

Welcome to Sulphur Springs Christian Preschool

MISSION STATEMENT

Sulphur Springs Christian Preschool provides a faith centered environment that nurtures in each child a love for learning. The curriculum includes social interaction, intellectual stimulation, spiritual direction, physical and emotional growth.

PHILISOPHY

In a safe loving, respectful environment children have the greatest opportunity to grow and develop. It is the belief of Sulphur Springs Christian Preschool to go above and beyond safety, love and respect. We as educators should strive to create an environment that is filling, enriching, and supporting of all possible learning and growing opportunities. Sulphur Springs Christian Preschool believes that the best environment for learning is a balance of both cognitive lessons and lessons embedded in developmentally appropriate play. It is for this reason that we ask you to make sure your child has regular attendance so they receive the full benefit of the learning process. Please let us know if your child is going to be absent.

HOURS OF OPERATION

Sulphur Springs Christian Preschool is opened year around. Monday through Friday from 6:30 a.m to 6:00 p.m.

TUITION AND REGISTRATION

Registration is \$40.00 per child with a discount for multiple children families. This fee must be paid in order to reserve enrollment. Tuition is \$130.00 a week per child for children under 2 years of age, \$120.00 for children ages 2-5 and \$60.00 for after school care. Families with more than one child will be receive a \$10.00 discount for additional children. Tuition is due no later than 6 pm Monday afternoon and a \$25.00 late fee will be instate if tuition is not paid by Wednesday morning. If you have a different pay schedule you will need to make arrangement prior to enrollment. Please be advice that we require a two week notice prior to termination No refunds will be issued.

ARRIVAL AND PICK-UP

Young children depend on a routine for their own sense of security. Please make sure your child is here each day so they learn everything they need to know prior to entering kindergarten. We recommend that you establish fixed hours to drop off and pick up your child. Please have your child here by 8:30 in order for them to receive breakfast and be here for the learning portion of the day. It is suggested that you not leave your child longer than a 9 hour duration, since it makes for a very long day for your child. When your child arrives please sign him/her in at the Welcome Center and alert a staff member that your child has arrived. Please use the same process when picking up your child. Children will not be released to any person other than those specified on the emergency contact list. A driver's license or other picture identification will be required when picking up any child. For this reason, always have

identification with you when you come to pick up your child. This is for your child's protection.

HOLIDAY

Sulphur Springs Christian Preschool will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day as well as the Friday after Thanksgiving, Christmas Eve and Christmas Day. Please note that if the holiday should fall on the weekend, then Sulphur Springs will observe the holiday on the Friday before or the Monday following.

MOONLIGHTING

Should you request a caregiver to work for you after hours of operation, Sulphur Springs Christian Preschool shall not be held liable.

ILLNESS AND EXCLUSION CRITERIA

If your child becomes ill while at school we will provide your child with a temporary place to rest in the office away from the other children until you can arrive. Please note that children must be symptom free of fever, diarrhea and vomiting for at least 24 hours before returning to school. State regulation requires daily outdoor play for each child. Therefore it is our policy that children too ill to play outside remain at home.

IMMUNIZATION AND DRUG ADMINISTRATION

Each child must be immunized as recommended by the local medical office of health. Sulphur Springs Christian Preschool also requires that a medical health statement from the child's physician be completed prior to the child's first day of school.

Sulphur Springs Christian Preschool will administer medication to children under the following guidelines:

Written authorization, including dosage and time medication is to be given.

Medication in the original container, clearly labeled with the child name, name of drug, the dosage, the date of purchase and instructions for storage and administration of drug.

Please make sure the medication form has been properly filled out and your child's teacher has been informed.

MEDICAL EMERGENCIES

In the event your child is injured or become very ill while in care Sulphur Springs Christian Preschool will give your child the emergency attention he/she requires, we will notify ems and parents will be notified as soon as possible. Parents will be notified of less serious emergencies such as a minor cut, scratches, bites or any other first-aid treatment by way of "BooBoo" sheet at the time of pick-up. Parents will be notified in writing and within 48 hours of becoming aware that a child in care or an employee has contracted a communicable disease. Parents will also be made aware of any outbreaks of

head lice in your child's group by way of notes home.

PARENT NOTIFICATIONS

Parents will be notified of closings due to inclement weather or other up-coming events by way of notes on the door and bulletin boards posted outside your child classroom. Please check your child's cubbies each day for any other types of notifications. Blank enrollment forms will be provided at the front for parents to update as needed.

DISCIPLINE AND GUIDANCE POLICIES

Sulphur Springs Christian Preschool believes that children should first be redirected. Children should be discipline in a way that is not humiliating or harmful to them. In your admission packet you will find our Discipline and Guidance Policy. Please sign, date and return with your packet. Please note that the same policy is presented to each teacher during orientation. Teachers sign the policy as well and it is kept in the staff's file. Sulphur Springs will not tolerate a teacher abusing or neglecting children in any way.

MEAL AND SERVICES

Sulphur Springs Christian Preschool is a part of the Food Program which helps us provide well balanced meals and snack. For this reason no outside food or drink will be allowed. Breakfast, lunch and an afternoon snack is included in your tuition. Menu calendars are posted on the bulletin board outside your child's classroom.

BREASTFEEDING

Human mother's milk is the best source of milk for infants. For this reason mother's needing to breastfeed will be allowed to use the director's office or a rocking chair in the classroom anytime. You will be provided with a pillow for support and water to help with hydration. Please let the office or any staff member know and we will be happy to assist you. If you need further assistance Sulphur Springs hospital does have a lactation specialist.

TUBERCULIS TESTING

TB testing is not required in Hopkins County at this time therefore you are not required to have your child tested prior to enrollment. If this changes you will be notified as to when and where to have your child tested.

HEARING AND VISION SCREENINGS

Children who are 4 years old or older are required to have a hearing and vision test. These test are done at the child's 4 year old well visit and will be required at the time of enrollment

ENROLLMENT PROCEDURES

All admission forms should be complete and submitted prior to the child's first day. Parents will be notified of any policy changes in writing. Parents will be asked to sign and date that they have received and understand policy changes.

TRANSPORTATION

Children attending school in the SSISD will have transportation to and from the school they attend. Parents will be required to provide the appropriate car seat for their child according to state guidelines as to height and weight of the child. Children will be transported in 15 passenger vans equipped with fire extinguisher and first aid kits.

FIELD TRIPS

Children ages 4 and older will go on field trips from time to time. Children will be required to be in car seats according to state guidelines as to height and weight of the child. Parents will receive at least 72 hours notice of the upcoming field trip and will have to sign a permission slip in order for the child to be able to attend the field trip. Teacher/student ratios will be followed according to minimum standards while children are attending field trips.

PARENT VISITS

Sulphur Springs Christian Preschool has an open door policy. Parents are welcomed at any time. Parents are encouraged to attend parties and other events that take place at the center. Please be mindful of the educational process and try not to linger too long so teachers can concentrate on the children. If you need to have a parent teacher conference please call the office and make arrangements so we can have your child's class covered for that time.

Sulphur Springs Christian Preschool is licensed by the Texas Department of Family and Protective Services and is inspected on a regular basis. You may obtain information about licensing standards or procedures by calling 1-800-862-5252 or visiting the website at www.dfps.state.tx.us. You may also contact our licensing inspector:

Emily Lipe
1460 19th NW
Paris Texas 75460
Office # 903-737-0338

A copy of the latest inspection will be kept on the bulletin board in the hall next to the office.

REVIEW OF MINIMUM STANDARDS

Sulphur Springs Christian Preschool has a copy of the minimum standards on file in the office for your review at any time.

SUSPENSION AND EXPULSION

Sulphur Springs Christian Preschool reserves the right to suspend or expel children for excessive behavioral problems and or nonpayment. Teachers and staff will work together to help the child with behavioral problems that include but are not limited to redirection, cool down time and parent teacher, director conference. However if these issues are not resolved the child will be expelled. Children will also be expelled for non payment. Payments are due on Monday, if payment is not received by Friday the child will not be allowed to return the following Monday.

APPLYING SUNSCREEN OR INSECT REPELENT

Sulphur Springs will apply sunscreen and or insect repellent that is provided by the parent. Please make sure the it is labeled with your child's name and give it to the teacher so he/she can store it away from students.

SAFE SLEEP

Sulphur Springs follows the infant safe sleep guidelines that are recommended by the state. Please see the attached state form J-800-2550.

EMERGENCY PREPAREDNESS PLAN

Sulphur Springs Christian Preschool will make sure all children are safe in the event of an emergency. You will find an evacuation map attached. Children will be evacuated from the building. In the event of an evacuation. If there is a chemical spill that requires future evacuation children will be taken by vans to Family Life Church children under 24 month of age may or may not be transported in care seats. Sulphur Springs Texas. Each teacher has a emergency folder with each child's contact information as well as attendance records so parents may be notified as to where you can pick up your child. The teachers will have books and games as well as snacks and water in a suite case that will accompany the children to the alternate location. Children will be reunified with parents at the designated relocation area.

In the event a violent person enters the building children will be escorted to a safe place away from the violent person with their teacher. Parents will be notified in the same method as other emergency.

The director will call local authorities as well as licensing and each staff member will be responsible for call the parents of the children in their care.

Name and address of disgnated relocation area:

Family Life Church
1400 Loop 301
Sulphur Springs Texas
903-885-7507

COMMUNITY RESOURCES

Water Play

Sulphur Springs Christian Preschool will offer water play days from time to time in warm weather months. Permission slips will be sent home and must be signed and returned 72 hours prior to the child participating. Parents will be required send the child in swim clothes, towel and a change of clothes for later. If you would like for your child to have sunscreen applied please send in their back pack and notify your child's teacher.

WIC

412 Industrial Drive Sulphur Springs Texas 75482
903-885-2813

WORKFORCE SOLUTION/CCMS

1067 Gilmer Street Sulphur Springs Texas 75482
903-885-6438

CAN HELP

613 Gilmer Street Sulphur Springs Texas 75482
903-8859797

SULPHUR SPRINGS TRAX

1286 Texas Street
Sulphur Springs Texas 903-885-2769

NAP TIME

Children will have rest time each day. Please provide a mat, crib sheet and blanket if your child is one year old or older.

DRESS CODE

Please make sure your child is dressed appropriately and comfortably each day. Please bring a change of clothes for your child since accidents do happen. The children will play outside weather permitting so that children receive the appropriate physical activity for maximum health. Please make sure your child has a coat on cool days. We believe that children learn best through hands on learning. We will sometimes have messy play, it is for this reason that we ask you to dress your child in clothes you don't mind getting dirty.

NON-DISCRIMINATION POLICY

It is the policy of Sulphur Springs Christian Preschool that no person shall be subjected to discrimination because of race, color, national and ethnic origin, sex, age, religion, creed, marital status, disability or the presence of any physical, mental or sensory handicap. The policy of Sulphur Springs Christian Preschool is to accept children in compliance with the Americans with Disability Act (ADA) according to all the implementing regulations.

Sulphur Springs Christian Preschool will review each child's situation on an individual basis to determine whether we will be able to meet your child's needs

PLEASE NOTE THAT THIS IS A GANG FREE ZONE, WHICH MEANS THAT ANY CRIMINAL OFFENSE RELATED TO ORGANIZED CRIMINAL ACTIVITY THAT OCCURS WITHIN 1000 FEET OF THE SCHOOL ARE SUBJECT TO HARSHER PENALTY UNDR THE TEXAS PENAL CODE.

IMMUNIZATION FOR EMPLOYEE

While we encourage staff to be immunized for disease and provide flu shots we do not require staff to have these due to religious freedom and health reasons. Teachers showing any signs of illness will be sent home immediatley and require physician's statement to return to work.

POLICY REVIEW

Please be advised that Sulphur Springs will review policies annually and update if necessary.

RECOGNITION AND PREVENTION OF CHILD ABUSE POLICY

To maintain an ongoing safe environment for all children, Sulphur Springs Christian Preschool has made available additional information involving responsibilities and procedures for reporting child maltreatment. This includes physical abuse, neglect, sexual abuse and emotional abuse. With this purpose we provide annual training on this subject to all employees and any interested families. The resources below offer valuable assistance for reporting abuse and the recognition and prevention of such neglect and abuse. This community resource listing is not exhaustive but can be a useful tool for keeping our children safe. These resources are both preventive and educational in nature: whether it be warning signs of a victim or to increase awareness techniques.

Websites:

www.childabusetexas.org.

Texas Department of Family and Protective Services (dfps.state.tx.us)

Prevention and Early Intervention (dfps.state.tx.us)

What does child abuse really look like (dfps.state.tx.us "It's up to you")

What is neglect (dfps.state.tx.us "It's up to you")

Emergency numbers and hotlines

Immediate emergencies 911

Child Abuse Hotline 1-800-799-SAFE

Baby Moses Hotline 1-877-904-SAVE

Texas Poison Control Center 1-800-222-1222

Texas Dept. of State and Health Services Substance Abuse 1-800-9-NO-DRUG

Prevention of Child Mistreatment

Texas Council of Family Violence 1-512-794-1133

Child Help USA 1-800-4-ACHILD

National Safety Council 1-630-285-1121/Prevent Child Abuse 1-512-250-8438

National Center for Missing and Exploited Children 1-800-THE-LOST