



promiseland
learning center
fbckaufman

Parent Handbook

1912 W. Fair Street
Kaufman, TX 75142
972-932-7796

Dear Parents,

Welcome to Promiseland Learning Center at FBC Kaufman! We are excited to be part of the important formative years of your child's life. Their educational and spiritual foundation is our highest priority. We strive to nurture their heart, mind, and soul through a quality preschool and after-school program that engages them at their stage of life and leads them to know how loved and valuable they are to God.

We want Promiseland to be a warm, safe, and loving place for your child to enter into each day. Our teachers are committed to providing excellent care and teaching, as well as forming relationships with your child at a heart level. The curriculum we use is designed to shape their mental, emotional, physical, and spiritual learning experience and development. While we will prepare them well for the elementary school years, we will also point them toward Jesus and His great love for them!

I look forward to getting to know you and partnering with your family during these precious years of discovery, growth, and learning for your child. Thank you for allowing us to be part of their life!

For Christ and Kids,

Leah Jackson
Executive Director
Promiseland Learning Center

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

August, 2023

Texas Rising Star

Promiseland Learning Center is a state-licensed program and is also a Texas Rising Star program. The Texas Rising Star certification is available to all licensed centers that meet higher standards of care and learning. This is a program that fosters achieving a higher levels of quality which are beyond state licensing standards.

For more information about Texas Rising Star please visit <https://texasrisingstar.org/>

Classrooms

Class Assignments - Classes are formed primarily by age. The child's age by September 1st of the current school year will ordinarily determine class placement, but the developmental level will also be considered. We promote by the traditional school year. However, children may be promoted to provide space for new children who enroll. In these instances, developmental readiness is always a priority. Promotion is always discussed with a parent before moving a child to another classroom.

Infants (6 weeks to 18 months) - Taking care of infants is so rewarding. It is such a blessing to see them grow and discover the world around them. In a warm, loving atmosphere, our staff meets their needs and gives special attention to developmental milestones. Music and story time are everyday activities in the infant room.

Health and safety are our top priorities. Toys are sanitized throughout the day as well as every evening. Bed sheets are washed and mattresses are sanitized daily.

We have multiple infant rooms divided by age. Infants are promoted according to developmental progress and mobility. Infants are given more opportunities to explore and discover as they promote to a new room.

We understand that physical separation for a baby and a parent is always difficult. Promiseland strives to help parents and children experience a calm transition of physical and emotional separation through our safe and loving environment. You can return to work with the peace of mind that your child is in good hands.

Required Classroom Materials: Parents will need to provide formula/breastmilk, 1-2 bottles, diapers and wipes, multiple changes of clothing, pacifier (if baby takes one), and baby food (if older than 6 months)

Toddlers (18 months - 24 months) - Toddlers are learning many exciting and new things. Our toddler class aims to provide hands-on activities, which allow children to explore, inquire, and discover. Daily activities focus on building language, creativity, fine and gross motor skills, and social interaction. Bible stories and bible concepts are woven into daily activities in order to build their spiritual foundation.

To help prepare for preschool, the teachers will work with parents to help wean their child off of pacifiers. Pacifiers are discouraged once a child enters the early preschool and preschool classes.

Potty training begins between 2 and 3 years of age. Some children will be ready between 18 months and 24 months. However, for most, signs of readiness occur around the age of 3.

Required Classroom Materials: Parents will need to provide diapers and wipes, nap mat, small blanket and pillow, multiple changes of clothing and shoes

2 year olds - Preschoolers like to absorb new information and are learning what it is to be independent. In our 2 year old classes your child will learn through circle time, hands on educational activities and crafts, and independent exploration of centers. They will learn bible stories and bible concepts through our faith-based curriculum.

Required Classroom Materials: Parents will need to provide diapers and wipes (if not toilet trained), nap mat, small blanket and pillow, multiple changes of clothing and shoes

Potty training begins between 2 and 3 years of age. Some children will be ready between 18 months and 24 months. However, for most, signs of readiness occur around the age of 3. Please visit with your child's teacher to discuss techniques that can be applied at home and in while in our care.

3 year olds - Preschool children love to learn about the world around them, master new skills, and are growing in their ability to interact socially. In our

three classes children will learn bible stories and bible verses, and be introduced to educational activities and experiences that give them the foundation they need for the elementary years ahead. Additionally, children will benefit from centers that are arranged to promote independence, decision-making, and encourage hands-on-learning. Children will begin to learn to identify numbers and letters as well as engage in reading and writing activities that foster language development and literacy skills.

Required Classroom Materials: Parents will need to provide a nap mat, small blanket and pillow and multiple changes of clothing and shoes.

Pre-Kindergarten (4-5 year olds) – Our pre-kindergarten children are getting ready to enter into the elementary years! In this very special time of growth and learning, we aim to build their spiritual foundation through exciting Bible story time, activities, and scripture memory! In addition we will provide instruction and learning activities centered on phonics, numbers, and language development in a fun and engaging environment. Children will also participate in art activities and have the opportunity to play and socialize through centers.

Required Classroom Materials: Parents will need to provide a nap mat, small blanket and pillow and multiple changes of clothing and shoes

Before School and After School (Kindergarten through 12 year olds) - We provide before and after school care for children who attend KISD and neighboring school districts. After school care includes a small dinner, Bible lessons/activities that focus on character development, and other fun activities.

In the summer, we follow a full curriculum specifically for our school-aged children. While we instill biblical virtues and character development, we also provide a summer camp type atmosphere with themed weeks as well as occasional field trips and splash days.

Curriculum

We use Pinnacle curriculum for our infant classrooms. Pinnacle® is a research-based early childhood curriculum, designed with both teachers and children in mind. Based on the works of Piaget, Gardner, and Erikson, Pinnacle® provides early childhood educators with lessons that engage children in developmentally appropriate activities. Pinnacle® is published in

an easy-to-use, reusable format that includes lesson plan guides, activity enrichments, and long range goals linked to key standards.

We use ABC Jesus Loves Me for our toddler – 4s/5s classrooms. This curriculum is a comprehensive, researched based curriculum that focuses on academics, development, and Bible learning through play.

We use a compilation of faith- based lessons that include themed activities for our afterschool classes. Additionally, we offer fun and engaging centers and assistance with homework as a way to support their academic success.

Our Staff

Teachers

We believe that the teaching team is the cornerstone for creating a caring, nurturing atmosphere that fosters each child's positive self-image. Our team is dedicated to providing a faith foundation as they model and lead children to know the character of Jesus. Additionally, we strive to help children in all aspects of development (social, mental, emotional, and physical) in order to prepare them for success in the school years ahead. Members of our teaching team are carefully screened, trained and evaluated. All staff members undergo background checks, receive 24 hours of in-service training, and have completed First Aid and CPR courses.

Leadership Team

Executive Director – Leah Jackson (ljackson@fbckaufman.org)

Assistant Director of Operations - Shelley Tackett (stackett@fbckaufman.org)

Assistant Director of Curriculum/Training – Michelle Rodgers (mrodgers@fbckaufman.org)

Financial Coordinator– Karen Whisman (kwhisman@fbckaufman.org)

Accommodations for Families

Promiseland values supporting families whose children may need additional accommodations due to differing abilities, home language, or other circumstances. Please notify the Director if you or your child requires accommodations, and we will make every effort to ensure your needs are met.

Below are ways that our program will partner with families:

- If specific therapies are needed during the day while your child is in our care, we will accommodate space to provide sessions.
- We will participate in comprehensive care meetings related to therapies or accommodations needed.
- We will complete supporting documentation from authorized professionals for accommodations related to your child's physical or developmental needs
- We will assist with translation for parents whose primary language is Spanish
- Promote and foster an environment of cultural inclusivity through providing classroom materials and visuals that reflect diversity.

Admission

Before enrollment, you will need to complete all forms provided by Promiseland. In addition to the enrollment forms, the following are especially important:

- You are asked to provide a list of people who are permitted to pick up your child. Your first emergency contact should be someone local who can pick up your child in the event of an emergency. Please add at least 2 additional contacts to your list to ensure there are plenty of people available to your child. *At 7 pm, CPS and/or the police will be called if someone from the pickup list cannot be reached.
- Contact information can easily be updated by emailing us at promiseland1912@gmail.com or by informing our office staff of any information changes.
- Current immunization records must be furnished before a child can attend Promiseland. Any time your child is given a new immunization, please bring an updated record to the school and we will make a copy for our files. Suspension or denial may occur if immunization records are not kept up-to-date and on file.
- At the time of enrollment, we must have an updated doctor's health care statement for each child.
- Parents are responsible for updating information and/or completing new forms as information changes.

We require a non-refundable registration fee of \$100.00 per child. This is to be paid in advance to enroll your child and/or hold a place for your child to start into the appropriate classroom at a later date.

Promiseland enrolls students of any race, color, religion, and national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Promiseland. Promiseland does not discriminate on the basis of race, color, disability, national, or ethnic origin.

Nutrition

We participate in the CACFP, Summer Feeding Program and At Risk After School Program. Through the food program we are required to serve each child the full meals and snacks Monday – Friday. Parents who participate in our food programs must submit an application upon enrollment. Each year the application must be renewed at the beginning of the fiscal year in Sept. Please note that our food program is not included in the cost of tuition. We are reimbursed a percentage of our food cost based on information provided by families who participate.

You can find guidelines for the CACFP for your review here: <https://fns-prod.azureedge.us/sites/default/files/resource-files/cacfp-crediting-handbook.pdf>

Through food programs we will provide a nutritious combination of foods that meet all of the guidelines of our food program. Cow's milk will be provided at breakfast and lunch. Parents may bring additional snacks. Please ensure that additional food provided that requires temperature regulation is stored in an insulated container or lunch box that keeps it at the appropriate temperature. Promiseland can provide refrigeration for food brought from home as needed.

Breakfast, lunch, and afternoon snack menus will be posted monthly through our ProCare App. A printed monthly menu is available on our website (www.promiselandfbc.org) under the PLC Kids tab.

Breakfast is served daily between 8:15 a.m. – 8:30 a.m. Hot lunches are served beginning at 11:30 am. The afternoon snack is served between 2:00 p.m. and 2:30 p.m. Water will be provided throughout the day.

During the school year our after-school children will be served a light supper.

Please advise the office of any known, diagnosed allergies and we will provide substitutes as needed in accordance with CACFP standards.

Allergies/Dietary Needs - If your child has allergies or special dietary needs, they must be noted in the enrollment packet. In order to comply with our food program, a note from the doctor must be provided for any dietary substitutions that are due to food allergies. This note must explain the food allergy well as well as the appropriate plan/response if a child ingests or comes into contact with that item. We must have the note prior to serving meals through our food program if substitutions are needed. Products like Lactaid can be served without a physician note. Alternatives to cow's milk or lactose free milk, such as soy milk, almond milk, must be provided by parents.

Parents must provide a note stating they will provide meals and snacks for children while they are in our care if they do not wish to utilize the CACFP Food Program.

Infant Nutrition - We have a refrigerator and freezer in our classrooms for storage of ready-made formula and breast milk. Please label all breast milk bags or bottles with the child's name and the amount stored. A comfortable place in the infant classrooms will be provided if a mom wishes to come to the center to breastfeed her child.

The following links contains helpful information about breastfeeding:

<https://www.cdc.gov/breastfeeding/index.html>

<https://wicbreastfeeding.fns.usda.gov>

Parents must provide baby food for children not yet on table food. Menus for table food are also available for review. To help us meet infants feeding needs, all infants should have an Infant Information sheet filled out. These should be updated every 30 days.

Peanut Free School - We may have children enrolled in the school with peanut allergies ranging from mild to life threatening. Because of this, we are a peanut free school. Promiseland will not serve any foods that contain peanuts or traces of peanuts/nuts. Please do not send foods containing nuts with your child to school as part of their lunch, breakfast, or snack. Please be sure to inspect food or candy donated or brought in for school celebrations

such as class parties, etc. In these cases, snacks/food are sent home and are not consumed at the school.

Birthday Celebrations and Class Parties - We are happy to celebrate special occasions in the classroom. Please let your child's teacher know in advance if you wish to send a treat for classmates. Please bring enough for everyone in the classroom. Snacks for birthdays will be served with the afternoon snack. Party food/treats cannot replace the daily meal provided through our food program. The full meals/snack must be served even on party days in order to maintain compliance with our food program.

Food brought from home - Parents are able to bring meals from home if they do not choose to participate in the CACFP. Parents are responsible for the nutritional value of food and temperature regulations for food that is not provided through our program. The following links contain guidance for healthy food options as well as foods that may cause allergic reactions.

<http://w.w.w.choosemyplate.gov/healthy-eating-tips-/sample-menus-recipes.html>

http://w.w.w.kidshealth.org/parent/growth/feedong/food_allergies.html

Hours of Operation

The school is open from 6:30 am to 6:00 pm, Monday through Friday, year-round. We are closed 10 days a year in observance of the following holidays:

- New Year's Eve
- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and the Friday following
- Christmas Eve
- Christmas Day

If the holiday falls on the weekend, the school will be closed either the Friday before or the Monday after. We will provide advance notice for these holiday closings.

Opening and Closing Procedures – Promiseland has a staggered schedule for our teaching staff. Opening staff arrive in time to be in classrooms at 6:30 a.m. and receive children in combined age groups in accordance with state standards. At 8:00 a.m. all children are in their assigned classes to begin their day with breakfast followed by the daily schedule of activities. At the end of the day beginning at 4:30 p.m. classes start to combine again as staff complete their shift until the center closes at 6:00 p.m.

Bad Weather Days - Promiseland also follows KISD decisions on bad weather days. Listen to local news stations and school websites or postings for information on closings. We will also update through our Face Book Group and our Procure App. If Kaufman public schools are closed or delayed, Promiseland will most likely be closed or delayed. In the event of a delayed opening, there will be no morning transportation to school. No tuition adjustments will be made for closings/delayed openings due to inclement weather.

Financial Policy

There is an **\$100 non-refundable registration fee** to enroll your child. This is to be paid in advance to hold a place for your child to start into the appropriate class.

Tuition is due by Friday regardless of attendance or holiday. A **\$25 late fee** may be added after Friday if the tuition is not paid.

For your convenience and to maintain accuracy in billing we **DO NOT** accept cash or checks. Payment must be made with a debit or credit card. All families are to keep a card on file.

Tuition at Promiseland Learning Center may increase as needed in order to maintain financial stability and compensate employees according to changes in cost of living.

If you are delinquent in payment, your child cannot attend until tuition is up to date.

Promiseland is a contracted provider with CCS (Child Care Services) through the Texas Workforce. The CCS program (also known as the subsidy or scholarship program) provides financial aid for child care to families who meet certain income requirements.

Visit <https://www.childcare.texas.gov/subsidy> to learn more about enrolling in this program. Please inform Promiseland of any elements related to CCS that we may be able to assist with.

Each child will receive **one week of paid vacation** per year after they have been enrolled for a year. All other absences will be charged as regular tuition days.

Children **must** be picked up by 6:00 PM. A **late fee of \$25** will be charged for children picked up past closing time.

Once your child is enrolled in a program, tuition is due continually each week regardless of whether or not your child attends. Tuition is charged for all weeks, including holidays and bad weather days, from the time a child starts until a two-week withdrawal notice is given.

Payment Methods - Promiseland requires all families to have a credit card or checking account on file for auto-draft purposes. Parents are welcome to pay your balance at the front desk via credit or debit card at the kiosk or with the assistance of one of our office employees. Tuition is posted to all accounts every Monday. If there is an outstanding balance on your account on Friday, we will run the credit card or process funds through the account on file for the balance due.

Vacation Policy - Each child enrolled at Promiseland will receive one free week per year for vacation purposes according to the following guidelines

- The child must have been enrolled at Promiseland for at least one consecutive year to be eligible for the free week.
- The Assistant Director of Finance has been notified 2 weeks prior to the absence. Please email Karen Whisman at kwhisman@fbckaufman.org to notify us about use of the vacation week.
- Your child is absent all 5 days in a single week.
- Vacation credit cannot be carried over to the next year.
- Accounts must be current and paid in full.

Outstanding Accounts - Families with outstanding accounts will not be permitted to drop off their children until a payment is made.

If a situation or need arises that inhibits the ability to pay tuition please contact us immediately. Arrangements to ease financial burdens for families can be made through FBC Kaufman. Please contact the church at 972-932-2526 to inquire more about tuition assistance.

Withdrawal Policy – Please provide 2 weeks notice upon withdrawal from Promiseland and complete the withdrawal form. Withdrawal forms can be provided at the front desk. Also, please send an email with the intent to withdraw to Karen Whisman at kwhisman@fbckaufman.org. These steps will ensure that all necessary departments have been notified regarding enrollment and billing changes.

School-Age Fees - School age children can attend during school holiday breaks or teacher in service dates. Tuition will be adjusted to the full time rate (as it is during summer) during the holiday breaks.

Since the local school districts we serve follow different calendars for their breaks, please note that we must have enough children (usually 8-10) in attendance to justify allocating staff to provide care for the breaks. Please contact us at least a week prior to a school holiday to inquire about care.

Attendance

Children thrive on consistency and our program follows a consistent schedule each day. We ask that parents drop off and pick up around the same time each day. Breakfast is served each morning between 8:15 a.m. and 8:30 a.m. Please drop off children no later than 9:00 a.m. to ensure they are consistently participating in the learning objectives for his/her classroom. Furthermore, arrival before or by 9:00 am is optimal for a consistent schedule of routines and transitions for your child as well as others in his or her class. Children thrive on consistency and know “what comes next” and we want to do all we can to set them up for their best experience at PLC.

Please contact us in the event of an appointment or other reason necessitating a later drop off time. To help us with classroom transitions please avoid appointments that result in a drop off at lunchtime or during naptime.

Late Pick up - A standard late fee of \$25 is charged for pick up after 6:00 p.m. Fees incurred for late pick up will be charged to your account. If your child is consistently picked up late, we reserve the right to dismiss your child from our care.

Drop off and Pick up – Parents will be provided a door code and must enter the building through the main lower-level entrance at drop-off. Parents must accompany their child to the classroom.

Children must be checked in and out of class each day. Our center utilizes an app that allows either the parent or the teacher to check in and check out a child.

Parents and other individuals must be listed on the authorized/emergency pick-up list to pick children up from the center. Parents must contact the center to authorize pick-up from an individual who is not listed on the authorized/emergency pick-up form. Individuals who are not on the authorized pick-up list must show identification at the front desk.

At the end of the day, please check your child's cubby or take-home folder for belongings that need to go home as well as any special projects or notes.

Parent Custodial Policy - While Promiseland cannot legally prevent a child from being picked up by a parent or person designated by the parent, we reserve the right to refuse to release a child to anyone who appears to be under the influence of a controlled substance or alcohol or in any way presenting a physical danger to the child. In such cases, the proper authorities may be called for assistance. A copy of custody papers, visitation papers, or other legal document must be on file regarding the release of a child.

Clothing

Please dress your child in a comfortable, washable play clothes. Shorts or pants with an elastic waist are best. Please be sure to put shorts/bloomers under girls' dresses.

Please send a second set of clothing to be kept at Promiseland. Please label all of your child's belongings.

Physical Activity

Children are offered two opportunities for outdoor activity each day in the morning and afternoon. Children will be permitted to play as long as they remain comfortable with the temperature and weather conditions.

Children will not be permitted to play during a heat advisory or when air quality presents a risk to children.

Please provide jackets and/or dress children in layers during colder times of the year.

Diapers and Toilet Training

Diapering - Parents are responsible for bringing an ample amount of diapers or pull-ups for their child. Each classroom has space to store extra diapers. Please check with your child's teacher on a regular basis to ensure that your child has enough. If you choose to cloth diaper your child, we ask that you bring a sealable bag, such as a wet bag, to enclose them in. We cannot discard waste from cloth diapers.

Potty Training - When you are ready to start potty training your child, we ask that you let us know what routines you are using at home so the teachers can do the same. Consistency is key when potty training. Please bring any supplies as well as a few pairs of extra clothes, including socks and shoes, to put in your child's cubby for any accidents. It is preferred that children be potty trained prior to moving to an upstairs classroom where bathrooms are located in the hallways near the classrooms.

Discipline and Guidance

We believe that discipline includes a combination of the following:

- Knowledge and understanding of developmental growth and needs of children at different ages and stages
- Environments that facilitate emerging skills without causing frustration and competition
- Activities that encourage and engage children's natural curiosity and promote development across all domains (cognitive, fine/gross motor, language, and social/emotional development).
- Care and routines that are consistent and give children security and stability

Discipline at Promiseland will be:

- Individual and consistent for each child
- Appropriate to the child's level of understanding
- Directed towards teaching the child the acceptable behavior and self-regulation

- A positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:
 - Modeling of appropriate Christ-like behavior of our teachers
 - Use of praise and encouragement of good behavior often
 - Reminding a child of expectations daily by using clear, positive statements
 - Redirecting behavior using positive statements
 - Offering appropriate choices
 - Using brief supervised separation or time away from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age

Discipline at Promiseland will NOT include harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or hitting 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 for the child's age, including requiring a child to remain in a restrictive device.

Biting - Biting is a common occurrence among infants, toddlers, and sometimes even preschoolers for a variety of reasons. We understand this can be very stressful and frustrating. However, biting is a typical response among children who are going through the oral stage of development (between the ages of 13 – 30 months).

The primary reason that children bite is due to developing communication and social skills. Frustration can often trigger the desire to bite, as little ones are still learning to talk. Promiseland believes that by teaching children ways to communicate with teachers and other children, biting incidents can be decreased. Our efforts to limit situations that cause this type of frustration include:

- Incorporating sign language
- Providing engaging activities

- Providing ample toys/educational resources to avoid competition while children are still learning to share
- Showing/modeling empathy and redirecting children toward appropriate responses to frustration/anger.
- Helping children identify feelings
- Teacher Shadowing (teacher has close proximity to head off biting)

When biting does occur, the child who bit will be closely supervised, and the child's identity will be kept confidential. Staff cannot disclose the identity of a child involved in the incident. Most biting can be resolved with appropriate and consistent redirection. Children who continue to bite may be removed from the school for a short period or permanently, depending on the severity.

Addressing Challenging Behavior

The purpose of creating this policy is to effectively manage classrooms in a way that fosters a safe classroom environment where children thrive and learn. Our goal is to partner with our parents to ensure that children in our program learn and develop Christ like character. With your help we want to reinforce appropriate behavior and limit unacceptable behavior. We are equipped and prepared to deal with routine behavior issues, and in most cases these issues will be resolved by the teacher. However, when a child's behavior does not improve or cannot be redirected by the teacher, the following steps may be implemented:

Referral to the Assistant Director or Director for a brief period of time for the purpose of redirecting the behavior and/or allowing a child the opportunity to become calm and refocused in order to return to their class.

A phone call to the parent as needed depending on the nature of the incident. A referral to the Director/Assistant Director may usually be followed up by a phone depending on the nature of the accident and if the child can be redirected toward better choices.

A conference with the Director/Assistant Director and or the teacher to discuss challenging patterns of behavior with the goal of determining a plan of action and consistent implementation of a plan between the teacher and parents.

At the discretion of Promiseland, children may be suspended or dismissed from Promiseland for the following behaviors. This list includes, but is not limited to:

- Persistent disruptive behavior
- Excessive or persistent defiance
- Persistent disregard for the rules
- Excessive or persistent biting
- Any action that puts the child, other children or teacher in danger (hitting, pinching, spitting, kicking, throwing objects, etc.)
- Continual use of inappropriate language or bullying classmates
- Running from the group/classroom,

Illnesses and Medication

Because the health and welfare of all of our children is our primary concern, we are unable to care for children who are ill. We follow the criteria from the Texas DFPS regarding when children should be excluded from care. That policy is that children with the following signs or symptoms MUST be picked up within the hour:

- Fever - temperature of 100.4 degrees or higher
- Uncontrolled diarrhea - three or occurrences in a day
- Vomiting - two or more episodes in one day
- Head Lice - excluded until care has begun and/or proof of care is brought to the office
- Undiagnosed rash or skin eruptions
- Eyes with colored discharge
- Unusual lethargy

Returning to School - Children must be symptom free for 24 hours without the use of fever reducing medicines before returning to school for viruses or other contagious illnesses. This will allow the child to fully recover and return rested and able to participate in all activities. Please provide a doctor's note stating your child has been cleared to return to school. In the event of a communicable disease, as defined by the Department of Health, written notification will be posted on the affected classroom door within 24 hours or the next working day. If your child is hospitalized, please provide a note with the date the child is allowed to return to Promiseland.

Promiseland reserves the right to send a child home or not admit a child into the center based on illnesses that are not included in the list above.

Medication -We will give medications to children while at the center as needed. Please sign in medication on the log at the front desk upon arrival. Whenever possible, please give doses at home so that the child receives the

medication prior to coming to school and again when returning home and/or at bedtime. The parent/guardian is encouraged to discuss this with the child's health care provider.

Medication is administered by desk admin staff daily beginning at 10:30 a.m.

- All prescribed medications are left at the front desk with the person in charge. No medications can be left in the classrooms.
- Parents sign-in and out any necessary medications by filling out the Medication Authorization log at the front desk
- All medications are taken home after they are no longer being administered (if not picked up after one week, they will be disposed of)
- Medication is labeled with the child's name, DOB, and dosing instructions
- Medication is in the original container
- Medication is not expired

Staff cannot administer medication unless all written permission forms are completed with the signature of the parent. The medication log must be filled out daily.

We reserve the right to refuse to administer any medication without a prescription from a physician, including over the counter medications. If there is any doubt whether a child is healthy enough to be in attendance, we may require a doctor's note stating he/she does not need to be excluded from the center.

Prescription Medication – We will follow the directions on all prescription medications that must be given while children are in our care. Please administer meds required twice a day before and after bringing your child to Promiseland.

Nebulizer Treatments - If your child needs a nebulizer treatment, we need a signed note from your physician stating:

- The type of medication
- The amount to be given
- Any other specific information

Nebulizer treatments will not be administered more than 2 times a day. If your child requires two treatments while at Promiseland, treatments will be administered at 11 a.m. and 3 p.m.

Epipens and other Emergency Medications - If your child has severe allergic reactions, you may leave a prescribed Epipen at the school. Written instructions from a physician on administering it must be provided, as well as written permission from the parent for us to administer it in an emergency situation.

If a child requires long-term treatment of a condition (asthma, allergies, etc.) that requires medication or a child requires emergency medication, the parent may authorize the administration of the medication for a defined period of up to six months, providing a current Medical Action Plan that defines the conditions for administration is provided. This plan must be updated every six months.

Sunscreen and Insect Repellent - Promiseland will apply sunscreen and/or insect repellent to a child according to the following:

- Parents must complete a permission form
- Items cannot be expired

Accidents and Injuries

Many precautions are taken to ensure a safe environment for children. If an incident or injury occurs, first aid is administered and an incident report is completed. Parents are notified by phone call for an incident resulting in an injury.

Infant Safe Sleep Policy

Promiseland will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS):

- Infants will be put to sleep on their backs
- Infants will be placed on a firm mattress with a tight-fitting sheet
- Cribs will be bare except for a tight-fitting sheet
- Items that cannot be placed in a crib include: soft or loose bedding, stuffed toys/animals, soft objects, bumper pads, liners, or sleep-positioning devices
- If infants need extra warmth, parents may provide sleepers/footed pajamas for the infant as an alternative to blankets
- Only one infant will be placed in each crib to sleep
- Infants may use a pacifier to sleep. However, the pacifier will not be attached to a stuffed animal or to the infant's clothing by a string, cord, or other attaching mechanism.

- If an infant falls asleep in a restrictive device other than a crib (such as a bouncy seat or swing, or arrives to care asleep in a car seat), the infant will be moved to a crib immediately.
- All infants will be placed on their backs to sleep. Infants able to roll over will assume their preferred sleep position.
- Awake infants will have supervised “tummy time” several times daily
- Infants cannot be swaddled for sleep or rest per our licensing guidelines

If parents wish for their child to sleep in any other way, an Infant Sleep Exception Form 2710 signed by the infant’s health care professional must be provided. At that point, the center will review this information and decide whether or not we are able to make an exception.

Medical Emergency

If a child becomes injured or ill while at the center, the parents will be notified immediately. If parents cannot be reached, emergency contacts will be notified.

If it is necessary to seek immediate medical attention for a child, 911 will be called to transport an ill or injured child to an emergency medical facility.

Promiseland uses Texas Health Presbyterian Hospital Kaufman as its designated emergency care center. In an emergency, a child will be transported to this facility, unless emergency personnel decide another facility is more appropriate.

Texas Health Presbyterian Hospital Kaufman
850 Ed Hall Drive, Kaufman, TX 75142

Emergency Preparedness Plan

We strive to maintain a safe environment for all children and make every attempt to be prepared to handle emergency situations. Every staff member is trained in CPR and First Aid. We conduct regular fire, tornado, and lockdown drills. The local Fire Department makes annual inspections with recommendations for improved safety. An emergency evacuation plan is posted in each classroom. In the event the school needs to be evacuated, children will be evacuated to First Baptist Church Kaufman, located at (2000 W. Fair Street, Kaufman, TX 75142).

Parents will be notified of the emergency evacuation either by phone, email, and/or text. Information will be given as to why we needed to evacuate, the location your child was evacuated to and the next steps you should take. We need to have current contact information on file in the event we need to vacate the property. We require that you keep us updated with home, work and cell phone numbers as well as email addresses for both parents.

Transportation

Transportation is provided to and from Kaufman ISD schools, Scurry-Rosser ISD schools, and Martin and Wilson Elementary schools in Crandall.

Transportation agreements must be signed every school year. Vehicle Emergency Forms must be filled out completely and information kept up to date.

We need parents to help us ensure that every child is accounted for between public school and Promiseland.

If your child is absent from school or you pick them up early, it is imperative that you inform us that they will not be on the afternoon bus. Please call us by noon that day so we can inform our bus drivers of that information.

Field Trips

You will be notified in advance of any field trips that are planned for your child's group. You are responsible for ensuring that your child arrives at the center in time for the field trip. If you arrive to the center after the bus has left for the field trip, you must keep your child with you until the children and staff members return from the field trip.

Parents are allowed to attend field trips but must pay their own entrance fees. Parents must drive themselves to the field trip location. They may not take their children from the field trip. All children must return to the center on the bus where parents may sign their child out. (To the discretion of the Director and Assistant Director, TBD)

Water Activities

During the summer months, we do have splash pad activities. Please help our teachers make splash day the most fun by helping us with the following.

- Send your child to school:
 - With their swimsuit underneath their clothes
 - With sunscreen already applied
 - With close toed water shoes (Crocs type shoes are not permitted)
- LABEL the following with first and last name and put in a labeled bag:
 - Clothing to change into afterwards
 - Shoes to wear afterwards
 - A small towel

In the event of inclement weather, we will cancel splash day and replaced with an alternate activity indoors.

Parking

We do our best to utilize our front parking for Pick-Up and Drop-Off. Please avoid parking in fire lanes. Please do not park in the Handicap Parking Spot unless you have a current license plate or placard.

Special Events

Throughout the year, Promiseland and FBC Kaufman will have a variety of special events at the school after hours. An adult must accompany your child to these events and remain with him/her for the duration of the event. Promiseland is does not monitor child allergies or nutrition concerns during these events.

Suspension and Dismissal

Children may be suspended from care for the following. This list includes, but is not limited to:

- Failure to complete/bring required paperwork such as updated enrollment forms, current immunization records, the preschool health statement, and more (the child may return once the child is current on all paperwork).

- Non-payment of tuition and/or continuing to pay late (the child may return once the account is paid in full)
- Parent's behavior/language in the center is not appropriate for a child-friendly atmosphere
- A child has not adjusted to group care
- Promiseland cannot meet the needs of a child
- Challenging behaviors that cannot be redirected as referred to in the Discipline and Guidance section

Please note that tuition is still due for the time period during which the child is suspended.

Communication

Each day in Infant-Toddler classes, you will receive a report that has details about your child's day, including the classroom activities and learning as well as eating, sleeping, and diapering/potty training.

We also utilize a communication app called the Procare App. Parents can download the app and receive messages and digital highlights of the day as well as incident reports and messages. Please note that supervision is always our highest priority. With that in mind, messages/communication regarding pertinent information may be delayed until the teacher can respond in a way that does not impede supervision. Parents are always welcome to call our front desk line (972-932-7796) if they want a staff member to check on their child.

The Procare app and the Promiseland Learning Center Facebook Group are also used to notify parents about upcoming events and important information. Upon enrolling at Promiseland you should receive a code through your email to join the ProCare app.

Please feel free to speak with your child's teacher or our office staff if you have any specific questions or concerns.

Each classroom also has weekly lesson plans posted for parent review. These plans detail the classroom activities for the week.

E-mail/Mass Messaging

Promiseland requires valid email addresses and cell phone numbers on file for the primary guardians of each child. It is essential that we are able to communicate with you about school events, curriculum, bad weather closings, and other important items. We ask for your support in reviewing our communication.

Cell Phones

We ask that parents refrain from using cell phones at PLC. This is to help facilitate positive communication and relationships with your child's teacher and/or caregiver as well as to enable parents to give their full attention toward the drop off and pick up moments for their child each day.

Parent Feedback

We welcome parent feedback and involvement at PLC. Each parent is provided a survey to complete upon enrollment. This survey is a way for parents to provide specific information about their child's likes and dislikes, how they like to learn, and what other preferences, and information we need to know to help them have a great experience at Promiseland. Please be sure to complete these forms and update them as needed. Additionally, please feel free to bring any concerns to your child's teacher as they occur. We encourage teachers/caregivers to have direct communication when it comes to the needs of children. If you feel as though your concerns have not been addressed please don't hesitate to bring them to the attention of an Assistant Director or Director. At times it may be necessary to address childcare issues with a parent, teacher, and Asst. Director/Director present in a conference setting.

Parents will have an opportunity during the year to complete an evaluation for the center to give feedback and help Promiseland evaluate suggestions for program improvement. We welcome parents' partnerships in striving for excellence.

Parent Conferences

Children's success in learning and development is greatly impacted by the partnership and communication between teaching staff and parents. Parent conferences are available upon request for parents of infants, toddlers (12 – 23 months) and two-year-olds. Parents can email or call the center to schedule a conference. We encourage you to meet individually with your child's teacher for any questions or concerns regarding classroom activities and the progress of your child.

Our threes and fours teachers will conduct assessments at the beginning of the year, mid year, and in the Spring so that parents can be informed of developmental progress and learning.

In addition to conferences scheduled upon request, parents will be offered a time to meet with their child's teacher to discuss their child's assessment results.

Promiseland Learning Center Parent Code of Conduct:

We are so grateful you have entrusted your child/children to our care at Promiseland Learning Center. The influence of and partnership with families is vital to the success and well-being of the children in our program. Our goal is to provide a safe and loving environment for your child and to partner with you in their learning and development. It is so important that staff and parents are unified in and exemplify the Christ-like character and conduct that we all want to instill in children at PLC.

In addition to expectations and a Christian Code of Conduct provided to our staff, we have implemented a Parent Code of Conduct as follows:

Be involved in your child's learning and development. Teachers take great care to provide daily notes and communication regarding how your child is progressing at PLC. Please be sure to read the communication and documentation provided and respond when needed.

Have your child here by no later than 9:00 a.m. each day. Prompt arrival allows your child to experience the lessons and activities that teachers design to progress children in their development, which typically occurs in the morning (circle time). Additionally, arriving by 9:00 a.m. enables our kitchen staff to know a headcount for the preparation of lunch and snacks. Keep in mind that breakfast is served beginning at 8:15 a.m.

Take part in teacher conferences. We do our best to accommodate schedules to ensure parents and teachers are able to discuss classroom matters face to face when needed.

Stay updated on communication regarding events, procedures, or other pertinent information about Promiseland through our Face Book Group, digital communication apps, emails as well as printed information provided through your child's caregiver or teacher. Also, please note that only parents or others listed on your child's emergency contact/pick up list will be permitted to join our Face Book Group. We keep this group private to protect security of children and families attending our center.

Complete and provide all necessary documentation and forms required by our center and/or state minimum standards including, but not limited to the enrollment application, shot records, meal program forms, acknowledgement forms, tuition forms, and current means of payment. Ensure that information for your child/family remains current. Failure to provide forms and documentation may result in withdrawal of your child.

If it is necessary to pick your child up from daycare due to being notified of a health or behavioral issue please do within an hour. Refusal or delay to pick your child up for necessary reasons could result in withdrawal of your child.

Treat staff with dignity, respect, and courtesy. Parents may not threaten, use profanity, or be disrespectful toward any members of Promiseland staff. Inappropriate behavior, harassment, intimidation of, or yelling at a staff member will result suspension or withdrawal from our center.

Utilize proper channels of communication regarding concerns with your child. First, speak privately to your child's caregiver about your concerns. If an issue cannot be resolved with the caregiver, then speak with the Assistant Director or Director. Please refrain from speaking with other parents and staff members not directly involved in issues pertaining to your child. Additionally, refrain from discussing issues with other parent's children with a staff member or other parents at PLC. At times it may be in the best interest of a child to have the teacher, parent, and an Assistant Director/Director present to communicate about a child's needs.

Refrain from public criticism or gossip about Promiseland through social media, personal blogs, or other forms of electronic information sharing. Please bring concerns to the attention of staff members or directors rather than other parents or individuals not involved.

Promiseland does not utilize corporal punishment (spanking) as a means of discipline. Parents must refrain from using corporal punishment while on premises/and or parking lot.

Please contact the director regarding personal promotion of businesses/services (flyers, social post, etc.) for approval before distributing or posting information.

Promiseland Learning Center is a private educational childcare center and has the right to refuse service or withdraw a child/family as deemed necessary.

Parent Grievance Policy

We encourage you to have a solid partnership with your child's teacher. As we strive to provide the highest quality of care and education for your child we welcome your input and will make every effort to give your family a great experience at Promiseland. We believe positive communication between parents, teachers, and other staff at Promiseland is essential to our goal to help children learn, thrive, and succeed at school. Please schedule an appointment/conference with the teacher and/or the Director/Assistant Director as needed. If you feel your concerns have not been addressed and desire to speak with a representative of our Board of Directors, please contact the FBC church office at 972-932-2526 to be directed to one of our board members.

Family Resources

Reporting Child Abuse, Neglect, or Exploitation

The law requires any person who believes that a child or person 65 years or older or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Texas Department of Family and Protective Services (DFPS) Abuse Hotline. A person making a report is immune from civil or criminal liability, and the name of the person making the report is kept confidential. Any person who suspects abuse and does not report it can be held liable for a Class-A misdemeanor.

Additional reporting requirements apply to teachers and other professionals. A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected. (TFC 261.101 (b))* A professional cannot delegate this duty to another person to make the report. Reporting suspected child abuse makes it possible to protect the child and for a family to get help.

For life threatening or emergency situations, call your local law enforcement agency or 911 immediately, and then make a report to DFPS.

There are two options for reporting abuse, neglect, and exploitation to the Texas Department of Family and Protective Services:

By Phone: Call the Abuse Hotline, 24 hours a day, 7 days a week, toll-free 1-800-252 5400 from anywhere in the US to report abuse or neglect that occurred in Texas.

By Secure Internet Website: From your internet browser, go to <http://www.txabusehotline.org>.

When you get to the web site, there will be directions to the links to report abuse or neglect against children or to report abuse against elderly or disabled adults. Recent improvements to the site include a registration page, the ability for the user to print the report, left side navigation, and spell check. If you have trouble or questions about making a report on the website, call 1-800-252-5400 for help.

Types of Abuse/Neglect/Exploitation

What is abuse? Abuse is mental, emotional, physical, or sexual injury to a child or person 65 years or older or an adult with disabilities or failure to prevent such injury.

What is neglect? Neglect of a child includes 1) failure to provide a child with food, clothing, shelter, and/or medical care; and/or 2) leaving a child in a situation where the child is at risk of harm. Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under- medication, unsanitary living conditions, and a lack of heat, running water, electricity, medical care, and personal hygiene.

What is exploitation? Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.

Information that is helpful to have on hand when filing an abuse report includes (if known):

- The name, age, and address of the child or person 65 years or older or an adult with disabilities
- Your name and contact information
- A brief description of the situation and the child or vulnerable adult
- Current injuries, medical problems, or behavioral problems

- Parents' names and names of siblings in the home (for a child)
- Names of relatives in or outside the home and name of perpetrator (for an adult)
- Explanation of how you know about the situation
- *Texas Family Code Chapter 261.101 (b)*

Gang Free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of Kids 'R' Kids. Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the center is a violation of this law and is therefore subject to increased penalty under state law. The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

Other Necessary Information

Vaccine Preventable Diseases for Employees

Employees of Promiseland Preschool are encouraged to obtain vaccines and annual flu shots. This is not a requirement of employment.

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| Promiseland Preschool | 972-932-7796 |
| First Baptist Church of Kaufman | 972-932-2526 |
| Fax Number | 972-962-1912 |
| Email address | promiseland1912@gmail.com |

Texas Department of Family and Protective Services.
 214-951-7902
www.dfps.state.tx.us

Child Abuse Hot Line
1-800-252-5400

Texas Department of State Health Services
www.dhsh.statetx.us

Immunizations
www.dhsh.state.tx.us/immunize

Poison Control
1-800-222-1222

Preventing and Responding to Abuse and Neglect of Children

Because our employees have strong commitments to the well being of the children and families they serve, they are trained annually in preventing and reporting abuse. Anyone who works with young children has a professional responsibility to protect children from harm.

We will provide information to increase the awareness of issues regarding child abuse and neglect for employees and parents.

Parents can go to work knowing that their children are in a safe and nurturing environment. Employees will be familiar with the symptoms of child abuse and neglect and know community procedures for addressing them.

When we have evidence of child abuse and neglect, we shall report the evidence to the appropriate agency and follow up to ensure that appropriate action has been taken. When other people tell us of their suspicions that a child is being abused or neglected but we lack evidence, we shall assist them in taking the appropriate action to protect the child.

Reports of Child Abuse may be made by calling 1-800-252-5400 or be using the following website: Texas Abuse Hotline.

Licensed by the State

Promiseland Preschool is licensed by the Texas Department of Family and Protective Services (DFPS). As a licensed facility, we are required to follow guidelines set out in Minimum Standards which you can review in the office or online @ www.dfps.texas.state.us. You may also view any posted state inspection in the office area or online @ www.dfps.texas.state.us.

Texas Rising Star Center

Promiseland is part of the Texas Rising Star program. “The Texas Rising Star is intended to measurably improve the quality of childcare and early learning programs and thereby enhance children’s development and promote school readiness.” For more information about the Texas Rising Star Program visit: <https://texasrisingstar.org/about-trs/>



Acknowledgement Promiseland Policies, Procedures, and Parent Handbook

August, 2023

Please initial Receipt:

____I acknowledge receipt of and agreement with Promiseland Learning Center's policies including the financial contract, discipline and guidance, as well as the operational procedures outlined in the Parent Handbook.

My child and I agree to comply with these policies in order to help maintain a safe and healthy environment for my child and others at the school. I also understand that failure to comply with these policies may result in my child being removed from Promiseland.

Signature of Parent or Guardian acknowledges by signing that all of the information is true and valid. I will notify Promiseland in writing of any changes to my application.

Signature of Parent or Legal Guardian

Date