



COMPASS

CHRISTIAN PRESCHOOL

PARENT HANDBOOK

2019 - 2020

HOURS OF OPERATION

| | | |
|--------------------------------------|---------------------------|--------------|
| Ones, Twos, & Threes 2 - Day Classes | Tuesday & Thursday | 9 am - 2 pm |
| Twos & Threes 3 Day Classes | Tuesday, Thursday, Friday | 9 am - 2 pm |
| Fours Classes | Tuesday, Thursday, Friday | 9 am - 2 pm |
| Transitional Kindergarten | Tuesday, Thursday, Friday | 9 am - 2 pm |
| | Wednesday | 9 am - 12 pm |

Compass Christian Preschool will follow the Grapevine-Colleyville ISD calendar for major holidays including Thanksgiving, Christmas, and Spring Break. Please note that CCP starts two weeks after GCISD and ends two weeks before GCISD. CCP will follow the GCISD inclement weather schedule as well. This includes delayed starts or canceled classes due to inclement weather. Please see your local television stations for updates and closings from the district.

IMPORTANT DATES

| | |
|------------------------------|---|
| Week of Aug. 26 | All student shot records & physician statements are due to CCP. 4's & TK hearing & vision screenings due as well. |
| 1 Wednesday - Aug. 28 | Parent Night |
| 2 Friday - Aug. 30 | Meet the Teacher 11 am - noon |
| 3 Tuesday - Sept. 3 | First Day of School 9 am - 2 pm |
| Week Of Nov. 25 | No School - Thanksgiving Break |
| Thursday - Dec. 12 | Threes Christmas Program 9:30 am |
| Thursday - Dec. 19 | Last day of school before Christmas |
| Wednesday - Jan. 8 | TK Classes Resume |
| Thursday - Jan. 9 | All Classes Resume |
| Week of Mar. 9 | No School - Spring Break |
| Thursday - April 9 | 12 noon Early Release (in preparation for Easter Services) |
| Wednesday - May 13 | Grad/Spring Program 6:30 pm |
| Thursday - May 14 | Last Day of Pre-School! |

- 6 - 6:30 pm 1st Session
6:30 - 7 pm Director Speaks to all
7 - 7:30 pm 2nd session

This is a special night for parents only! Please come and see what adventures await your child.

The teachers will explain the daily routine, and give out lots of important information. If you have more than one child in the program, please use the second session to visit with the second teacher.

- Please bring your child and stop by for 15 - 20 minutes to visit with your new teacher, see your classroom, and meet some new friends.

- Ones will be dismissed at 11:30 am the first week of school: Sept. 3 and Sept. 5

ADDRESS:

2600 Hall Johnson Rd.
Colleyville, TX 76034

PHONE:

Phone: 817.796.5123

WEBSITE:

compasspreschool.com

TABLE OF CONTENTS

| | |
|--|---------|
| Philosophy and Goals | Page 1 |
| Accreditation and Licensing | Page 1 |
| Enrollment Requirements | Page 1 |
| Termination of Enrollment | Page 2 |
| Tuition (Tuition & Late Fee Policies) | Page 2 |
| Late Pick Up | Page 2 |
| After Hours Babysitting | Page 2 |
| Classroom Assignments | Page 3 |
| Arrival and Departure of Children | Page 3 |
| Alternate Pick Up | Page 3 |
| Transportation | Page 3 |
| Field Trips | Page 3 |
| Helpful Hints | Page 3 |
| Daily Schedule | Page 4 |
| Communication | Page 4 |
| Discipline | Page 5 |
| Challenging Behaviors | Page 5 |
| Parent Involvement | Page 6 |
| Relationships | Page 6 |
| Starting School | Page 7 |
| Lunches - Snacks - Birthday Treats | Page 8 |
| Environmental Health and Pest Control | Page 8 |
| Water Activities | Page 8 |
| Animals | Page 8 |
| Illnesses and Medical Emergencies | Page 9 |
| Medications and Medication Requirements | Page 10 |
| Screening and Assessment | Page 11 |
| Inclement Weather | Page 12 |
| Evacuation | Page 12 |
| Make Up Days | Page 12 |
| Environmental Health and Pest Control Policy | Page 13 |
| Emergency Closure | Page 13 |
| Reporting Abuse | Page 13 |
| Snack Guide | Page 14 |

PARENT HANDBOOK

Parents, thank you for your interest in Compass Christian Preschool. We understand that enrolling your child at a new school can be a confusing experience.

To help you out, and answer many of your questions, be sure to carefully read through this handbook. A lot of important information regarding topics like emergencies, illness, and general school policies are covered.

If you have any more questions beyond what is in this booklet, be sure to contact us using the information below. Compass Christian Preschool staff is here to help you and your child.

**Compass Christian Preschool
Is a NUT-FREE School**

PHILOSOPHY & GOALS

CCP serves as a Christian outreach ministry of Compass Christian Church by providing quality early childhood education in a Christian environment. Our goal is to instill a love of learning and to partner with parents in teaching children about the joy of following Jesus. We strive to help each individual child grow spiritually, emotionally, physically, socially and intellectually.

● **Kim Porcheddu - Director**
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● **Katie Jarrett - Assistant Director**
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● **Lindy Pappas - Finance**
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● **Marcia Shivers - Office Manager**
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ACCREDITATION AND LICENSING

You have chosen an early childhood program for your child that is licensed by The State of Texas.

As a licensed program in the State of Texas we are required to note that CCP is designated as a gang-free zone under Texas House Bill 2086. In addition, guns, knives and any other weapons are not allowed in the preschool. If you are a law enforcement official who wears a gun as part of your uniform then you are an exception. The complete explanation is posted on the CCP board in the Aquarium common area.

Parents may contact the preschool office to review a copy of the state minimum standards and our most recent licensing inspection report.

All CCP staff members upon hiring and annually thereafter receive one hour or more of training in prevention techniques for and the recognition of symptoms of abuse and neglect. In order to increase employee and parent awareness of issues regarding child abuse or neglect, including warning signs and prevention techniques, we post on our Parent and Staff info boards information from the DFPS website "It's Up To You! Preventing Child Abuse & Neglect" and urge staff, parents and other to visit the site also. (www.dfps.state.tx.us/itsuptoyou/default.asp).

The strategy for coordination between CCP and appropriate community organizations will always be through and upon advisement of the Department of Family and Protective Services and our current Child Care Licensing Representative.

For assistance and intervention, parents and others can contact DFPS 1-800-252-5400 or 1-800-4-A-CHILD or online www.txabusehotline.org

State of Texas Requirements for Conducting Student Health Checks

The State of Texas requires all childcare/preschool facilities to conduct daily health/injury checks of each student prior to entering the classroom each day. Teachers are required to greet each child at the door at eye level. During this time the teacher will assess each student's overall wellness and look for any possible injuries.

ENROLLMENT REQUIREMENTS

Initial enrollment each year will include existing Compass Christian Preschool children at a date and time specified by the administrative team. Registration will be on a first come, first serve basis, and will proceed as follows:

- 1 Currently enrolled students and siblings of current students
- 2 Alumni and Compass Christian Church members
- 3 Open Enrollment

Each child is required to have a completed enrollment packet, which includes:

- 1 Registration form
- 2 Student information
- 3 Emergency medical attention/state form
- 4 Current shot record

Children who are four by September 1 must have a hearing and vision screening evaluation certificate from their doctor, or have the screening done at the preschool in the fall for a fee. A list of special needs or any other information, which may be necessary to meet the needs of both the children and the preschool, must be noted.

Compass Christian Preschool admits students of any race, color or ethnic origin. All rights, privileges, programs and activities are available to all students in the school. We do not discriminate on the basis of race, color or ethnic origin in the administration of our policies and programs.

ENROLLMENT REQUIREMENTS

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on what is in the best interest of that child as well as his/her classmates. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be a result of the following:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior
- The school's inability to meet the child's needs
- Non-payment of tuition - the director may remove a child from the program if the tuition is late by 15 days.

TUITION (Tuition & Late Fee Policies)

Tuition is the same amount every month, September-May, including holiday months. Tuition is due by the 6th of each month and is late thereafter. Late tuition will be calculated at \$5 per day which includes all operating days for the preschool, Tuesday-Friday. Tuition may be paid online with the use of a credit card, please note that a service fee will apply to all credit card transactions. To pay online, please visit our website, compasspreschool.com for instructions. ALL returned checks or denied credit cards will be charged a \$35 fee. A child's absence from school does not change the tuition amount OR the date tuition is due.

Payment Options: Payment may be made by personal check, bank draft, or credit card (online only). Cash payments cannot be accepted. DO NOT place checks in your child's class folder or hand to your teacher.

Payment by Check: Checks must be made payable to Compass Christian Preschool or CCP. Please include your child's name on the check. For your convenience, check payments are to be dropped in the CCP mail drop located on the wall in the preschool hallway. (Please do not place checks in an envelope.)

Bank Draft: Your bank will coordinate a bank draft which is sent directly to the preschool to arrive prior to the 6th of each month. Please visit with your bank to set this up.

Credit Card Payments: Credit card payments may be made on the CCP website, compasspreschool.com. Please click on the Tuition Payments tab and follow the instructions. (A service fee will apply on all credit card transactions.)

Multiple Child Discount: Families with two or more children in the program receive a \$50.00 per month discount for the second and third child.

Student Withdrawals: CCP requires a 30-DAY NOTICE to the end of the current month for all student withdrawals. If notice is not given, you will be charged tuition for the following month. Refunds are not given for vacations, illness or bad weather. If you experience a financial emergency, please contact the director as soon as possible.

Late Student Pick-Up Charges: There is a late fee policy in effect for children who are picked up after 2 p.m. Parents will be charged a late fee of \$1.00 per minute. They are late beginning at 2:05 p.m.

Non-Payment of Tuition: The Director may remove a child from the program if the tuition is late by 15 days.

LATE PICK UP POLICY

Children are to be picked up between 1:50 and 2 p.m. There is a late fee policy in effect for children who are picked up after 2:05 p.m. Parents will be charged a late fee of \$1.00 per minute that they are late beginning at 2:05 p.m. Children who are not picked up by 2:10 will be taken to the office.

AFTER HOURS BABYSITTING

Compass Christian Preschool does not accept any responsibility or liability for teachers watching children outside of the supervised setting of our program. All childcare, before and after our teacher's contract hours is a private arrangement between sitter and parent. While this is a private arrangement, it cannot cross over into a teacher's contract work hours.

During our teacher's CCP contract hours, they are our contract employees. During these contract hours they are required to fulfill their responsibilities as stated in and agreed upon in their contracts. At no time will teachers be allowed to babysit a student in their classroom.

CLASSROOM ASSIGNMENTS

Placement of a child in a classroom is determined by age and developmental level. We want your child to be placed where his/her needs will be best met. While we do accept input from parents about room assignments, the Director, Assistant Director, Child Advocate, and Teachers will make the final decision based on what is best for the child, other children, teachers and the school. We do not accept teacher or friend requests.

ARRIVAL AND DEPARTURE OF CHILDREN

Children should be dropped off between 8:55 am and 9:10 am. The State requires parents to sign their child in and out every day. Please leave a phone number where you can be reached throughout the day in case your child becomes ill or has an emergency.

The north door will remain locked for security reasons between 9:15 am and 1:45 pm. If you wish to enter the facility between these times please use the doors located on the south end of the building. You will need to check in with the preschool office.

If there is someone who is not allowed to pick up your child due to legal proceedings, please notify the director immediately. The office will need to retain documentation concerning this matter.

ALTERNATE PICK-UP

If another person is going to pick up your child at the end of the day, his/her name MUST appear on your child's authorization list, which is part of the registration packet. If the person picking up the child is NOT on your approved list, he/she will need to present their driver's license to the office before the child is released from the preschool. There will be no exceptions to this policy.

Children are to be picked up between 1:50pm and 2:00pm. There is a late fee policy in effect for children who are picked up after 2:05pm. Parents will be charged a late fee of \$1.00 per minute that they are late.

TRANSPORTATION

Compass Christian Preschool does not provide transportation for students. In an emergency, we will call 911 for transportation to a local hospital.

FIELD TRIPS

In the fall, the 3s, 4s and TK children visit the Pumpkin Patch located at Hall Johnson and Pool Roads. The Colleyville Police Department assists us in getting our students across the street safely. The Transitional Kindergarten Class may schedule additional field trips where parents will be asked to drive their children to and from the field trip and stay to assist with supervision of the event.

HELPFUL HINTS FOR PARENTS

Most children are pleased about starting school. Children pick up on our feelings, so be positive and reassuring to your child about starting school. Do not tell the child how much fun you will have while he is at school; explain that while he is doing his job, you are doing yours. Create a normal routine at home the first few days of school. Honestly answer all questions the child asks about school. Make sure your child gets enough sleep the night before a school day. 10 to 12 hours is the average amount of sleep for a preschool age child.

We suggest that you begin a "wake up" routine with your child two to three weeks prior to the first day of school. This will get your child accustomed to the new morning routine and will help him or her have an appetite for breakfast.

When you bring your child to school, you are bringing him/her to a teacher who knows and understands children. Place your child in her hands, assure him/her that you will return and leave promptly. Most children make better adjustments to the group these first days if the parent is not present.

It cannot be overemphasized that prompt arrival, regular attendance (unless the child is ill) and picking up your child on time is important to the establishment of future habits of regularity.

If you have any questions or concerns please talk to your child's teacher first. If your question or concern is not answered, contact the director or assistant director of the school. We are all here to make sure that you and your child have a rewarding preschool experience.

DAILY SCHEDULE

The following activities are typically included every day in our preschool program. The order and activities change throughout the year.

Opening Time - Welcome, hand washing, small group activities led by teachers.

Center Time - Children choose from a variety of activities including; art, writing, manipulatives, blocks, dramatic play, science, sensory table and reading.

Circle Time - Songs, stories, finger plays, dramatization, introduction of theme/topic/project. This activity is led by the classroom teacher.

Snack - A snack on the CCP approved snack list is provided each day by the parents. During this time children are encouraged to exhibit good manners and talk about their daily activities. Children are encouraged to clean up after themselves.

Outside/Large Motor Play - Children have opportunities for large motor, social development and cognitive development. The children play indoors and outdoors daily as weather permits.

Lunch Time - Children bring lunch from home. The teachers provide parents with information about healthy lunches and serving sizes through out the school year. The teachers eat with the children to foster good manners and social skills. Children are encouraged to clean up after themselves.

Nap/Rest Time - All children in the program have rest or quiet time after they eat lunch. Children in the three-year-old and younger program bring in a nap mat to use during this time.

Chapel/Music - Children in the one and two-year-old program have chapel once a week in the common area outside their classroom. Children in the three, four, and TK program have chapel once a week in the Garage. All children have music once a week.

Closing Time - Time to review the day's activities and get ready to go home.

COMMUNICATION

Class News

Teachers will communicate through weekly teacher emails, monthly school emails, class newsletters and calendars. The administrative team will also communicate through emails and letters as needed. In addition, parents will receive product recall updates on a regular basis as issued by CPSC.

Parent Questions and Concerns

Parents are asked to direct their questions or concerns to their child's teacher first. If the question or concern is not answered, please contact the director or assistant director. CCP has an open door policy and parents are free to visit at any time to observe their child and the CCP program without prior approval. Parents may review the most recent Licensing report posted in the Aquarium common area.

Annual Parent and Staff Survey

Parents and staff are asked to complete a survey at the end of each year. This information helps to assess how the program is meeting the needs of parents and children, as well as to identify strengths and weaknesses of the program to help set program goals for the next year.

Confidentiality

Compass Christian Preschool maintains confidentiality and respects each family's right to privacy. Families are assured that all individual records, assessments and documents pertaining to their child are kept in a locked file cabinet and/or a locked room. Only staff having direct access to the child may view the child's records. There is a form that the parents may sign that gives permission for Compass Christian Preschool to release information to an outside agency.

DISCIPLINE

Positive reinforcement and logical consequences is the foundation of our discipline policy. Limits and rules are established for the benefit of each child as a member of Compass Christian Preschool. A note will be sent home if your child is disciplined. Aggressive behavior will be dealt with in the following manner:

- Time out within the classroom or outside the large motor play area (one minute for every year of their age).
- Time out in the director or assistant director's office.

If a child is sent to the director or assistant director's office twice in one day they will be sent home the remainder of the day.

Misbehavior will be discussed with the parents. If aggressive behavior becomes a chronic problem in the classroom, suspension from the program may be necessary. Parents will be informed by the director if this is a possibility. Aggressive behavior is defined as biting, hitting, kicking, pushing or other abusive behavior that is directed to other children or staff.

Timeouts are used sparingly and food is never withheld as a punishment.

CHALLENGING BEHAVIORS

Young children can present challenging behaviors in the educational setting. Occasionally, young children present dangerous behaviors in the educational setting with the potential to injure themselves or others. In such circumstances, children may need more intensive interventions to help them learn appropriate behavior.

- The teacher will have a designated safe and appropriate place in the classroom and outside the classroom where an adult can take a child to be away from peers for the purpose of assisting the child to calm and self-regulate.

- A staff member will remain with the child at all times.

- When dangerous behaviors occur, staff will contact the child's parent to debrief the incident. The child's teacher, director or assistant director and the Child Advocate will meet to discuss how we will handle future incidents and potential referrals for additional services.

- The incident will be documented and kept in the child's file at the school.

- Staff will implement positive behavioral interventions and supports to prevent challenging behavior and to teach emotional literacy, friendship skills, self-calming skills, and problem-solving skills.

- Behavior Support may include a Behavior Plan. A Behavior Plan is an individualized, intensive intervention based on information collected by the family and teaching staff. Behavior Plan will include:

- a. Description of behavior of concern including triggering events and maintaining consequences.
- b. Prevention Strategies
- c. Replacement Skills that will be taught
- d. Strategies for when the challenging behavior occurs
- e. Staff will implement behavior plan and meet with the family regularly to discuss progress and modify plan as needed.

Withholding of food, access to the bathroom, or name calling or any other form of demeaning treatment is strictly forbidden. Use of such methods will result in disciplinary action. Continual communication with parents and guardians must be maintained concerning the child's behavior and ongoing documentation and progress reports are required. Staff will be sensitive to different cultural beliefs and values.

- Termination of Enrollment - See this statement on page 1 in the Termination of Enrollment section.

PARENT INVOLVEMENT

All classroom visitors are required to check-in through church security. Classroom visits are always welcome, but we ask that visitors respect the class schedule. We have many volunteer opportunities for our parents as well, below is a list of ways in which parents can become involved in the preschool:

- Sharing cultures and family traditions
- Being the room parent, working with the teacher on parties/events
- Assisting with classroom activities
- Sharing a craft, collection, or treasure
- Sharing career and work experiences
- Saving materials and "stuff" for school projects
- Preparing materials at home (cutting, stapling, sewing)
- Volunteering for church/school events

Parental Involvement

It is expected that parents and teachers will work collaboratively and in a mutually supportive fashion to ensure that the child is able to take full advantage of the services offered.

Communication with Parents

In the fall, informal phone conferences are held with each child's parents to discuss the screenings and assessments as well as the overall progress of the child. In the spring, formal conferences are held. Throughout the year, the staff works with the parents to determine which assessments are best for their child with sensitivity to family culture and language. During the spring conference, written summaries are provided to parents.

Vision, Hearing and Speech Screening

The Texas Department of Protective and Regulatory Services requires that all children who have reached their fourth birthday be vision and hearing screened. We have a service come in and perform screenings for vision, hearing and speech. These screenings are provided for a fee. Your child's pediatrician can do the vision and hearing screenings during his four-year-old well check. Speech screenings are not done at a well checkup. You may have all three screenings done or just pick the screenings you would like done. These screenings are totally optional and are provided for your convenience.

RELATIONSHIPS

Staff members share the following values as a guide for interactions among staff members, between staff and children and between staff and parents.

We support each other by regular communication, recognizing effort and accomplishments and proactive conflict resolution.

We are committed to reaching out to people of different races, genders, ethnicity, and ability, and we strive to create an environment of inclusion that celebrates our differences as well as what we have in common. Our program accepts children with special needs as long as a safe, supportive environment can be provided for the child consistent with the requirements of the Americans with Disabilities Act.

STARTING SCHOOL

Please review the following topics and follow the instructions listed.

YOUR CHILD'S BELONGINGS:

Label ALL of your child's belongings including the backpack, lunchbox, nap mat, coat, hat, etc. with the first and last name.

SCHOOL ATTIRE

Please dress your child in "play-friendly" clothing.

Do not send your child to school in cowboy boots, Crocs, sandals or flip flops as these shoes are difficult to walk in and not conducive to outdoor play.

- Change of clothing - Keep one complete change of clothing in your child's backpack at all times in case of an accident.
- Cool weather months- please send a jacket or coat with your child as we will go outside.

POTTY TRAINING:

- **Twos Classes** - Children in these classes who are not fully potty trained must come to school in a DIAPER or VELCRO/ PULL -TAB PULL UPS. If your child is in the middle of potty training please share this with your teacher so that she can promote potty training as well.

- **Threes, Fours, and TK Classes** - All children in these classes must be fully potty trained, no exceptions. This includes being able to "pee" and "poop", wipe and wash their hands without assistance.

PLEASE BRING THE FOLLOWING ITEMS TO SCHOOL EACH DAY:

Ones and Twos Classes

- Labeled disposable diapers, NO cloth diapers please
- Two non-spill drinking cups with lids, no juice boxes
- Lunch consisting of finger foods, no pudding, applesauce, or yogurt
- Two changes of clothing
- Nap mat and blanket

Threes Classes

- Change of clothing
- Nap mat
- Blanket
- Lunch

Fours

- Change of clothing
- Lunch

Transitional Kindergarten

- Change of clothing
- Lunch.

LUNCHES AND SNACKS | EVERYTHING MUST BE NUT-FREE

- **Lunch:** All students must bring a lunch from home consisting of nutritious finger foods that can be served with minimal assistance. Lunch ideas include small sandwiches, cheese cubes, fruit, veggies, any necessary utensils, a drink and napkins.

Do not include hot dogs, grapes, or meats and cheeses smaller than one-half inch, as these can cause choking.

Candy, red and carbonated drinks are strongly discouraged. Water will be provided for children who do not bring a drink.

- **Snack:** Snack time is a very important part of our day at CCP. Parents are asked to sign up on a voluntary basis to bring a nut-free, healthy snack several times a year. These snacks must be listed on the CCP approved snack list.

- **Birthday Treats:** All birthday treats must be an item from our Approved Snack list which is included in this handbook.

CLASSROOM PARTIES

TREAT BAGS are not permitted for any CCP parties, NO EXCEPTIONS. Due to allergy issues, Homemade Treats are not permitted at any time.

Siblings cannot attend parties, please be respectful of this rule as classroom space is limited.

ENVIRONMENTAL HEALTH AND PEST CONTROL POLICY

The Preschool facility and outdoor play areas are entirely smoke-free. The program maintains facilities so they are free from harmful animals, insect pests and poisonous plants. In the event pesticides and herbicides are used they are applied according to the manufacturer's instructions. They are used when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

WATER ACTIVITIES

Children at CCP will have the opportunity to play by hand in a water table in their classrooms and outside. The state requires parents to give permission for this activity on the initial enrollment form.

ANIMALS

Pets are not allowed at the preschool on a regular basis. In the event we have a pet visiting a classroom notification will be given to the parents. ALL animals visiting the preschool must be fully immunized and suitable for contact with children as documented by a licensed veterinarian, animal shelter or zoo. The teaching staff will supervise all interactions between the children and animals as well as instruct the children on safe behavior when interacting with the animals. Reptiles, including turtles, may not be classroom pets due to the risk of salmonella infection.

ILLNESSES

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following exists, and will not be accepted at Compass Christian Preschool:

- Fever of 100 degrees or higher
- Vomiting and/or diarrhea (even associated with teething and/or medication)
- Any symptoms of childhood diseases, such as scarlet fever, measles, chicken pox, strep throat, flu, etc., or any other infectious diseases
- Common Cold
- Sore Throat
- Croup
- Fifth Disease
- Any unexplained rash
- Any skin infection, boils, ringworm, impetigo, or head lice
- Pinkeye or other eye infections

(Eye secretions will be wiped clean and monitored, if it returns, the child will be sent home. All eye secretions will be considered contagious until examined by a doctor. A doctor's note will be required for the child's return to the school)

- Any communicable diseases
- Cloudy or green runny nose and/or persistent cough

CCP HAS A 24-HOUR ILLNESS POLICY - This means children must be fever-free, without the use of medication for 24 hours. In addition they must be free of vomiting, diarrhea, eye discharge due to Pink Eye or other eye infection, excessive nasal drip or cough for 24 hours prior to returning to school - NO EXCEPTIONS.

The preschool staff assumes that responsible parents will not send a child to school if he/she shows any signs of illness. This is not only for the protection of your own child, but also for the protection of the other children and staff. If a child becomes ill during the day, a parent must come and pick the child up in a timely manner. Your emergency contact will be called if we are unable to locate you at home, work or on your cell phone.

- Please report any absences from school to the preschool office. 817-796-5123

MEDICAL EMERGENCIES

In the event of a medical emergency requiring 911 assistance, 911 and the parents will be called simultaneously. If the parent cannot be reached, CCP will secure any and all necessary emergency medical care for the child. (Please refer to the medical emergency page of your registration form).

In case of an accident or sudden illness, we will always try to:

- Contact the parents
- Contact the person(s) listed on the daily sign-out sheet
- Contact the person(s) listed as emergency numbers on the registration forms

PLEASE MAKE SURE THAT ALL NUMBERS ARE KEPT UPDATED AND THAT THESE PEOPLE ARE AWARE THAT THEY WILL BE CALLED AND EXPECTED TO PICK UP YOUR CHILD. IF A CONTACT PERSON'S NAME AND NUMBER ARE LEFT, PLEASE MAKE SURE THAT HE/SHE IS AWARE OF THE POLICY SO THAT HE/SHE WILL NOT BE UPSET WHEN CALLED.

The parent or person dropping off each child must sign the child in and designate where they (or another responsible adult) can be reached for the day.

MEDICATIONS

Medications of any type cannot be dispensed without a signed Authorization For Dispensing Medication, state form 7238, including asthma inhalers, Benadryl or EpiPens. In addition to the Authorization For Dispensing Medication form, if you indicate that your child has an Allergy Action Plan or Asthma Action Plan, signed by your child's physician. Copies of the Allergy Action Plan and Asthma Action plan can be picked up in office 121.

If a parent indicates an allergy or asthma that requires treatment, the medication, along with the signed physician action plan, must be in the office for the child to be in attendance.

The following medications may be kept at school once a parent completes the appropriate paperwork:

Diaper Rash Cream
Benadryl
Asthma medication
EpiPens

Any medication sent to school must be delivered by the parent to the preschool office, 121, in its original labeled container.

CCP will not dispense antibiotics, allergy medication, cough or cold medication.
If your child is taking these medications they need to stay home.

IF approved medication is administered by the CCP staff then the child must be picked up in a timely manner, (15-20 minutes) by a parent or approved pick up person.

MEDICATION REQUIREMENTS

- All medicine must be in the original container and labeled with the child's full name.
- Over the counter medication, Benadryl, must state the amount to be administered by the child's age and/or weight.
- All medicine must be labeled with the date (if prescribed) or the date brought to the school.
- The medicine must include directions on how to administer the medication.
- If the medication is prescribed, the name of the physician prescribing the medication must be on the container.
- All medications must have an expiration date. We cannot administer medication after the expiration date.
- Medicine can only be administered to the child for whom it was intended.
- The parent must sign an authorization form to dispense medication and include the dates and times for the center to administer the medication. These directions must follow the label directions.
- Medications need to be picked up by parents on the last day of school. Any medications not picked up will be properly disposed of.

SCREENING AND ASSESMENT

Purpose

Screening and assessment are an integral part of high quality early child care and education programs. The purposes of the screening and assessment are multiple. One purpose is to learn about the development, interests, and needs of each child which enables appropriate individualized teaching strategies to be developed. A second purpose is to detect early signs of delay in development and/or the need for further assessment, referral or early intervention. A third is to improve curriculum and teaching practices which contribute to overall program improvement.

The Screening and Assessment Instruments

Several screening and assessment instruments are used: Pre-Referral Early Childhood Behavior Checklist (academic, social, personal adjustment) Hawthorne Educational Services, Inc., PLS-5 (preschool language scale), DAYC Developmental Assessment of Young Children (cognitive, communication, social-emotional, physical development, and adaptive behavior), Preschool Evaluation Form (birth-35 months; 36-72 months); Gesell Developmental Observation; informal assessment tools.

Screening and Assessment Schedule for Administration

A portfolio is kept for each child that highlights individual strengths and accomplishments. The portfolio for each child contains work samples, an academic skills checklist, and anecdotal records, which identify and demonstrate strengths and accomplishments.

Our teachers assess the children throughout the day as they naturally move through their schedule. Teachers observe children in groups and individually and use the information to set goals for the children to better support the classroom and individual growth. Each child has a file that contains samples of their work, documentation on who they like to play with, their interests and what they find challenging. Families have ongoing opportunities to share observations from home that contribute to the assessment process. The teachers use this information to take into account family values, culture, identity and home language. Each teacher documents observations in their own way such as recording anecdotes, taking photographs, and collecting samples of the children's work. A more structured assessment is also administered towards the end of the school year.

Referrals

The teaching staff conducts initial screening and curricula-based assessment. If we suspect that a child has a developmental delay or other special need this information is communicated to the parents. We are blessed to have a child advocate on staff to help with observations and further testing if necessary. The child advocate assists parents with referrals to outside agencies and school district programs. The preschool maintains lists of resources that can be shared with any parent that would like information about organizations or people that provide early intervention. The referral process is outlined below:

- 1 The teacher completes the Pre-Referral Early Childhood Behavior Checklist (indicators of academic progress, social relationships, and personal adjustment).
- 2 The teacher attaches information gathered from parents.
- 3 The teacher will also attach a statement of concern to the pre-referral form. (I.e. The child seems to mispronounce many words).
- 4 An observation will be scheduled.
- 5 After the observation, a meeting with the teacher will be held to develop a plan for the child. One of the directors will be included if it is deemed necessary. The child advocate will contact the parent to explain the plan or obtain permission for further screening. The parents may be involved in the development of the plan.
- 6 If there is further screening, information will be shared with the parents. Resources will be provided to maximize the child's success or assistance will be given if a referral to an outside agency is necessary.

INCLEMENT WEATHER

Compass Christian Preschool will follow GCISD (Grapevine-Colleyville ISD) for delayed starts or cancelled classes due to inclement weather. Please see your local television stations for updates and closings from the district. In addition, CCP follows the GCISD calendar for major holidays: Thanksgiving, Christmas and Spring Break. Please note that CCP starts two weeks after GCISD and ends two weeks before GCISD.

GENERAL EMERGENCY EVACUATION PROCEDURES

Our emergency phone number is (817)988-9919. We will use this number to contact local authorities, parents and the State of Texas licensing office.

Teachers will evacuate the students from the building to Compass Center across the street at 4201 Pool Road, Grapevine, Texas. All students will go into the Worship Center.

For an earthquake, teachers will direct students to 'drop and cover' and wait until the shaking has stopped, then evacuate the students immediately.

The classroom emergency backpack will accompany the class upon evacuation. This backpack will include an updated class roster with emergency contact information and authorization for emergency care for each child in the class.

The teacher will take attendance and establish the class's status:

- 1) **GREEN CARD** - All clear/everyone accounted for,
- 2) **YELLOW CARD** - Non-life threatening injury present,
- 3) **RED CARD** - Missing students, life threatening.

At least one teacher will remain with their class at all times.

The building can be re-entered once the building has been declared safe by the director, assistant director or emergency personnel.

Students will remain with school personnel until safe to re-enter the building or are picked up by an authorized adult.

EXTENDED EMERGENCY EVACUATION

The administration and staff will follow the Emergency Response Procedures:

- 1 The administration staff will establish a command post at the front doors of Compass Center.
- 2 Adults arriving to pick-up a child should report to the command post area only. Adults will be required to show identification and sign the child out.
- 3 The command center will verify the information and then send a 'runner' to pick up the child from their classroom teacher. Parents must stay in the command center area until their child is released to them.
- 4 The classroom teacher will verify the information before releasing the child.
- 5 Room 312 will be designated a medical area for CPR/first aid treatment.
- 6 Students will remain at Compass Center until they are released to the parents or an authorized adult.

BAD WEATHER MAKE UP DAYS

School closings due to inclement weather or unforeseen events will not be made up until a total of three or more days are missed. At that point CCP will schedule one make-up day if the calendar permits.

EMERGENCY CLOSURE PROCEDURES DURING THE SCHOOL DAYS

In the event it becomes necessary to send children home early from school, the following Emergency Closure Procedures will be followed:

- Parents will be sent an email notification and/or a text notification, as time allows, or they will receive a phone call from the school.
- The normal learning environment will continue until dismissal of students is announced.
- A parent pick up area will be set up in the front entrance hallway. Please enter the doors located under the porte-cochere.

Intruder/Lockdown Procedures

- All Visitors/Volunteers will sign-in at the office or by the coffee shop and wear a preschool nametag during school hours.
- In the event of an intruder on campus, the office staff will notify the teachers that we are on a **yellow** or **red** lockdown level. (Yellow indicates a community situation. Red indicates a major incident or threat within the building.)
- The office staff will call 911 immediately.
- The office staff will contact the church office notifying them of the current situation.
- Classroom teachers will direct students to move away from direct line of the classroom windows or interior door windows. Internal and external doors to the classroom will be locked. Exterior classroom window shades will be closed, and classroom door windows will be covered.
- Designated staff will be responsible to lock internal and external doors to the building.
- The 'lockdown' will remain in effect until law enforcement officers verify it is safe to resume school.
- In the event that the school needs to dismiss students, the 'Early Closure Procedures' will be in effect.
- During a lock down situation, parents must not attempt to enter the building until the area has been secured by local law enforcement officers.
- Once the lock down has been removed, parents waiting to pick-up their child(ren) will be directed to the command center at the front church entrance where the children will be called from the classroom and escorted to the command center by a school employee.

Power Outage

In the event of a power outage, teachers will remain with their students until a decision is made for the remainder of the school day. Students will not be released unaccompanied from classrooms to use the bathrooms. The school day will continue as normally as possible. If a decision is made to send children home, the Emergency Closure Procedures will be followed.

FIRE & SEVERE WEATHER DRILLS

The Texas Department of Protective and Regulatory Services require each school to conduct monthly fire drills. The school is also required to conduct severe weather drills once every six months. Please refer to the emergency procedures listed in each classroom for details. We will evacuate to the far north side of the parking lot.

REPORTING ABUSE OR NEGLECT OF CHILDREN

Our staff receives one hour of training annually on recognizing and preventing child abuse and neglect. To report an emergency, call 911. To report child abuse or neglect call 1-800-252-5400 or use our secure website: www.txabusehotline.org. You may also contact the local Department of Family and Protective Services at 817-321-8623.

NOTES ON ALLERGIES:

- These snack items are only designated safe for our students who eat a “NUT FREE” diet. This list does not apply to gluten, dairy, egg or other allergens.
- ALL birthday treats must come from this list.
- Homemade food items are NOT permitted.
- Food labels/ingredients may change over time, so it is always recommended that YOU read the label before purchasing snacks. Please read labels carefully to make sure that products are nut free. This includes labels that read: “May contain traces of peanuts/nuts.”

HEALTHY SNACKS (DAILY)

- Fresh Fruits/Vegetables
 - Any fresh fruit: apples, oranges, bananas, grape ½, pears, plums, clementine’s, strawberries, melons, berries, etc...
 - Fresh vegetables: grape tomatoes ½, cucumber slices, broccoli, cauliflower, peppers strips etc...
- Hard boiled eggs
- Yogurt (2s and older)
- Cheese
- Skinny Pop Popcorn

DIPS

- Kraft & Hidden Valley Ranch Dressing

FRUIT SNACKS/DRIED FRUIT

- Ocean Spray Craisins
- Bare Fruit all natural apple chips
- Annie’s Bunny fruit snacks
- Betty Crocker fruit roll ups
- Clif Kid organic twisted fruit – strawberry, mixed fruit
- Gerbs dried fruit
- Brother’s All Natural fruit crisps
- That’s It. Fruit bars

CRACKERS/SNACK ITEMS

- Triscuits – original
- Wheat Thins – original
- Nabisco Oyster Crackers
- Kraft Handi Snacks – original
- Cheese Nips – Cheddar
- Cheez-Its
- Town House Club Crackers
- Premium Saltines - Original
- Keebler Club crackers
- Goldfish crackers
 - cheddar, parmesan, whole grain
- Animal Crackers
 - Austin Zoo brand, Barnum brand
- Annie’s Organic Bunny classics
 - cheddar and butter
- Nabisco Honey Maid Graham Crackers
- Keebler Graham crackers
- Teddy grahams
- Nabisco and Keebler brand Vanilla Wafers
- Enjoy Life Brand items

CHEESE SNACKS

- Pirates Booty – aged white cheddar

CEREAL

- Cheerios – original yellow box
- Alpha Bits
- Corn Pops
- Chex – Original Rice, Corn and Wheat only

GRANOLA BARS

- NutriGrain Cereal Bars – apple, cherry, raspberry, blueberry
- Made Good brand granola bars

GOOD HEALTH VEGGIE STIX
PRETZELS

- Rold Gold Brand pretzels
- Pepperidge Farm Goldfish Pretzels
- Annie’s Organic Pretzel Bunnies
- Annie’s Organic Honey Wheat Pretzel Bunnies

SPECIAL TREATS
BIRTHDAY OR HOLIDAY PARTIES

- Kraft Marshmallows
- Lorna Doone Shortbread cookies
- Oreos – Original only
- Newtons – original fig, whole grain, strawberry, raspberry
- Kellogg’s brand Rice Krispy Treats
- Kraft Handi Snack pudding cups
 - vanilla or chocolate
- Hunt’s pudding snacks
 - vanilla or chocolate
- Kraft Jello Gelatin snack cups
- Enjoy Life brand cookies
- Faith Cookies by Clever
(can be found at Walmart)

*Walmart sells pre-packaged cookies “The Bakery” brand, with a small nut-free sticker on top.



PARENT HANDBOOK AGREEMENT**ACCEPTANCE OF PARENT HANDBOOK POLICIES -**

We understand that by completing the CCP registration form and paying the non-refundable registration fee, we are agreeing for ourselves and our student/s to accept and abide by all of the policies, rules and regulations set forth in the Compass Christian Preschool Parent Handbook.

Parent Handbooks are distributed at the beginning of each school year on Parent Night. The handbooks are also available to view online at compasspreschool.com.

Only one form is required per family. Please list all children currently enrolled.

I have read and understand the policies set forth in the CCP Parent Handbook:

CHILD'S NAME: _____

CURRENT TEACHER: _____

CHILD'S NAME: _____

CURRENT TEACHER: _____

CHILD'S NAME: _____

CURRENT TEACHER: _____

**DON'T
FORGET**

FATHER'S SIGNATURE: _____ DATE: _____



MOTHER'S SIGNATURE: _____ DATE: _____