



THE FAMILY OF FAITH
PRESCHOOL
COPPERFIELD | MIRAMESA

Parent Guidelines

The Family of Faith Preschool

9230 Fry Rd.

Cypress, TX 77433

www.tfof.org

cora@tfof.org

pastordoug@tfof.org

Welcome to the Family,

We are so pleased that you and your child are joining us at The Family of Faith Preschool. Here at the Family we celebrate life together. The celebration we share looks like songs of joy, creative art projects, fun play time, and plenty of new discoveries. We will learn about many new things together such as letters, and numbers. We will meet many new friends in the classroom, on the playground, and in chapel.

Our staff at the Family is excellent. The staff includes the preschool teachers, aids, and the Preschool Director and me as your pastor. All of these professionals look forward to partnering with you in your God given parental vocation.

The Family of Faith Preschool is an offering of The Family of Faith Lutheran Church. Our congregation has chosen to present our community with this service in order to prepare children academically and in order to share the joy of the Gospel of Jesus Christ.

Again, welcome to the Family.

In Christ's service.

Pastor Doug Krengel

Welcome Preschool Families,

I am very excited to welcome you to The Family of Faith Preschool! We are honored to serve you and your family as your preschool and we are blessed to be chosen. Thank you for entrusting your children to our care.

Here at The Family of Faith Preschool we lead with Jesus and nurture, teach and care for the whole person that is the preschooler. We want our preschoolers to know that Jesus loves them and we work to demonstrate that to them through how we teach and how we work together as a staff and with the entire family. Ultimately, we want to prepare them for life beyond preschool: socially, academically and spiritually.

The parent guidelines are prepared for each school family to provide you with our policies and procedures. Please take the time to read through it as it is updated yearly.

We always welcome your questions and feedback and would love to hear from you at any time.

It's going to be an awesome year in the name of Jesus.

Cora Nash

Preschool Director

THE FAMILY OF FAITH PRESCHOOL PARENT AGREEMENT

PARENT-CENTER PARTNERSHIP

We encourage parent participation and welcome you to our school any time during operational hours of 6:00-6:30 PM. Please note some guidelines below regarding parent-center relationships.

Email addresses are set up for each class. Teachers will send weekly updates to parents via email once per week and also when necessary.

Each child will be provided a folder that will be in their backpack. Be sure to check your child's backpack for any other special announcements.

Phone Calls - The Director and/or the staff person in charge are available during regular operating hours. If they are in meetings or with another parent of a child, you may leave a message and your call will be returned. Please call the main number at 281-256-3900 and ask for the Director. If the parent has any questions or concerns about the policies and procedures of the child-care center, please contact the Director.

A parent may visit the school at any time, but the teacher or director should be made aware of the visit. You must sign in at the front desk and then sign out when you leave.

Parents are always welcome to help at the school. We will provide opportunities for you to serve in different ways. These will be announced in the E-News referenced above in point # 1. You must sign in at the front desk and then sign out when you leave.

If you are a nursing mother and helping out at the school (or at any time) a comfortable and private place is available to you in the room adjacent to the sanctuary at the Copperfield location. A private area is available in the infant classroom at the Miramesa location. Please ask any teacher for the location.

1. **Registration:** Annual registration is typically held in late winter or early spring. The first 2 weeks of registration are reserved for those families already enrolled in the program. The 3rd and 4th week registration opens to those families who are members of The Family of Faith Lutheran Church or who are currently enrolled in the The Family of Faith Lutheran School. Open registration begins after the two-week preregistration period as stated above. Classes are filled on a first-come first-serve basis. Registration during the school year is based on availability. At the time of registration, there is an additional registration fee for all summer programs. All registration fees are non-refundable.

2. **Tuition rates:** Please refer to your registration packet for rate schedule.

Tuition is due and payable according to your financial agreement. A child can be dropped from enrollment after fees are two weeks delinquent. The child will not

be re-admitted until fees are paid in full. There will be no deductions for absence or holidays. Special circumstances must be discussed with the program director.

3. A written two-week notice is required upon withdrawing a child from the program. If notice is not given, parents are responsible for month tuition.
4. **Additional charges:**
 - Late pick up fee after your agreed upon pick up time: \$25
 - Summer program registration and tuition- see flyer information
 - Special events fee (to cover special classroom luncheons and parties throughout the year)- teacher will notify you ahead of time.
 - T-shirts, special visitors, testing, screenings, or other additional activities not included in the regular programming.
5. **Attendance:** We value your child being here and we want them to receive as much as they can during their time with us each day. Being here on time allows children to settle into their daily routine and will give them more opportunities to participate in class activities. It can be disruptive to the class when children are entering and leaving during the structured learning time of the day. We understand that special circumstances and occasional appointments are sometimes necessary and we are happy to work with you. Please try to plan your day the best you can to accommodate your child and their classmates as we respect their time together. We appreciate your cooperation as we work together to make our classroom environments the best they can be for the children. The early childhood program hours are as follows:

Part-time program hours are 9AM-2PM. Please have children here no later than 9:15AM, class ends at 2PM. Full-time program hours are 6AM-6:30PM.
6. The center will be closed during major holidays and/or in-service days as noted on the calendar. There is no adjustment in the regular fee for holidays and/or in-service days since they are already figured into the pricing schedule. However, each child enrolled 5 days per week in the full-time program and paying full tuition rates will be given a flexible schedule during the month of June, July and August. Please talk to a director for details.
7. We also understand that occasionally special circumstances occur due to illness, hospitalization, death in the family, or other situations which may result in a lengthy absence from the program. If such a circumstance arises, please contact the director. If a child is absent for more than two weeks without notification, his or her space will no longer be reserved and a new registration fee will be required.
8. In the event classes are canceled due to weather conditions (hurricane, freezing rain, flooding, etc.) families should check the following: The Family of Faith Preschool website at www.tfof.org, Facebook or email. The rule of thumb The Family of Faith Lutheran school follows is if CFISD cancels classes, then The Family of Faith Preschool will follow suit.

9. **Pick-up:** An adult (person 18 years or older) must escort the child from the vehicle into the classroom and vice versa. Children may not enter or leave the center unescorted. Adults must sign their child in via the SmartCare App upon arrival and departure.
10. Children will be released only to those adults who have been designated on the parent pickup list. Our policy is to ask for a driver's license if the child's teacher does not recognize the adult and make a copy for your child's safety.
11. **Legal Custody:** Families with child custody restrictions in which the school may become involved are required to provide and maintain all pertinent legal documents with the Director of Preschool. Sensitive information and documents are confidential and referenced with discretion on a case basis. It is solely the parents' responsibility to inform the school office about child custody issues. An administrative fee will be assessed when requests for duplicate records or mailings are submitted. Involving faculty and staff in personal custody matters outside of school is discouraged due to the absence of teachers from the classroom and the cost incurred.
12. **Medication:** Licensing requires that all medication be administered to the child with written parental permission and as stated on the label directions, or as amended by the physician. Prescription medication must be brought in the original container, labeled with the child's name, the date, included directions to administer the medication and include the name of the physician and the expiration date. Medication may be dispensed only when a medication form is completed. All medications must be turned in to the teacher.
13. **Food Allergy:** If your child has a physician diagnosed food allergy, a food allergy emergency plan must be on file prior to the child's first day of school attendance. This plan must include a list of each food that the child is allergic to, possible symptoms if exposed to that food and the steps to take if the child has an allergic reaction. This plan must be signed and dated by the physician and the parent.
14. **Illness:** Sick children cannot be admitted to the center. Children exhibiting any signs of a contagious disease, vomiting, rash, temperature, or other symptoms must remain home until symptom-clear for a minimum of 24 hours without medication. If a child becomes ill or is injured at the center, he or she will be separated from classmates and parents will be contacted to pick up the child immediately. If the illness or injury requires immediate medical attention, emergency personnel will be contacted and the parent notified immediately. A previously ill child will not be re-admitted even with a doctor's approval until the child is symptom-clear for a minimum of 24 hours. If a child is sent home due to illness, they will not be readmitted the next day.
15. **Center Guidelines:** The Family of Faith Preschool adheres to the guidelines of local, state and government health departments. The center will notify parents of any special problems, reportable diseases or occurrences that could affect their child.

16. Sunscreen is not applied by The Family of Faith Preschool staff, however, it can be applied by parent prior to coming to school.
17. Insect repellent is generally not applied by The Family of Faith Preschool staff, however, it can be applied by parent prior to coming to school. If we feel insect repellent would be beneficial during certain time periods, a classroom insect repellent will be provided. A permission slip will be sent home with specific information regarding the classroom insect repellent. The permission slip must be signed and returned to school prior to application.
18. To ensure that children will not be disappointed with lost or broken toys, we ask they not bring toys from home to use in the classroom unless instructed by their teachers for a special event.
19. We currently do not allow class pets. Should special visitors bring pets to our building, children are required to wash their hands thoroughly with soap and water after touching the animals.
20. Care for children with special needs will be dependent on approval from the program director. Placement will be on a conditional basis with the understanding that the child be able to participate and benefit from the program without threatening his/her own safety or the safety of the other children.
21. **Water Play Days:** The Family of Faith Preschool may offer special water play days in the month of May and summer months. Parents will be notified ahead of time. We ask that children come dressed in their suits with sunscreen and bug repellent already applied. Parents have the option of sending each child's personal bottle of sunscreen or bug repellent in a plastic bag labeled with child's name. Teachers will re-apply if child has been at school more than 2 hours or if the applications have worn off due to sweating or water exposure.
22. **Field Trips:** During the Preschool/School year, our normal policy is to have special visitors to present on various topics such as dental care, personal safety and fire safety. The Pre-K class (4's turning 5's) have the option to organize a field trip at the end of the school year. Our teacher team will organize and coordinate parent volunteers and communicate with parents on details. They will also obtain permissions for children to attend the field trip and ride in the church's van if necessary.

The summer camp program offered during the months of June, July and August also have special in-house camps on various themes where visitors either volunteer or hired companies conduct a 3-day camp.
23. **Drills:** The Family of Faith Preschool regularly conducts emergency drills. During drills such as fire drills, sheltering in place and severe weather drills, teachers are prepared with age appropriate activities such as finger plays, songs and books that can be used during drills or evacuation times as needed.
24. In the event of an emergency that requires evacuation parents will be notified by SmartCare email, Facebook, The Family of Faith Preschool website or by phone. We have several evacuation locations that can be utilized here on The Family of

Faith center. In the event we have to evacuate the entire center, we will follow the direction of local emergency personnel and our evacuation sites are as follows:

Miramesa Evacuation Site: The Family of Faith Preschool located at 16710 FM 529 Rd. Houston, TX 77095.

Copperfield Evacuation Site: The Family of Faith Preschool located at 9230 Fry Rd. Cypress, TX 77433.

25. **Rest time:** A rest time following lunch is required for all children. Please provide your child with a small blanket and travel sized pillow from home for nap time. We provide cots for each child. All cots are the property of The Family of Faith. All bedding must fit inside your child's designated cubby. Bedding that does not meet these criteria will need to be replaced. Bedding will be sent home at the end of each week for laundering.
26. **Lunch:** Monthly lunch menus are emailed to parents on a monthly basis for your information and posted at the front desk.
27. **At Miramesa:** Lunches are provided by The Family of Faith or brought from home.
At Copperfield: Lunches may be purchased from Jason's Deli or brought from home.
Staff cannot microwave, cook or heat lunches brought from home due to Health Department regulations. Please send lunches pre-cut and ready to serve. Parents are encouraged to plan and provide a healthy lunch that helps to meet your child's daily nutritional needs. Parents may breast feed and/or provide breast milk for their child. Adult sized seating is available in the infant room for breast feeding.
28. **Vision & Hearing:** Screenings are required annually on all children four years of age and older by September 1 of the current school year. Required documentation is submitted to the Texas Department of Health.
29. **Dress Code:** Please send your child in comfortable play clothes that he/she can remove easily for toileting. Shoes must have rubber soles and be closed-toe and closed-back. Sandals, cowboy boots, Uggs, flip flops, Crocs, etc. are not safe for playground, gym play or physical education classes. Tennis shoes or athletic shoes are recommended.
30. For those enrolled in the preschool three's and Pre-K program, please note that our preschool rooms are not equipped for diapering. Please dress your child in clothes that they can easily manage for toileting and active play.
31. **Discipline/Difficulties:** Difficulties and/or differences that arise should first be discussed with the teacher or staff member involved. If not resolved, then the parties involved discuss the difficulty with the site director. If difficulty is still not resolved, then it is discussed with the director of preschool operations. The director of preschool operations has the final say in the matter with input as

necessary from The Family of Faith Pastor, preschool ministry team and The Family of Faith Board of Directors.

32. Parents are expected to refrain from destructive criticism of the staff or school. If a problem arises contact the teacher or director to resolve the problem.
33. Discipline and guidance will be based upon the understanding and developmental needs of the child. Positive reinforcement and redirection are combined with Conscious Discipline techniques and used in the classroom. If needed, a brief separation from the group may be used as appropriate to the child's age and development. Children will not be subjected to harsh or cruel punishment, humiliation, abusive language or punishment associated with naps, food or toileting. The center's goal for the child is that they become responsible and caring individuals, self-motivated and self-controlled.
34. Should a child bite or strike (pushing, kicking, hitting and all other forms of physical aggression) another child one time, the parent will be called and an incident report will be put in writing requiring the signatures of the teacher, child care giver, director and parent.

Should a child bite or strike another child for a second time the parent will be called and the child sent home with a follow up conference to be scheduled to discuss ways to move forward.
35. Should the program director determine that a child cannot adjust to the program or the center is not meeting the child's needs, the center reserves the right to withdraw the child from the program after giving the parents a one-week notice.
36. **Conferences:** You may request conference and/or observations of your child's classroom that can be arranged with the classroom teacher. Conferences can also be arranged at any time by contacting your child's teacher.
37. The center encourages an "open door policy". The teachers and staff are available to answer your questions and help to alleviate any concerns you might have.
38. **Questionnaires and surveys:** Family of Faith Preschool request your input and ideas about policies, procedures and programming and are sent out at least annually. You are encouraged to discuss any questions or concerns about the policies and procedures with the program director. Your input and experience are valuable to us. When changes are implemented, parents will be notified wither by letter, email, newsletter or an updated "Parent Agreement."
39. The most recent Texas Health and Human Services Child Care Licensing Inspection Report is posted in the hallway near perimeter door at Miramesa. At Copperfield it is posted along the orange wall near Site Director's office. Copies of the annual Harris County Fire Marshal's Inspection form, the Harris County Health Departments' report and The Family of Faith Preschool's Emergency Preparedness Plan are on file and available for your review. The Texas Minimum Standards and Guidelines for Child Care Centers is available in the lobby and online at www.hhs.texas.gov

40. Parents may reach the Texas Health and Human Services Child Care Licensing office by calling (713) 940-3009 or by visiting their website at www.hhs.texas.gov
41. The Family of Faith Preschool follows the law regarding child abuse and neglect. Employees are required to report child abuse or neglect and take annual training on the prevention, recognition and reporting of child maltreatment. The following websites have information regarding the statistics, warning signs, risk factors, prevention techniques, reporting procedures and community organizations that are available to help with awareness or reporting of child abuse. Websites- www.childhelp.org, www.cachouston.org, www.thethreadalliance.org, www.joyfulheardfoundation.org. Child abuse can be reported to the local authorities by calling the Texas Abuse Hotline at 1-800-252-5400 or going online to the Texas Abuse Hotline website at www.txabusehotline.org.
42. In the event of a vaccine preventable outbreak, The Family of Faith Preschool will follow the CDC and/or the local health department immunization requirements for adult employees. Documentation of compliance and exemptions will be maintained in the preschool office. Exempt employees may need to follow other procedures such as wearing gloves and/or masks at all times or exclusion from work if deemed necessary.
43. No child shall, on the basis of color, race, religious belief, national origin or sex be excluded from participation from the program.
44. Any area within 1000 feet of this childcare center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to harsh penalties.
45. The use of tobacco products is prohibited at the childcare center, on the premises and on the playground.
46. Anything such as party invitations must be given to the teacher for approval and distribution.
47. If you have any questions or concerns please contact the site director, Sandra Martinez at sandra@tfof.org , Jake Navarro at jake@tfof.org. or the preschool director of operations, Cora Nash at cora@tfof.org

Parent Handbook

I CERTIFY THAT I AM A LEGAL GUARDIAN OF THE CHILD enrolled in The Family of Faith Preschool. I acknowledge that it is my responsibility to keep all information and authorization pertaining to the above child current. I further acknowledge that I have read, understand and agree to the conditions and criteria outline in The Family of Faith Preschool parent agreement and I will abide by the same.

Child/ren's Name:

Parent Signature:

Print (Parent Name):

Date:
