



MCDERMOTT ROAD PRESCHOOL

Parent Handbook 2025-2026

McDermott Road Preschool

3600 McDermott Road
Plano, Texas 75025

Office: 214-387-0068
Fax: 972-712-5267

Mission Statement:

McDermott Road Preschool provides a Christian learning environment
with a commitment to positive Christian values.

Train a child in the way he should go, and when he is old he will not turn from it. -- Proverbs 22.6

Kathy Aljian, Director
214-387-0068

Find us on 

McDermott Road Preschool

McDermott Road Preschool (MRP) is a ministry of the McDermott Road church of Christ. As such, MRP functions under the oversight of the McDermott Road Eldership and strives to exemplify the Vision, Purpose, and Mission of the church of Christ on McDermott Road.

VISION: “The church of Christ on McDermott Road aspires to be a Christ-centered, Spirit-led, Bible-based group of Christians working to reach the lost and encouraging transformational spiritual growth among our members.”

PURPOSE: ...so that we may present everyone mature in Christ (Colossians 1:28).

MISSION: “Connecting and Equipping Generations on Life’s Eternal Journey.”

MRP is a preschool program with a Christian foundation.

- Bible stories will be used to help students better understand God's Word.
- Chapel Time, including songs and a prayer, is held each preschool day for 15 minutes.
- A prayer is said before snack and lunch for all age groups.

MRP Goals

Our goal for the students is that they will grow spiritually, socially, emotionally, physically, and cognitively. We want our students to:

- Develop an increasing facility with language, an ability to communicate effectively with teachers and classmates, and an ability to understand and follow simple instructions.
- Develop a growing concept of the relationship of numbers, time, space, and form.
- Be exposed to symbols, sounds, and materials that are developmentally appropriate and will encourage a life-long interest in and love of the written word.
- Explore, become curious, and make observations through hands-on learning.
- Develop an awareness of music, an appreciation for sound and rhythm, and an ability to participate in some form of musical expression.
- Learn more about themselves and others through informal dramatic play.
- Develop an appreciation of form, color, and texture through the use of a variety of art materials.
- Assume a growing personal responsibility for themselves and for others.
- Develop understandings, attitudes, and skills appropriate for their particular age.
- Come to understand that God loves them and how His Word applies to their lives today.
- Experience the loving care of adults whose own lives exemplify commitment to the Christian community.

Welcome to McDermott Road Preschool!

Program Overview

McDermott Road Preschool is a learn-through-play experience for preschoolers aged twelve months to five years. The school was developed out of a community need for a quality preschool program and is an important ministry of the church of Christ on McDermott Road.

The educational philosophy of McDermott Road Preschool is based on meeting the individual needs of each child. Our goal is to provide a warm, loving, and safe environment in which children can grow and learn.

MRP is a carefully planned, quality program. Curriculum is developed to provide learning opportunities in the following areas:

- Spiritual
- Intellectual
- Social
- Physical
- Emotional

Learning experiences will be provided through:

- Chapel and Bible classes
- Creative art activities
- Dramatic play centers
- Manipulative materials
- Problem solving exercises
- Science activities
- Development of large & small motor skills
- Body coordination rhythmic activities
- Music and movement
- Physical Education
- Language and Listening
- In-house field trips

MRP admits children of any race, color, nationality and/or ethnicity to all the rights, privileges, programs and activities available to students at the preschool. We do not discriminate on the basis of race, color, nationality or ethnicity in the administration of our educational policies, admissions policies, or financial assistance.

Age Groups/Ratios

Age Group	<u>Maximum</u> number of Children per Class/Teacher
1's Class (12 mos – 24 mos)	7
2's Class	10
3's Class	11
4's Class	12

Children are assigned to a class based on their age on **September 1**. Classroom helpers are assigned based on current class enrollment. Each age group will have a minimum of one classroom helper shared between two classes. Classrooms with the maximum number of children enrolled will have a dedicated classroom helper.

Times and Days of Operation

Classes are in session Mondays and Wednesdays, September 3 through May 20. In the event of a Monday holiday, MRP classes will be held on Friday of that week. MRP's calendar closely follows the Plano ISD calendar. Please be sure to reference the MRP calendar for specific details. You will be given a paper copy of the 2025-2026 calendar.

The preschool day is from **9:00 a.m. to 1:45 p.m.** A sign will be posted outside of the preschool doors reminding all parents that doors will be open at 8:55a.m. We ask that you **do not leave** your child in their classroom until 8:55 a.m. and only when an MRP staff member is in the classroom. Teachers are preparing for the school day from 8:30 until 8:55 a.m. and might be moving around the building until 8:55 a.m. Please understand that the teacher will start class activities at 9:00 a.m. If you are late for the day, please understand that your child will enter activities according to the class schedule (for example, if snack time is over when you arrive, the teacher is not obligated to prepare your child's snack).

Paper Work, Forms and Enrollment

We are required by the state to have current and updated information on each child in our care. This is also for your safety. We require all forms to be filled out on each child prior to their first day of attending school. McDermott Road Preschool reserves the right to not allow a child to attend school until all paperwork has been received and approved.

Each currently enrolled child, their siblings and church of Christ on McDermott Road members are given first priority in registering for the following school year. It is customary for this to take place in January and opened up to the public in February. An annual non-refundable registration fee of \$100 will be required each year at registration. It is not the responsibility of MRP staff to remind parents that registration is due for the next school year. Parents are responsible for completing all required paperwork needed to insure their child will have a spot in the upcoming school year. We do maintain a waiting list for future attendance.

The following information is required before your child may attend preschool:

- Completed Registration Form
- Non-refundable registration and supply fees
- Copy of birth certificate
- Copy of up-to-date immunization record from Physician or Immunization Exemption Affidavit (see section on Immunizations below)
- Registration Agreement/Parent Handbook form
- Emergency Medical Consent Form
- Photo Consent Form
- Medication Authorization Form (If applicable)

Registration forms are available from the McDermott Road Preschool Office or on our website at www.ccmcdermott.org/preschool. All forms must be completed and properly signed by the first day of attendance at the MRP program. If there is not a copy of your child's immunization record or certificate of health on file by the second week of school, your child will not be allowed in class until this is received.

Parents will be notified in writing of any procedural changes made to the program.

Tuition/Fees

McDermott Road Preschool operates on a non-profit basis. Monthly tuition is used to meet staff salaries and ongoing expenses for program operation. **Non-refundable** registration fees cover fees and major equipment purchases. **Non-refundable** supply fees cover creative art and classroom supplies for the year. McDermott Road Preschool is a ministry of the church of Christ on McDermott Road and does contribute some of its income to early childhood education ministry to help defray some of the utility and maintenance costs. **Tuition payments are expected even when your child is absent due to illness or extended trips/vacation time.**

Monthly tuition fees for the 2025-2026 school year are as follows:

- \$250 per month for all ages-we do offer a 10% sibling discount
- \$100 non-refundable registration fee for all ages due at time of registration
- \$100 non-refundable supply fee due on Parent Orientation/Meet the Teacher Day for all ages

Tuition/Fees (cont.)

Tuition is averaged so the monthly rate remains constant over the year, September through May. **Tuition is due by the 10th day of each month.** If you have not paid tuition by the 8th of the month, we request that you contact the office to make payment arrangements as soon as possible. If tuition is not received by the 9th of the month, an email will be sent to you reminding you that the tuition deadline is approaching. We do understand that parents might accidentally forget that tuition is due by the 10th day of the month and need to make a payment late. The first time will be considered a grace period. However, after the second month of neglecting to pay on time, a late fee of \$25 will automatically be added to your MRP account. Another \$25 late fee will be added to each additional month that payments are made late.

Tuition will be collected by the Director and Assistant Director at a table set up each month for that purpose. Please do not give monthly tuition payments to your child's teacher. We accept cash, check or credit card payments. We also have an online payment option which can be found under the tuition section on our preschool website. A receipt will be emailed to you after each payment is received.

Tuition is expected to be paid by the 10th of the month even if your child will be absent for a portion of the month. Examples include if your child is ill for an extended period of time or if your child is absent due to a family vacation. Failure to do this may result in having to withdraw from the preschool.

Returned Check fees - If McDermott Road Preschool receives notice of a returned check, you will be responsible for any overdraft fees, currently \$30. If a second insufficient notice is received, you will be required to pay cash for the remainder of the year for tuition as well as any other fees or fund-raising purchases.

If at any time you have concerns regarding your account, please contact the MRP Office for assistance with any issues you may be facing.

Supply Fee

MRP requires an annual supply fee of \$100 for each child attending the school. This fee is due by the first day of school. Should registration occur after the school year has begun, the supply fee will be due at the time of registration. This fee is to purchase supplies used in the classroom (craft materials, supplies, wipes, etc.) Each class will have a specific list of what students will need to bring each day.

Every student will need to bring a **backpack** or bag large enough to hold a 9"x12" folder (*folder provided by MRP*) and all items brought to school (lunch box, sippy cup, extra change of clothes, etc.).

Immunization Requirements/Medical Statement for Admission Form

All children enrolled in MRP must have their immunization records up-to-date or provide an exemption affidavit.

A copy of the child's immunization record must be provided by the parent and all information must be current.

Parents wishing to take a religious or allergy exemption from immunizations must contact the office to find out the proper procedure for providing an affidavit of the exemption. The law allows: A) Physician to write a statement that the vaccines required would be harmful or injurious to the health and well-being of the child B) Parents/Guardians choose an exemption from immunizations. The law does not allow parents/guardians to elect an exemption simply because of inconvenience. For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including religious belief can be found at <http://www.dshs.texas.gov/immunize/school/publications.aspx> (scroll down to find Exemption Request forms)

The website for immunization requirements is <http://www.cdc.gov/vaccines/schedules/index.html>.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as

is medically feasible and provide acceptable evidence of vaccination to the school. An administrator shall review the immunization status of a provisionally enrolled student to ensure continued compliance in completing the required doses of vaccination. If at the end of a 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and therefore the school shall exclude the student from school attendance until the required dose is administered.

When your child receives any immunizations, simply ask for an updated record from your physician to update your child's files. This is a state mandated requirement and we must comply.

Emergency Medical/Dental Consent Form

This form will give us your consent to call an ambulance or your child's doctor or dentist or seek medical care in the event of an emergency. This form must be completely filled out and turned into the MRP office before the first day of attending preschool. It is the parent's responsibility to update this form should any of the information change during the school year.

Absences

Tuition is not reimbursed for school days when your child is absent. We ask that you call or email the MRP office when you know your child will be absent. Tuition is also expected if your child is absent due to a family trip.

Please understand that your child needs to be **fever and vomit free for 24 hours before returning to school.** If your child has a temperature of 99 or higher, we ask that you please keep them at home. Please do not send your child to school after being given a fever reducer. Fever can be a sign of infection. When your child is running a fever, they are considered contagious. They should be kept at home as a precaution for the safety of the other students and staff.

Illnesses

It is important to keep your child home if he/she is experiencing any of the following:

1. Fever of 99 or higher (the child **must** be fever free for 24 hours before returning to school)
2. Vomiting or diarrhea within the past 24 hours or at school
3. Symptoms of COVID-19 or another virus/communicable disease
4. Excessive cough with croup or cold
5. Colored or excessive discharge from the nose
6. Head lice (until all nits have been removed - bring child to the office for a head check upon return)
7. Unexplained rash
8. Pink eye (conjunctivitis is highly contagious)
9. Any contagious disease (fifth disease, chicken pox, etc.)
10. Anything that prevents your child from participating in their usual manner and/or requires more than the usual adult supervision

If your child has any special medical conditions, including asthma and allergies (ants, bees etc.), please tell the Director and your child's teacher. This information should also be noted on enrollment forms.

Withdrawals

If you find it necessary to withdraw your child from the program, McDermott Road Preschool requires a two week written notice. Notice may be provided on paper or by e-mail. If the notice of withdrawal occurs after tuition has been paid for the month, that month's tuition will not be refunded. Please contact the office for further information regarding alternatives to withdrawal if reasons are financial. Please be considerate of the preschool, and take every effort to not withdraw your child due to extended vacations. Try to plan all trips/overseas travel after the end of the school year.

Arrival and Dismissal / Authorization to Pick Up Child

Safety note: All parking areas and drive ways surrounding the McDermott Road church of Christ building are considered to be a **school zone**. Drive with extreme caution. **No cell phone use** is allowed in moving vehicles around the building. Be considerate when parking your vehicle. Do not double-park or block any other parked vehicles.

- For arrival and pick-up, you may enter through the **northwest or southwest entrances**, these are the doors located at the circle drive on the McDermott Road side of the building, and directly behind the building (near the indoor playground). These doors will be locked at 9:15am each morning for safety purposes. After 9:15 or before 1:30, you will need to call the MRP office or the director for access to the preschool.
- Upon bringing your child to the classroom, you will be asked to sign-in each morning. You will write your child's name, your name and a phone number (preferably a cell number) where you can be reached during the school day. **The sign-in sheet will be the emergency contact list for the class**. The list will be taken with the class should it be necessary to leave the building.
- Children will only be allowed to leave the classroom with a person authorized by a parent to pick the child up. **Prior notification from the parent to the Director and Teacher must be received with the name and description any person picking up the child. The authorized person will be required to show their driver's license or other photo ID to the Director or Staff. If there is someone who is not authorized to pick up your child for any reason, please inform the office.**
- For the 2025-2026 school year, MRP staff members will dismiss children **from the classroom**. Doors will be unlocked at 1:40pm. All parents will walk to the classroom and sign their children out upon dismissal. All children will need to be picked up from classrooms no later than 2:00pm.
- Children are welcome to play in the indoor playground area after dismissal if a parent is present. **However, the indoor play area will be closed 30 minutes after dismissal.**

Late Pick-Up Fees

At 2:00 p.m., children who have not been picked up will be brought to the office and a parent will be contacted. **If a parent has not contacted the office by 2:10 p.m., or if it is other than a first offense, a \$20 late fee will be charged to your account. Each additional 5 minutes will result in additional fees of \$5.** At 2:20 p.m. your emergency contact will be called to pick up your child if we have not been able to reach a primary care provider. The MRP office closes at 2:30p.m.

Outdoor Play

We will be going outdoors on most days, as long as the temperature is over 40 degrees or under 95 degrees, with no precipitation. Please dress your child appropriately for the weather. If your child is too ill to go outdoors, he/she may need to stay home on that day. The exception to this rule is children with diagnosed asthma. **Shoes with closed toes are required on our wood-chip covered playgrounds** (for 3 and 4-year-old classes). **Please no flip flops or dress up shoes.** We recommend that you put sunscreen and bug spray on your child each morning.

Clothing

- Children should wear **washable play clothes** and rubber-soled shoes. **Closed toed shoes** should be worn. Safety note: sandals, dress shoes, play dress-up shoes, flip flops and cowboy boots are very dangerous on the climbing bars, waxed floors, and in body rhythmic activities.
- Please include a complete seasonally-appropriate **change of clothing** (including underwear and socks) in your child's backpack **every day**. This clothing should be stored in a ziploc bag and in an area of the backpack that can easily be found.
- **Please label everything.** As many students have similar items.
- MRP cannot be responsible for unlabeled clothing, clothing damaged during activities, or lost items.
- Getting messy is the nature of preschool. Please dress your child accordingly.

Personal Items

Please **label ALL items brought to MRP** with your child's name to avoid confusion (example: lunch box, sippy cup and lid, rest mat, coats, etc.). **Children should have a bag/backpack large enough to hold a lunchbox, full-size folder, water bottle/sippy cup, and a ziploc bag with a complete change of clothing.**

Transitional Items/Toys

Children are encouraged to bring one small stuffed animal, blanket or small toy that is special to them (a soothing, comforting item) for difficult times and rest times. This helps them learn to comfort themselves. Teachers may schedule "show and tell" times in their classrooms. **We ask that children do not bring any other items from home unless specifically requested.** Please label transitional items and toys. MRP is not responsible for broken or lost items brought from home.

Lunch and Snack

All children should bring a healthy lunch and drink to school each day. MRP cannot provide children with a lunch. If you are going to bring your child a special lunch, please do so by their scheduled lunch time. The state licensing guidelines require that children bring at least one food item from each of the four food groups in their lunches. Parents are responsible for sending a nutritionally balanced lunch. **We are unable to refrigerate or heat children's lunches.** Please put a freezer pack in the lunch to keep items cold. Bite-Sized items are mandatory for children in the 1 and 2-year-old classes. Below are some ideas for lunch items to include in your child's lunch.

Milk Group: milk, cheese

Fruits and Vegetables: cut grapes, carrot chips, frozen peas, -anything cut into safe pieces.

Protein Group: deli meats, hard-boiled eggs cut up, tofu, sunflower seeds (shelled)

Grains: wheat bread, crackers, tortilla, rice, pasta

Please save candy, soda, and other non-nutritional foods for after school.

MRP students eat lunch in the classrooms with their teachers. As we research best developmental practices, it has become apparent that children do best in a small group with adult role-modeling for the children social skills, self-help skills, language, manners, etc.

Children in the 1 and 2-year-old classes will be given dry cereal as a morning snack to practice fine motor skills and self-feeding.

Children in the 3's class and the 4's class should bring a small, healthy snack with them each school day.

Food Allergies

MRP may enroll children with severe food allergies. Many times, these allergies are life-threatening. Your child may be placed in a room where there are restrictions on what can be brought for lunch. Parents will be notified of any food restrictions in your child's classroom. We will help provide you with alternative ideas to the best of our abilities. All staff have been trained to handle allergic reactions from minor to severe.

Medications

If your child requires medicine during the school day, the parent will need to complete and sign a Medication Authorization Form. All medications (over the counter or prescription) must be in the original container with the child's name on it. All medicine will be locked in the office. Please list daily or "as-needed" medications on the Emergency Medical Authorization Form.

Rest Period

Children in the 1-year-old class will rest each day in a pack-and-play. Children in the 2-year-old class will rest each day and will need a nap mat. Children in the 3-year-old class will have a quiet/rest period during the day; a nap mat is optional, but a small blanket or beach towel is needed for creating a quiet personal space. There is no regularly scheduled rest time for the 4-year-old class.

Discipline and Guidance

At MRP, we consider misbehavior as a learning opportunity for your child. However, if a child is disruptive and strategies such as teacher redirection, replacement behaviors, changing the environment, logical consequences, or "time-out" does not change the behavior, a parent conference will be held. The parents, Director and teacher will devise a plan to be implemented at school. We define "time-out" as time away from the group, in a chair in the classroom. If the behavior is dangerous to other children, the child may be removed from our program after all other options are exhausted. Under no circumstances will corporal punishment be used at school.

Social Media

Please be mindful of the privacy of other families before posting pictures of other MRP children on social media venues such as Facebook or Instagram. We ask that you have permission from the child's parent before you post items on social media. **MRP is not responsible for parents posting pictures.** Should a parent post a picture of your child before you have given permission, we ask that you contact that parent to remove the picture.

Supervision

Children will be supervised at all times, adjusting appropriately for different ages and abilities of children. This includes responsibility for the ongoing activity of each child, appropriate visual and auditory awareness, physical proximity, knowledge of activity requirements, and each child's needs. The teacher will intervene when necessary to ensure the children's safety. At no time will children be in a classroom or play area without adult supervision.

Parents are responsible for their child until they have signed in and turned them over to a MRP staff. Please keep your child(ren) under your care at all times outside the classroom. McDermott Road Preschool is not responsible for children left unattended by the parent to play in the indoor playground before or after school. MRP is not responsible for children left in the building before 8:55 a.m.

Field Trips/Special Visitors

Occasionally, MRP will schedule in-house field trips during the school year. These may include but are not limited to visits from the Fire Department, Librarians/Storytellers, Mechanics, Animal Experts and Science Programs. You will be notified of any outside visitors prior to the event date.

Parent Participation

Parents may visit MRP any time during the hours of operation to observe their child for a brief period. Parents are encouraged not to linger too long at drop-off times so that the children can engage in class activities. Parents may participate in MRP's operation and activities by prior arrangement. Any parent visiting the program outside of arrival and dismissal times will be required to sign in at the MRP Office for safety reasons. Any parent spending time directly with children will be required to go through a background check.

Parents are encouraged to volunteer to help with special events and class activities. There will be opportunities throughout the school year for parents to help teachers with some of their classroom preparations. Check the monthly newsletter or ask your child's teacher for more information about those opportunities.

Communication

MRP will provide a "take home folder" to serve as a means of communication between the teacher/school and the parent. The teacher will provide a daily report to the child's parent to know how their child spent the day. Important notes about preschool activities will also be sent home in the folder. Please check your child's folder after every school day.

Parents will receive a monthly newsletter from the MRP Office. This newsletter will contain information regarding upcoming activities and opportunities available to all families for the following month.

Accidents

In case of accident/injury we will make an immediate effort to contact the parent. On the clipboard, outside the classroom, you should leave a phone number where we can reach you each day. If we cannot reach you, we will call your emergency contact or the child's physician. If necessary, we will call 911. It is important that you keep phone numbers up-to-date and **your cell phone should be on and available at all times.** An Incident/Illness Report form will be filled out on injuries that require medical attention by a healthcare professional. Parents will be notified of less serious injuries in an "ouch report" form sent home at the end of the day. Less serious injuries include, but are not limited to minor cuts, scratches and bites requiring first-aid treatment by employees that are observed or reported by the children.

Children with Special Needs

As a Christian Preschool we are committed to serving as many children as we can regardless of their current developmental needs. If we are asked to provide services to a child with special needs and we are able to do so and maintain the quality of services that all the children in a classroom receive, we will do so. If we have any concerns regarding any enrolled child's development, we will provide you with resources and request that you bring your child to your doctor and possibly your home school district campus for assessment.

Toilet Training

In our 1 and 2-year-old classes, teachers and assistants are equipped to change diapers and to help toilet train your child. When your child is ready to begin toilet training, please be sure to discuss this with your child's teacher. They are willing to help make this time successful rather than stressful.

By the time your child is enrolled in the 3 year old program, they must be fully trained. We realize that accidents may occur. We ask that a seasonally-appropriate change of clothes be provided in your child's bag every day.

Birthday Invitations/Holiday Celebrations

We try to make birthdays very special for your child. Please talk to your child's teacher about bringing a special treat. Birthdays are usually celebrated during snack time. You may hand out party invitations at MRP only if they include all the boys or girls in the class or the entire class. Please use the mail system if only a few students are going to be invited.

Classroom parties are held during the year around the various holidays. Please see your child's teacher or room parent to sign up for favors or snacks for a special holiday.

Weather Cancellation Policy

If PISD (Plano Independent School District) closes due to inclement weather, MRP will also be closed. If PISD opens an hour late, MRP will open at 10:00. If PISD delays 2 hours, MRP will be closed. For the 2025-2026 school year, our bad weather make up day is scheduled for April 17, 2026. This means that if MRP closes due to bad weather, we will make up the inclement weather day on April 17. Unfortunately, due to staffing and building use conflicts, we are not able to make up more than one inclement weather day for regular preschool. If your child is enrolled in our Fun Friday program and we must close do to an inclement weather day, the make up day will be April 3, 2026. If it is necessary to dismiss early because of inclement weather, or other reasons, the remainder of that day will not be made up. If we are forced to dismiss early for any reason, parents will be notified via email and through the SeeSaw app. No refunds will be given if MRP is closed due to unavoidable circumstances such as bad weather or any other circumstances beyond the control of the preschool.

Emergency Procedures

In an emergency, MRP's first responsibility is the safety of the children. They will be moved to a designated safe area where staff members will supervise them until parents can be notified. **Please keep your cell phones on at all times in case of emergency.**

To ensure that MRP is a safe place for all children, we have adopted the following policies and procedures:

1. Staff members are responsible for the children enrolled in their care at all times.
2. The clipboard with the class list **that you sign every morning** will be taken by a staff member when evacuating the children. It is very important that you sign your child in and list a number where you can be reached during the day when signing in.
3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. MRP will conduct regular fire/severe weather drills twice a year. Each drill is documented in the MRP office.
5. In the case of emergency evacuations due to a chemical spill, fumes, gas leak, fire, etc., McDermott Road Preschool will follow the directions of the Plano Fire and/or Police Departments in the evacuation of the children from the area. Parents will then be contacted.
6. A copy of all children's registration forms with emergency contact numbers and a class list are kept in the MRP office in a special portable file. Parents will be notified as soon as possible once all children are evacuated and safe.
7. In the event of an assault on the church building or school properties around the building, the MRP staff will instigate lock-down procedures until it is safe to remove the children from the building.
8. It is the responsibility of MRP's Director or a ministerial staff representative to talk to the press and to give any public statements.

McDermott Road Preschool Emergency Preparedness Plan

In Case of Emergency

1. All Care Givers assigned to each age group will walk the children to their zone area outside of the main church building.
2. If deemed safe, all children will be walked to the basketball court. You will meet them there where you will show your identification and sign your child out. Your child will then be brought to you. Teachers will carry their classroom sign-in sheets with them whenever they leave their classrooms.
3. If further shelter is needed because of gas leak, electrical problems, etc. all children will be walked to a safe location outside of the building. If that location on our property is not far enough away, the children will be taken to the Plano Fire Department Station 10, to the east of the building.
4. Once children and staff arrive at designated spot or alternative location, teachers will check off names on sign-in sheet to assure children have arrived at new location.
5. All teachers will stay with the children. Each teacher will use their sign-in sheet to call parents. The Office Staff will be available for communication and additional hands as needed.
6. The Director will be responsible for bringing the Emergency Information Binder from office to emergency location.

Parent Events / Opportunities

Meet the Teacher: "Meet the Teacher" will be held before school begins for the children and parents to visit the classroom and meet the teachers and assistants. You may be asked to turn in or complete a questionnaire regarding your family and child as your child's teacher gets to know you better.

Room Parents: A parent from each classroom may volunteer to help the teacher coordinate all the holiday celebrations in the classroom. They may also contact all of the class parents for any special events.

Parent Social Volunteer Hours: This is an informal time from 9:00-10:00 a.m. four times a year for parents to come and visit over a light snack. Our teachers also utilize this time to get your help in preparing class materials for the weeks ahead. Please come and enjoy this social opportunity.

Parent Conferences: We strive for great parent-teacher relationships. Individual parent conferences are scheduled as needed or as requested. You may request a conference with any teacher at any time. Please avoid discussing children in classrooms or hallways where children are present and can overhear.

Christmas Program: The children will perform songs for parents, family members and friends in the church auditorium. Cookies are donated from parents for this event.

Spring Open House: This is an opportunity for parents to visit the classrooms and see student work.

End of the Year and Graduation Programs: Each class will perform followed by a graduation ceremony honoring the 4 year old classes. Family and friends are invited to this morning entertainment in May. A slide show is also shown highlighting the year at MRP. At the conclusion of the program, the graduates and their families are invited to attend a celebration in their honor in the Fellowship Hall. All other classes will enjoy a pizza party in their classrooms.

McDermott Road Preschool Contact Information

If you have questions or concerns related directly to your child, please address them with your child's teacher. If you have questions about the program as a whole, we strongly encourage you to bring them to the Director. You are welcome to visit the MRP office any time throughout the school day.

MRP Office hours:
School Days 8:00 a.m.-2:30 p.m.

214-387-0068

Fax: 972-712-5267
mcdermottroadpreschool@gmail.com

We are mandatory reporters of child abuse. If we see **any** reason for concern regarding a child's safety in the building or outside of it, we are liable by law to make a report to the child abuse hotline. (800) 252-5400

If you have any questions or concerns about any aspect of the McDermott Road Preschool program, please let us know as soon as possible so that we can address those issues. We cannot fix it if we do not know about it. ☺

Thank you for the honor of sharing your treasured child with us!

2025-2026 McDermott Road Preschool Registration Agreement

This form is for reference only. A signed copy will be kept in your child's student file.

- **My child will be dropped off at 9 am and picked up at 1:45 pm on the days they are registered to attend. I will pay any late fees that I may accumulate for picking up my child after 2:00.**
- I will inform MRP if I must withdraw my child and provide 2 weeks' notice and be current on all fees.
- **I will keep my cell phone on and with me while my child is at MRP in case of an emergency.**
- I will provide MRP with all the forms and information required and keep that information up-to-date with addresses and phone numbers.
- **I understand that if the Plano Independent School District closes due to bad weather, MRP will also be closed.**
- I will dress my child appropriately for the Texas weather recognizing it is MRP's goal to go outside whenever feasible (temperature above 40 and below 90 at the assigned large motor time).
- **I understand that my child will be signed in/out every morning and afternoon by the classroom teacher. She will ask for my phone number for emergency purposes.**
- My child will wear closed toed shoes.
- **I will review my child's folder daily and read the MRP newsletter monthly for information about what is happening at MRP. I understand MRP information is primarily sent by e-mail, but paper notes are also often added to take home folders.**
- My child's personal possessions will be labeled with their name so they are easily identifiable.
- **I will provide a bag or backpack large enough to hold a folder, lunch box, and extra change of clothes. Extra changes of clothes will not be provided by MRP. These need to be provided and in the backpack at all times.**
- I will send my child a lunch and beverage every day with items from the four food groups to insure proper nutrition. I will cut all foods such as grapes, meats, veggies, etc. into bite-sized pieces for all children under 3 years old.
- **I understand that MRP staff use guidance for behavior issues and at no time will any corporal punishment be used by MRP staff or me on MRP premises.**
- I am aware that children are supervised at all times while under the care of MRP staff.
- **I agree to keep my child home if they are ill. I will pick my child up in a timely manner if I receive a call from MRP that my child has become ill. I agree to self-screen my child and members of my family each morning for symptoms of COVID-19 or any other communicable diseases. If symptoms of COVID-19 or other viruses are present, my child will not be able to stay at school.**
- MRP will provide me with written and/or verbal notice if my child has been injured while at school. If I notice an injury I will ask MRP about it but recognize that sometimes injuries happen that children do not tell us about. We promise to ask you about any injuries we have noticed that we have not been told about as well.
- **I understand that tuition is due on or before the first Monday of the month. On the 10th of the month, a \$25 late fee will be charged to my account. Tuition is expected to be paid at that time even if your child will be absent due to illness/vacation.**
- I understand that if I have any questions or concerns regarding the MRP program it is my responsibility to bring my questions and concerns to the MRP Director.
- **I understand that MRP reserves the right to close at any time or alter our protocols if concerns arise about COVID-19 or other viruses. The safety of your child and MRP staff members is our main priority. This decision will be made by the leadership of the church of Christ on McDermott Road. Masks will be optional for children and staff members.**

