:30 pm. 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.

### Custody

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.

### Parking

When dropping off and picking up children, please enter from College Street and exit on either Camp or Krezdorn Street, this is to ensure traffic runs one way through the parking lot to avoid congestion. We encourage everyone to drive slowly and cautiously through the parking lot to keep all pedestrians safe. **Please leave the first 4 handicap spaces available for people who need them.** We do have parents and church members that come throughout the week that need these spaces.

### Meals & drinks:

Both morning and afternoon snacks are provided for our students, we do ask if your child has any food allergies or intolerances that a few extra snacks are provided, for days that the student may not be able to eat what is provided. We do our best to offer snacks for everyone. For lunches we ask that you provide your child with a ready to eat healthy meal and drink. If any items need to be kept cold, we ask that you provide the proper ice packs in the lunch boxes. If any items need to be warmed up, microwaving is available, but we ask for nothing more than a minute of cook time. We will provide a morning and afternoon snack for every student.

**For children 24 months and older** we ask that a water bottle be sent daily. **For children 24 months and younger** please send a non-spill cup daily. All bottles and cups needed to be labeled with your child's first name and initial of their last name on the cup.

### Nursery

Infant bottles must come with a lid and be labeled with the child's first name and initial of last name. **Parents must fill out/update an infant feeding schedule monthly until your child is 12 months old, there is a copy attached at the end of the handbook.** If you are a breastfeeding mom and need a place to feed your child, please let us know and we will provide a comfortable and safe environment for you to breastfeed your child. Attached is a copy of our Infant Safe Sleep Policy for infants 12 months old or younger.

### Naptime:

We provide all napping supplies for your child and keep them at school to wash once a week. There is a yearly fee for these items of \$25.00 charged each school year, which includes a nap mat, blanket, and pillowcase to cover the nap mat.

### Personal Items

All personal items brought from home need to be labeled with your child's first name and first initial of their last name. Children are not allowed to bring toys from home unless it is a scheduled "Show-N-Tell day." **The school will not be responsible for such items if they become lost or stolen.**

### Clothing

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 or flip flops to school, as they are hazardous to themselves and other children. Tennis shoes are preferred. Please send 2 extra full set of clothes in a Ziplock bag; one will stay in the classroom, and one will stay in their backpack.

### Diapers:

Parents are asked to provide diapers/pull ups and wipes for their child. Teachers will let you know when supplies are low.

### Photos / Videos

Teachers often take photos of students that are used in projects, bulletin boards, the church newspaper, the *Brightwheel* app, and on our public Facebook page. Please make sure you have filled out and signed the *Photo Permission Slip*.

### Fundraisers

Fundraisers are held in the fall and spring to help provide additional funding for staff development, enriching activities for our children, improvements to our school, materials and/or equipment. Parents are encouraged to participate in these events in support of our school. We

appreciate all contributions to our school. You may request a receipt for your tax-exempt donation from the Weekday School office.

### **Illness / Sickness**

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 childcare 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,
  - Tympanic (ear) temperature of 100.4 degrees or greater
  - 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;
  - 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 Hand, Foot, and Mouth Disease (Coxsackie Virus) will not be allowed to attend until there is no fever for 24 hours and ALL sores are dried up.**

**Children who are ill or have been ill may return to school when they have a normal temperature (without ANY fever reducing 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.

### **Promotion of Indoor and Outdoor Physical Activity**

FUMC Weekday School strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

- Infants will be given opportunities for physical activity, including supervised tummy time.
- Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.
- Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.
- School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day.

**Opportunities for active play may overlap with outdoor play when weather permits.**

FUMC Weekday School will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the gym during the scheduled outside time. Classroom teachers have activities planned for "rainy days".

### **Food Allergy Emergency Plan**

**If your child has been diagnosed with a food allergy, by a health care professional, the office must have a Food Allergy Emergency Plan on file.** The emergency plan must be signed and dated by the parent and child's health care professional. The plan must include a list of each food the child is allergic to, possible symptoms the child might experience if exposed to a food on the list, and steps to take if the child has an allergic reaction. The authorization to administer medication expires on the first anniversary of the date the authorization is provided.

## Medication

- **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.
- **The medicine must be in its original container and will only be given in accordance with the labeled instructions.**
- The medication bottle must have the child's full name and date brought to the center written on it.
- A medication form must be filled out by the parent before we can administer medication. Please leave all medications with your child's teacher.

## Medical Emergencies

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 the 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.

## Inclement Weather

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, First United Methodist Weekday School Facebook Page, and through Remind. Please be sure to like us on Facebook and sign up for Remind so that you can get up to date information. If the school should close for bad weather, no childcare will be offered. We will follow Seguin ISD weather related closures. If Seguin ISD has a delayed start time than we will open at 9:00am. All classes, except for our infants 18 months and younger, will meet in the Gym. The Kangaroos and Pandas will meet in the Kangaroo class.

## Emergency Preparedness

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. If an emergency event happened that required all children and staff to evacuate the premises, we would be relocated to a Seguin ISD facility by Seguin ISD transportation. The Weekday School parents would be notified through informative announcements over KWED 1580 AM radio, First United Methodist Weekday School Facebook Page, and through Remind.

### **Vision and Hearing**

The Special Senses and Communication Disorder Act, TX Health and Safety Code, Chapter 36 requires a screening for possible vision and hearing problems for children who are 4 years old by September 1<sup>st</sup>. Parents must provide a copy of their child's vision and hearing screening within 30 days of their child turning 4 years old/or upon enrollment.

### **Transportation and Field Trips**

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 to ensure the safety of all children.

5. A signed permission slip from the parent to take the child on a field trip and permission to transport the child.
6. A list of children on the field trip with emergency medical consent form and emergency contact information will be with the staff.
7. 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.
8. Caregivers with training in CPR and first aid with rescue breathing and choking will be present on the field trip.

### **Water Activities**

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.

### **Gang Free Zone**

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.

### **Weapons**

In accordance with the Texas Health and Human Services, firearms and other weapons are prohibited from the Weekday School premises. On duty peace officers and commissioned security officers are the only persons who may carry a firearm on school premises.

### **Staff Immunizations**

The Weekday School has implemented 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.



## **Licensing**

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 is in the office and the school's most recent licensing inspection is 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](http://www.dfps.state.tx.us/child_care/or_call_210-542-0806).

## **FUMC Weekday School Parent Code of Conduct**

**Cursing/Swearing:** Parents and visitors must understand young children are present in our building. Some adult language or conversations are not appropriate for young children. FUMC Weekday School prohibits offensive words on our premises, this including but not limited to, swearing or cursing. Please also be mindful of music that may be heard from your vehicle when in our parking lot.

**Threats and Confrontations:** From time to time, parents may have questions about their child's care and education. FUMC Weekday School promotes open communication and discussion. We expect parents to handle disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. FUMC Weekday School has the right to terminate care in the event of disruptive behavior from any parent, guardian, or visitor. To maintain safety, all threats will be taken seriously. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

**Discipline and Guidance** FUMC Weekday School must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Regardless of a parent's personal belief on corporal punishment, failure to follow our discipline and guidance rules may lead to immediate termination of care. Please refer to our policy on discipline and guidance for further explanation of our expectations.

**Safety Practices:** FUMC Weekday School has policies and procedures in place to maintain a safe environment for all children, staff, and parents. Safety practices must be followed by all individuals on our premises. Violation of our safety policies will lead to immediate dismissal from our program. We ask that parents be always mindful of safety practices. This includes, but not limited to, allowing children to enter or exit the building unsupervised, allowing children to run in the hallways, opening the secured front door for individuals, leaving the playground gates open, and being mindful of personal belongings brought into the center during drop off and pick up time.

**Violation of Confidentiality:** FUMC Weekday School takes the responsibility of maintaining the confidentiality of all persons associated with our school very serious. Parents need to be aware of the confidentiality of all children, families, and employees, not just their own. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered a violation of the Confidentiality Policy and will be dismissed from the program.

## Texas Health and Human Services Discipline and Guidance Practices

### **Minimum Standards for Childcare; Subchapter L, 746.2803-746.2805**

Discipline provides children with a sense of security, allows them to experience the satisfaction of belonging, and helps create a positive learning environment. Discipline is directed in the hope that it will encourage self-discipline and acceptable behavior.

#### **Discipline will be:**

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

#### **Only positive methods of discipline and guidance will be used such as:**

- Using praise and encouragement for good behavior rather than focusing on unacceptable behavior.
- Reminding children daily of the positive behaviors expected.
- Redirecting unacceptable behavior using positive statements.
- Using brief supervised separation or time out from the group when appropriate for the child's age, limited to no more than 1 minute per year of the child's age.

#### **The following types of discipline are prohibited:**

- Corporal punishment or threats of corporal punishment.
- Punishment associated with food, naps or toilet training.
- Pinching, shaking or biting of a child.
- Hitting a child with a hand or instrument.
- Putting anything in or on a child's mouth.
- Humiliating, ridiculing, rejecting or yelling at a child.
- Subjecting a child to harsh, abusive or profane language.
- Placing a child in a locked or dark room, bathroom or closet.
- Requiring a child to remain silent or inactive for inappropriately long periods of time, including requiring a child to remain in a restrictive device.

We understand that young children need to be shown and taught acceptable behaviors such as sharing, playing together, and cooperating with friends and teachers. There are times where young children express themselves by biting, hitting, throwing things and/or pushing when they are upset. Our teachers supervise the children interacting with each other and do their best to intercede before these unacceptable behaviors occur. However, when they do occur, teachers use the "Discipline and Guidance Practices" to help teach the child acceptable behavior. Teachers will let the parents know if an incident occurs and if it continues, they may seek the assistance of the Director or Support Coordinator. If, after considerable attempts to modify, redirect and change unacceptable behaviors, the child's behavior has not changed and is jeopardizing the safety of the other classmates, the child may be suspended or dismissed from our program.

### **RECOGNIZING CHILD ABUSE & NEGLECT**

FUMC Weekday School requires staff to receive annual training for preventing and responding to abuse and neglect of children as required by the State of Texas. Increasing awareness regarding child abuse and neglect is essential in its preventions. To help increase parental awareness, here is some information about recognizing child abuse and neglect, including warning signs, and information where help and assistance for victims and their families can be found.

### **What is Child Abuse?**

To help prevent child abuse, you need to understand what it is. It's any mistreatment of a child that results in harm or injury. There are four basic types of child abuse, though children often experience more than one kind of abuse.

#### **1. Physical Abuse**

Physical abuse includes actions such as beating, burning, or punching a child.

##### **Signs of Physical Abuse**

- Unexplained burns, bruises, black eyes, or other injuries.
- Obvious fear of a parent or caretaker.
- Faded bruises or healing injuries after missing school.

#### **2. Emotional Abuse**

Emotional abuse may involve criticizing, insulting, rejecting, or withholding love from a child.

##### **Signs of Emotional Abuse**

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent

#### **3. Sexual Abuse**

Sexual abuse includes rape, touching or fondling, or involving a child in pornography.

##### **Signs of Sexual Abuse**

- Difficulty walking or sitting, or other indications of injury in the genital area.
- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

#### **4. Neglect**

Neglect includes failure to provide for a child's basic physical, medical, or emotional needs.

Leaving a young child home alone or failing to provide needed medical care may also be considered neglect.

##### **Signs of Neglect**

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.
- Being frequently dirty.
- Using alcohol or other drugs.
- Saying there is no one at home to take care of them.

## General Signs of Abuse

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home (coming to school early or staying late, for example).
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot, or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs do not prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!

## PREVENTING CHILD ABUSE

Learn how you can help. Having a social network of emotionally supportive family, friends and neighbors are essential. It all starts by building a strong community.

**Get to know your neighbors.**

- Develop friendly relationships with your neighbors and their children and grandchildren.
- Make your neighborhood your extended family. People feel better and safer when support is nearby.

**Help a family under stress.**

- Offer to babysit, help with chores, or run errands.
- Suggest resources in the community such as faith community leaders, doctors, and teachers.

**Volunteer in the community.**

You can volunteer with a local organization or donate to them. Call 2-1-1 for more information of local organizations in your community that offer resources to families and social services for children.

**Get involved in a local school.**

- Join the parent-teacher organization.
- Attend school events such as plays, sporting events, and music performances.
- Start a neighborhood watch.

## REPORT ABUSE, NEGLECT, OR EXPLOITATION

If you are a parent of a child who is a victim or know a child in need of assistance, please contact any one of the following resources.

**Report Abuse**

**By Phone: 1-800-252-5400**

**Online: Texas Abuse Hotline, [www.txabusehotline.org](http://www.txabusehotline.org)**

Call the Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide, or report with our secure website and get a response within 24 hours.

**Emergencies**

Call your local law enforcement agency or 911 immediately if you have an emergency or life-threatening situation.

For more information on local assistance, call 2-1-1.

**Additional resources to know:**

**Childhelp® National Child Abuse Hotline**

1-800-4-A-Child (1-800-422-4453)

**National Domestic Violence Hotline**

1-800-799-SAFE (1-800-799-7233)

**Local Organizations and Assistance:**

Family Violence Center 830-372-2780

Guadalupe County Children's Advocacy Center 830-303-4760

**FUMC Weekday School Infant Safe Sleep Policy**

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined. Parents can review information on safe sleep and reducing the risk of SIDS/SUIDS @ <http://www.healthychildren.org/English/ages-stages/baby/sleep/Pages/A-Parents-Guide-to-Safe-Sleep.aspx>

In the belief that proactive steps can be taken to lower the risk of SIDS in our setting and that parents and child care professionals can work together to keep babies safer while they sleep, we will practice the following safe sleep policy.

**Safe Sleep Practices and Environments:**

1. All child care providers working, or who may work, in infant rooms will receive training on our Infant Safe Sleep Policy.
2. All infants are placed on their backs (unless you provide an Infant Sleep Exception form signed by your health care professional.) in an assigned, safety-approved crib with a firm mattress and tight-fitting sheet as recommended by the American Academy of Pediatrics (AAP).
3. Swaddling is prohibited, including the use of swaddle sacks. (Unless you provide an Infant Sleep Exception form signed by your health care professional.) Parents may provide a sleep sack for their baby. Infants may not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.
4. When infants can easily turn over from their backs to their stomachs, they continue to be placed to sleep on their backs but allowed to adopt whatever position they prefer. Caregivers can further discuss with parents how to address circumstances when their infant turns on his/her stomach or side. AAP does not recommend repositioning sleeping infants onto their backs.
5. Sleeping infants will be checked periodically by staff. Caregivers check each child's sleep position, breathing, color, and body temperature visually and tactually. Infants who fall asleep in any location other than their cribs are moved as soon as possible to their assigned crib. (Unless you provide an Infant Sleep Exception form signed by your health care professional.)
6. Infants are removed from their cribs within 30 minutes of waking, as long as they are content.
7. No blankets, pillows, toys, stuffed animals, or bumpers will be used in cribs.
8. Pacifiers may be used to help an infant fall asleep in the crib. Pacifiers may not be attached to the infant's clothing, a toy, by a string, ribbon or any like item.

9. Steps will be taken to keep infants from becoming too warm or overheated by regulating the room temperature and by not over-dressing the infant. Room temperature will be kept between 68-74 degrees F.
10. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
11. To promote healthy development, infants who are awake are given supervised "tummy time" several times daily for exercise and play.
12. No smoking is permitted on the premises.

### **FUMC Weekday School Emergency Preparedness Plan**

#### **Preparation for Medical Emergencies**

1. The first responsibility of staff in an emergency is to move the children in a **safe** and **calm** manner to a designated safe area.
2. All employees are certified in First Aid and CPR.
3. The main First Aid kit is maintained fully stocked and located in the school office. The main First Aid Kit in the CLC is in the bathroom between room 304 and 306.
5. Emergency contact information is located on all students' registration forms. Forms are compiled in a binder labeled "Contact Info" and located in the school office. Each teacher has a folder with a copy of their students' registration forms. Each teacher will maintain an emergency backpack with a flashlight, gloves, band aids, Kleenex, and a copy of each child's emergency information.
6. Students with a food allergy will have a "Food Allergy Emergency Plan" on file with the school.

#### **Medical Emergency Response**

1. Designate another employee to make sure office personnel know of the injury and call 911 if you need immediate help.
2. Assess the severity of the injury or illness.
3. Start rescue breathing or CPR if it is warranted.
4. Apply continuous pressure to the site of bleeding with a clean cloth.
5. If suffering from a seizure, place the child on the floor with his/her head and body turned to the side, and move any hard or sharp objects out of the way.
6. Do not move an injured child unless they are in immediate danger.
7. Stay with the child until help arrives.
8. Follow student's Food Allergy Emergency Plan.

#### **Evacuation / Fire Drills**

1. Director will disarm the fire alarm/ blow the whistle 3 times repeatedly until all children are out of their classrooms.
2. Teachers/staff will be responsible for taking the classroom sign in/sign out sheets for accountability and their emergency backpack.
3. Director will grab their binder with enrollment/authorization for emergency care forms and make sure all classrooms are empty of students and staff.

4. Students should be lined up, lead calmly but quickly to the spot designated for the classroom. Infants will be placed in cribs and taken to their designated spot. Classes in the Main Educational building will exit their room and meet at the end of the sidewalk next to the parking lot. Classes in the CLC Building will exit their room and meet at the exterior fence of the playground.
5. Teachers/students should wait until office personnel clear everyone to come back inside or give other instructions.
6. Fire Drills will be practiced monthly.

### **Severe Weather Relocation**

1. During severe weather conditions, Director/Assistant Director will announce "**Wizard of Oz**" on the walkie talkies, and students will be escorted to the Main Educational Building. Everyone will line up between rooms #100 - #108 with their backside against the wall with their legs crisscrossed. Infants will be placed in cribs and lined up in the hallway. If it is not safe to relocate to the Educational building, students will stay in CLC hallway and line up between rooms #300 - #306.
2. Staff and children will remain in hallway until they are instructed it is safe to return to their classrooms.
3. Teachers will be responsible for taking the classroom sign in/sign out sheets for accountability and their emergency back pack.
4. Severe Weather Drills will be practiced 4 times a year.

### **Lock Down**

1. If a lock down is necessary for inside threat, office personnel will notify staff by stating "**It's time to take out the trash**" on walkie talkies.
2. Office staff will lock all doors to the buildings and call 911 for assistance.
3. Teachers will lock all doors to the room they are in, turn off the lights and sit away from the windows and doors. Teachers will move shelves to block the doors. If students are outdoors, the caregiver will take the students to the closest room and lock all doors and turn off the lights to that room. Teachers will move shelves to block the doors.
4. Teachers will be responsible for having the classroom sign in/sign out sheets for accountability and their emergency backpack.
5. Teachers should remain in the classroom with their students until they are given the all clear from the office personnel.
6. For lock down drill with outside threat teachers will move children inside classrooms, close all the curtains and make sure doors are locked. Children can continue with normal activities inside the classroom until threat is cleared by office staff.
7. Office staff will lock all doors to the buildings.
8. Lock down drill will be practiced 4 times a year.

### **Relocation**

1. If it is deemed necessary to relocate the following steps will be followed:
2. Director/Assistant Director will contact Seguin ISD Transportation to have a bus come pick up the students.
3. Director/Assistant Director will contact Phia Rigney, SISD Director of Operations, to make arrangements for what facility is available.

4. Teachers will be responsible for taking the classroom sign in/sign out sheets for accountability and their emergency back pack.
5. Teachers will be responsible for taking a bag with diapers, wipes and bottles to new location.
6. Director/Assistant Director will be responsible for taking their binder of the student's emergency care forms.
7. Director/Assistant Director will communicate with the authorities, parents, and TDFPS via their cell phones.
8. Director/Assistant Director will call local TV/Radio, post to our Face book page and send messages through Remind to announce the relocation.
9. Teachers and staff will stay with the children until a parent or emergency contact person is able to pick up the child.



# First United Methodist Weekday School Policies and Operational Procedures

Child's Name: \_\_\_\_\_

I have received, read, and reviewed a copy of First United Methodist Weekday School Policies and Procedures Handbook. If I have any questions about the material discussed within, I will have these matters clarified by the center Director.

\_\_\_\_\_ Parent Code of Conduct

\_\_\_\_\_ Discipline Policy

\_\_\_\_\_ Recognizing Child Abuse and Neglect

\_\_\_\_\_ Infant Safe Sleep Policy

\_\_\_\_\_ Emergency Preparedness Plan

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Photo Permission Slip



Child's Name \_\_\_\_\_

By signing below, you are giving **FUMC Weekday School** permission to post pictures of your child and their work within the *Brightwheel* app and/or the Weekday School's **public** Facebook Page. **Please choose and sign one of the options.**

Yes, I give permission to share my child's picture on **ONLY** the *Remind* app.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Yes, I give permission to share my child's picture/work on both the *Remind* app **AND** Weekday School's public Facebook page.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

No, **I do not give permission** to share my child's pictures publicly.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



## First United Methodist Weekday School 2022 - 2023 School Calendar

Monday, July 4 <sup>th</sup>	<b>No School:</b> Happy 4 <sup>th</sup> of July!!!
Thursday, Sept. 1 <sup>st</sup>	<i>Back to School: Open House</i> (Tentative)
Friday, Sept. 2 <sup>nd</sup>	<i>Last day of Summer Fun Days</i>
Monday, Sept. 5 <sup>th</sup>	<b>No School:</b> Labor Day
Tuesday, Sept. 6 <sup>th</sup>	<i>All Aboard the Preschool Express:</i> 1 <sup>st</sup> Day of School
Friday, October 7 <sup>th</sup>	<b>No School:</b> Guadalupe Co. Fair Day
November 21 <sup>st</sup> - 25 <sup>th</sup>	<b>No School:</b> Thanksgiving Break
Dec. 19 <sup>th</sup> - Jan. 2 <sup>nd</sup>	<b>No School:</b> Christmas Break
Jan. 16 <sup>th</sup>	<b>No School:</b> Martin Luther King Jr. Day
March 13 <sup>th</sup> - 17 <sup>th</sup>	<b>No School:</b> Spring Break
Friday, April 7 <sup>th</sup>	<b>No School:</b> Good Friday
Friday, May 26 <sup>th</sup>	<i>Last Stop of the 2022-2023 school year:</i> <i>Last Day of School Session</i>
Monday, May 29 <sup>th</sup>	<b>No School:</b> Memorial Day
Tuesday, May 30 <sup>th</sup>	<i>First Day of Summer Camp 2023</i>