

# **Welcome!**

Dear Parents,

Welcome to St. John Lutheran Preschool and Kindergarten. We are excited to have you and your child in our program this year!! We strive to provide the loving care and guidance that your child needs as he/she grows and develops spiritually, emotionally, and academically. We are here for your child!

As parents, you play a vital role in the success of your child at school. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between parents and staff will contribute to a successful experience for your child. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. *“Train up a child in the way he should go, and when he is old, he will not depart from it.”* (Proverbs22:6).

Every school year brings challenges and hurdles as we strive to keep every child and staff member healthy and safe. Policies and procedures can change daily as we comply with all state regulations and mandates. You will be notified of all changes through email, “Remind”, and in writing sent home in your child’s communication folder. Communication is key, and we want you to be informed as we work together for a safe, healthy, and fun year.

Sharon Johnson  
Preschool & Kindergarten Director

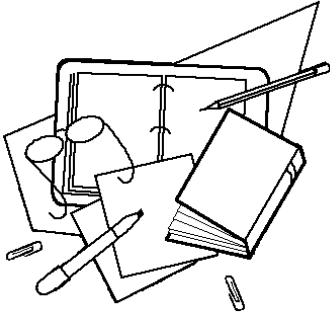
## **Purpose**

St. John Lutheran Preschool and Kindergarten (SJPS&K) is a ministry to young children and their families in our church and community. As members of the Family of God, we share our faith and joy in Christ by nurturing the spiritual, physical, social, emotional, language and cognitive development of each unique child of God in a safe, healthy, and loving environment.

The value of early education is now recognized as one of the most important parts of the child’s educational life, if not the most important. It is in these early years that good attitudes are formed, beginnings of skills developed, concepts built basic to all fields of knowledge, and love of learning instilled. Good early childhood experiences will surely help children now and develop strength and stability for the future.

SJPS&K provides an educational program of the highest quality in tune with the child’s age and their developmental needs. By using the Christian-based curriculum “Wee

Learn", we are promoting hands-on experiences that are meaningful to the young child.



Our goal is to give each child an opportunity to grow as God intends, he should grow at his own pace with a concept of God and the whole world around them.

We are always open to your suggestions, involvement, evaluations, and constructive opinions regarding policies, curriculum, and better communication.

## **Policies, Goals, Regulations & Requirements**

SJPS&K functions by monthly tuition of the children enrolled. In order that the program can operate more effectively and efficiently, the following policies and goals were set by the Director, Staff and the Board of Directors of St. John Lutheran Church.

### **General Program**

The operating hours for St. John Preschool and Kindergarten are from 9:00A-2:00P daily with "XTRA" hours from 7:00A-9:00A and 2:00P- 4:30P.

### **Standards**

Our program has been granted a license to operate by the City of Mansfield and the State of Texas and is inspected regularly by the Tarrant County Health Department, the Mansfield Fire Department, and the Texas Child Care Licensing.

St. John Lutheran Preschool and Kindergarten admits students of any race, religion, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national or ethnic origin.

"See what love the Father has given us,



that we should be called children of God."

1 John 3:1

## Supply List

Each child will need to bring the following items by the first day of school. The supplies will be left at school to be used **ONLY** by the child (to the best of our ability). The school will replenish supplies as needed.

- Pencil box-all classes
- 8 count box of LARGE Crayola Crayons-18m & 2's classes only
- 24 count box of REGULAR Crayola Crayons-3's, 4's, Kindergarten classes only
- 10 count box of Classic, Washable, Crayola Markers-all classes
- 6 glue sticks-all classes
- 1 pair of age-appropriate scissors-all classes
- 1 box of Washable Watercolor Paints with small paint brush-all classes
- 1 bottle of Elmer's Glue-all classes

### Kindergarten Supplies

- All supplies listed above
- 12 #2 Pencils
- 2 Composition Journals or Spirals

**PLEASE label all supplies with child's name.**

## Items Needed for School Each Day

Tote Bag (given at Meet the Teacher or First Day of School)

Small Sleep Mat inside an XL Ziploc plastic bag (first bag provided by school)

**Kindergarten will NOT need a sleep mat.**

2-3 changes of clothes stored in Ziploc bags-will be kept at school

Refillable and/or Reusable Water Bottle (with child's name)

A Healthy Lunch

Disposable Diapers & Wipes (**18months & Twos classes**)

Child's Communication Folder (provided the first day of school and will be kept inside the child's Tote Bag)

**(Please be sure to mark your child's belongings with their name - this includes mat, pillows, blankets, stuffed animals, change of clothes, & lunch box)**

## Enrollment Information

The following forms are required for admission:

	Purpose
Checklist	For our records
Enrollment Record - Front & Back (blue)	General information and important names and phone numbers of people we can contact in case we cannot reach you. Licensing requires two names and numbers, even if they are located out of town. Photo/Video Release, Directory Information and Handbook Acknowledgement.
Automatic Payment/Withdrawal Form (gold)	Monthly tuition payments are paid through our automatic payment system using credit card/debit card, or bank account withdrawals. Full year (due 8/2) payment plans can be paid with cash, check, or credit/debit card and receive a discount. <b><u>The first automatic payment will be processed within the first 15 days of August or the first week of school for children beginning after school starts.</u></b>
Emergency Authorization (beige)	Serves as an authorization for emergency medical care if your child needs immediate medical care and we cannot reach you.
Medical Form (white) <b>**<u>MUST be renewed EACH year!</u></b>	Required by the state to maintain our license. <b>We must have a signed release from your child's doctor stating that your child is in good health and is able to participate in our program prior to the first day of school.</b> This form must be dated within 12 months of the first day of school for the 2021/2022 school year. Licensing requires all children 4 years old by September 1 to be screened for vision and hearing. This part of the form may be completed by your doctor or clinic by November 1 or you may choose to have your child screened at the Preschool at your expense (around \$ 20.00 for both).
Emergency Food/Allergy Plan (orange)	Required by the state to maintain our license. We must have a signed food/allergy plan from your child's doctor for any allergy diagnosed by a physician. This plan must include what our staff should look for in case of a reaction and an action plan for our staff to follow.
Immunization Record (copy from your doctor or clinic)	Please compare your child's record with the state requirement. <b><u>NO CHILD WILL BE PERMITTED TO BEGIN SCHOOL WITHOUT UPDATED IMMUNIZATIONS ON FILE.</u></b>
Teacher's Information Sheet (yellow)	Personal information about your child that will better enable the teacher to relate to your child and meet his or her needs. The teacher keeps this sheet in the classroom.
Volunteer Form (purple)	Helps us to identify areas of interest for parents.

## Curriculum

Our classes offer age-appropriate, hands-on activities which promote developmental skills. At the preschool level, we stress pre-reading and pre-writing activities. These are necessary in helping young children to develop the basic skills necessary to read and write. Since young children learn best when they are actively involved in their own learning, our curriculum offers experiences that eliminate the excessive use of worksheets.

### Curriculum Development:

Bible stories:	Daily stories in chapel & in class.
Learning Centers:	Home living center, dolls, dress-up, puppets, block building, transportation toys, science, fine motor manipulatives and outdoor play.
Creative art:	Painting, coloring, pasting, cutting, and modeling with playdough.
Health & Safety:	Basic health practices, safety, and nutrition.
Music:	Singing, action rhythm movement, music appreciation, rhythm band instruments and exercise.
Language Arts:	Stories, finger play, poetry, nursery rhymes. Pre-reading activities - sequencing events, reading to children, labeling objects in environment; Pre-writing activities - tracing, coloring, dictating stories.
Number Readiness:	Recognizing geometric shapes, sorting and comparison.
Science and Nature:	Nature study and seasonal experiences concerning God's world.
Physical Fitness:	Games in organized and supervised play both indoors and outdoors. If we are able to meet safely, we will have weekly Stretch N Grow classes for all ages. Stretch N Grow provides curriculum for specific outcomes through music and movement.
Chapel Services:	During Chapel we sing songs, say pledges to the Christian and American Flags, pray and hear a Bible story. Chapel is at 10:30 a.m., Monday & Tuesday for Threes through Kindergarten. Twos will experience special curriculum taught by the teachers in the classroom—THE BLESSING PLACE until Easter and then they will join Chapel through the end of the year. 18 months will also use THE BLESSING PLACE taught by their teachers in the classroom the entire year.
Rest Time:	Licensing requires that all children in the program except kindergarten observe a rest period in the afternoon. A small stuffed animal (12" or smaller), pillow or blanket will often facilitate nap time for the child. These must fit in the child's bag

and be taken home each day. Please provide a comfortable child-sized mat that is waterproof or washable for your child to use at nap time. Mats will be sent home daily to be cleaned and sanitized. We ask that all mats be brought to and from school in a bag of some type (kitchen garbage bag or extra-large storage baggie). This will help cut down on the spread of germs. We will provide the first bag, if something happens to that bag it will be the responsibility of the parent to provide a new bag. **Please mark ALL bedding with your child's name!**

- Enrichment: Throughout the school year, St. John schedules community helpers and other special guest to visit our preschool. Our Enrichment Coordinator schedules these events and guests to enrich our curriculum if there are no restrictions due to pandemics or any other concern for the safety of the children and staff.
- Outdoor Play: The children at SJPS&K play outside every day, weather permitting. Dress your child appropriately to enjoy God's beautiful world! This is required by the state of Texas.
- Discipline: The staff of SJPS&K is committed to providing a positive learning environment and will use discipline procedures set by the program policy to achieve this goal.
- Constant supervision, proper room arrangement, and curriculum planning contribute to a positive system of classroom management. Praise and encouragement for correct behavior and clear positive directions from the teacher set the tone for a well-managed learning environment. When corrective action is required, we use re-direction of the child using positive statements first; removal from the activity second; separation from the group third; and intervention from the Director, fourth.
- Child Dismissal: The program reserves the right to dismiss any child if, after entering, he/she is unable to participate in group experiences, is not potty trained, including papering (ages 3 & up), or if fees have not been paid. Parents will be notified in writing and verbally in a conference with the teacher and the director.
- Kindergarten: The Kindergarten Class will follow all TEKS set by the TEA. They will use Wonders and Reading A to Z for ELA and Go Math curriculums! STEM, Science, and Social Studies will be learned through various books and hands-on experiments which will also follow the TEKS guidelines. They will attend Phonics class each week and music and Stretch N Grow daily.

## Attendance & Fees

Attendance, health, and identification records are kept for each child. All information and forms are required in writing prior to enrollment.

### Tuition for 2021-2022

You may choose from one of the following plans for tuition payments:

10% tuition discount for siblings

Days Registered	Registration Fee Non-refundable	Monthly Tuition	Yearly Tuition
<b>2 Days-TTh</b> Available for all ages	<b>\$225</b> one-time payment due when registering	<b>\$231</b> due monthly on 1 <sup>st</sup> of month from August to April	<b>\$2079</b> \$1979 if pd in full by 8/2/21
<b>3 Days-MWF</b> Available for all ages	<b>\$225</b> one-time payment due when registering	<b>\$300</b> due monthly on 1 <sup>st</sup> of month from August to April	<b>\$2700</b> \$2600 if pd in full by 8/2/21
<b>4 days-M-Th</b> Available for PK classes only	<b>\$265</b> one-time payment due when registering	<b>\$428</b> due monthly on 1 <sup>st</sup> of month from August to April	<b>\$3852</b> \$3752 if pd in full by 8/2/21
<b>5 Days-M-F</b> Available for all ages	<b>\$265</b> one-time payment due when registering	<b>\$460</b> due monthly on 1 <sup>st</sup> of month from August to April	<b>\$4140</b> \$4040 if pd in full by 8/2/21
<b>Kindergarten</b> Children must be 5 on or before 9/1/2021	<b>\$300</b> one-time payment due when registering	<b>\$475</b> due monthly on 1 <sup>st</sup> of month from August to April	<b>\$4275</b> \$4061 if pd in full by 8/2/21

**\*\*Monthly payment plans are paid through automatic payments using credit card, debit card, or bank withdrawals August through April. Tuition is based on the number of class days scheduled and divided over 9 months to make 9 equal payments.**

**\*\*XTRA care will be paid through automatic payments September through May.**

**\*\*Year payments may be paid with cash, check, or credit.**

**\*\*10% discount for siblings**

### XTRA Fees for 2021-2022

Registration Fee (non-refundable) - \$50 per child, \$75 max per family  
(one-time fee due the first month you enroll)

Days Registered	Morning Care 7:00-9:00	Morning Care 8:00-9:00	Afternoon Care 2:00-3:00	Afternoon Care 2:00-4:30
2 Day	\$91	\$46	\$46	\$114
3 Day	\$136	\$68	\$68	\$170
4 Day	\$181	\$91	\$91	\$227
5 Day	\$227	\$114	\$114	\$283

## School Calendar and Important Dates

St. John Lutheran Preschool and Kindergarten will follow the holiday calendar of the Mansfield Independent School District (MISD) as far as ½ days, early releases, days off, Christmas vacation and Spring Break, and any other holiday. **The exceptions are Thursday, January 20, 2022 and Friday, January 21, 2022—no school—statewide Lutheran Early Childhood Educators Conference, AND Monday, April 18, 2022, the day after Easter.**

### August/September, 2021

- 8/24-Kindergarten Parent Meeting & Meet the Teacher, Time-TBA
- 8/25-All MWF & M-Th Meet the Teacher, Time-TBA
- 8/26-All TTH & M-F Meet the Teacher, Time-TBA
- 8/30-First Day of School!!!!
- 3-Labor Day Holiday (No School)
- 6-Labor Day Holiday (No School)
- 24-MISD Holiday (No School)
- 27 & 28-Fall Pictures

### October, 2021

- 8-Columbus Day/MISD Holiday (No School)
- 11-Columbus Day/MISD Holiday (No School)
- 28 & 29-Pumpkin Days, more information to come

### November, 2021

- 1-5-PK & K Parent Conference Week
- 22-26-Thanksgiving Holiday (No School)

### December, 2021

- 2-18m, Twos and Threes Christmas Programs-9:30A
- 2-PK (Fours) and Kindergarten Christmas Program-7:00P
- 16-Happy Birthday Jesus Parties for TTH & M-Th children
- 17-Happy Birthday Jesus Parties for MWF & M-F children
- 17-School ends at 2:00P-**NO AFTERNOON XTRA CARE**
- 20-January 4, 2021-Christmas Holidays (No School)

### January, 2022

- 5-Classes resume (Wednesday)
- 17-Martin Luther King/MISD Holiday (No School)
- 20 & 21-ECE Conference (No School)

### February, 2022

- 18 & 21-President's Day/MISD Holiday (No School)
- 24 & 25-Pajama Days!
- 28-March 5-Dr. Seuss Week

### March, 2022

- 14-18-Spring Break (No School)
- 30 & 31-Spring Pictures

### April, 2022

- 15 & 18-Easter Holidays-No School
- 20 & 21-Family Appreciation Days! Free Pizza lunch for enrolled children!
- 24-Preschool Sunday
- 28-18m, Twos and Threes Spring Program/Silent Auction-9:30A
- 28- PK (Fours) and Kindergarten Spring Program/Silent Auction-7:00P

### May, 2022

- 2-6-Teacher Appreciation Week
- 11-PK Graduation, More info & time-TBA
- 12-PK and Kindergarten Graduation, More info & time-TBA
- 13-Last Day of School-**NO AFTERNOON XTRA CARE**

\*\*We do not make up bad weather days.

\*\*We will follow MISD in school closures no matter the reason



## Arrival

If allowed by licensing, children will be dropped off in the building by a parent/guardian. The parent/guardian and child will walk to the classroom. Children must always be left in the presence of a staff member. We ask that all adults stay in the hallway to help with physical distancing. Classroom doors open at 8:55A. We encourage you to bring your child to preschool as close to 9:00A as possible. Children who arrive later in the day miss some of the planned activities. "XTRA" arrival must be in accordance with your contract.

Children attending morning XTRA care will drop off at the main preschool entrance and will be checked in using the QR code on the sign located at the door.

At times, a prolonged good-bye only makes separation harder for the child. As a rule, the child settles down and becomes interested in an activity or play before Mom or Dad is out of the parking lot. Please don't be offended if we suggest that you leave; we are thinking about you as well as your child. Children and staff will wash hands when they enter the classroom, and anytime they return to their classroom.

See the "Checking In & Out" section for information if we are required to drop off and pick up outside of the building.

## Bad Weather

If there is a question of school being in session because of "Bad Weather", please listen to the TV stations (Channel 4, 5, 8, 11) for this information. If Mansfield I.S.D. has closed, we are closed also. If MISD schedules a late opening, we are closed. If they close the Elementary schools during the middle of the day due to weather, we will call all parents to pick up their child(ren) immediately. If severe weather arrives while we are in school, we will take all the necessary precautions and possibly call the parents to pick up the children.

**SJPS&K will NOT make up bad weather days nor will a refund be given for any days missed due to bad weather.** SJPS&K has two, three, four, and five-day options for classes. Therefore, no one designated make-up day would be effective. Furthermore, our preschool does not fall under any state regulation concerning "number of school days required."

Emergency drills are scheduled and practiced regularly so the children will be ready and not as frightened if an emergency arises. Fire drills are scheduled monthly. Severe weather drills are held every three months and more often if deemed necessary.

## Birthdays & Holidays

We follow the MISD calendar for all holidays and days off with a few exceptions. We begin school after MISD, we end school prior to MISD, we are closed 2 days in January to attend an Early Childhood Conference to help our staff meet the state licensing requirements of 24 hours of continuing education each year, and we are closed the Monday after Easter.



Parents are encouraged to make birthdays and holidays special events for their children. Special days have been set aside for holiday celebrations and parents are urged to volunteer to provide special items on these occasions.

If you wish to share your child's birthday with his/her class, we welcome you to do so by providing a special treat for snack time or end of day **ONLY**. Special birthday lunches or "parties" will **NOT** be allowed. "Mini" cupcakes, do-nut holes, or miniature cookies are a good choice and easy for the children to handle and do not make such a mess in the classroom area and on clothing. We do not recommend large "regular sized" cupcakes, chocolate cake, chocolate cupcakes, candy, or nuts. In order that each child receives a treat, let your teacher know what you are planning, and she will tell you how many children are in the class and if there are any allergies in the classroom. Please feel free to talk to the office if you have any questions. Parents wanting to participate in the celebration will need to check with the office first. Depending on the health concerns, we may have to deny this request.

### **Biting**

When a child bites, a note will be sent home to the parents of the child who bit, as well as the child who was bitten. The child who bit will remain anonymous for privacy purposes. Copies will be put in each child's permanent file.

If a child continues to bite, despite the teacher's and the parent's efforts to stop the biting, the child may be dropped from our enrollment at the discretion of the director. What constitutes continual or chronic biting is up to the discretion of the director and will be handled on a case-by-case basis. Age, severity of bites, temperament, cooperation of parents and teacher opinion will all figure into the decision.

Readmission will be considered after a period of four weeks, based on a case-by-case basis and if there is an available spot in the class. Possibility of readmission will depend on all the factors listed in the preceding paragraph.

When a child bites, he/she will be sent home for the day if:

- \*the child bites twice or more, unprovoked
- \*the child bites on the face
- \*the bite breaks the skin
- \*the child bites a staff member

### **Breastfeeding**

Any mother who needs to breast feed may do so in our church nursery located in the church building. In addition, parents do have the right to breastfeed or provide breast milk for their child while in our care.

### **Checking In & Out**

If we are allowed by licensing to drop off in the building, please stop by the check in counter, scan the QR code with your phone, and log your child in using your private passcode (Passcodes will be established prior to the first day of school or when registering once school has begun). After logging in, you may then take your child to the appropriate classroom.

Pick-up each day will be at your child's designated outside door. We will have a sign with the QR code for you to scan with your phone. You will then enter your private passcode.

Each child must be “Checked In” and “Checked Out” each attending day. We need this for our records on attendance, finances, and security measures. This is required by the state of Texas. All children are required to be checked in/out every day they attend school. This is a mandatory requirement for Child Care Licensing and must be completed to stay in compliance. Checking your child in/out every day they attend is the responsibility of the parent/guardian that brings or picks up the child. SJPS&K uses an electronic system to meet these requirements. Thank you for helping us stay in compliance with the state of Texas.

It is the responsibility of the parent/guardian to notify the preschool office of all authorized persons allowed to pick up the child so the child’s account can be updated. **Every authorized person dropping off or picking up MUST have their own check in/out passcode. Please do not share your passcodes.**

**If we are mandated to move drop-off and pick-up outside, we will follow the pick-up procedures found under the “Departure” section of this handbook.**

### **Child Abuse Policy**

Child abuse and neglect in the U.S. represents a state of emergency. More than four children a day die from maltreatment. All abuse and neglect that is observed will be reported to the Texas Department of Family and Protective Services (TxDFPS) or to the Child Abuse Hotline 1-800-252-5400. This number is answered 24 hours a day. This includes physical, emotional, and sexual abuse, and neglect. St. John Preschool reserves the right to protect any child whose parents or guardians have abused drugs or alcohol and are unfit to transport and/or care for their child effectively. If, in this instance, parents or guardians refuse to comply, Mansfield police will be called immediately to handle the situation.

### **Class Placement**

Class Placement is determined by the child’s age and the days the child will attend. An attempt is made to balance each class by gender. Class placement is at the discretion of the Director.

### **Clothing**

Please provide 2-3 complete changes of clothing, including underwear and socks, in a bag to keep at school. We will ask you to periodically change out the clothes for sizing and season. Each item should be **marked clearly with your child’s name**. Accidents do happen!

If the child is in diapers, please provide disposable diapers adequate for the day’s needs. Children partially trained must be in disposable diapers or pull-ups with Velcro on the sides. Sending adequate clothing and diapers is especially important in the 18 month and Twos classes. We cannot be responsible for keeping your child in dry clothing and diapers unless they are provided by the parents.

#### **Clothing for the child should be:**

- Loose enough to provide comfort and freedom of movement.
- Large enough to pull on easily (especially outerwear)

- Suitable to the weather for outdoor play (we go outside every day, weather permitting)
- Washable (our activities are hands on and include playing in paint, dirt, markers, shaving cream, and many other messy items!)
- Marked adequately with the child's name
- For girls - shorts worn under dresses (due to all the climbing they do on the playground)

Shoes: For the safety of your children tennis shoes or closed toe shoes and socks are the only choice for preschool. Sandals, flip flops, crocs, and backless shoes are not allowed. Cowboy boots are not permitted except for rodeo day.

**AGAIN, PLEASE put your child's name on everything!!**

### **Departure**

Children not attending afternoon XTRA care will be picked up at the end of each day at their designated pick-up door. 18m & 2's pick-up door is the glass doors closest to the water tower on the East side of the building. 3's pick-up door is the main preschool entrance. PK & Kindergarten pick-up doors will be the Sanctuary entrance at the West side of the building by the large water fountain. Siblings will be at the youngest sibling's door. Pick-up will begin at 1:45P. There you will find the standing sign with the QR code to sign your child/ren out. The parent/guardian will need their child's school issued pick-up sign before the children will be released to the person at the door. A picture of the school issued sign will be accepted at the door.

XTRA care children that are picked up at 3:00P will pick up at the playground, weather permitting. If it is raining, the temperature below 40 degrees including wind chill or above 95 degrees including heat index, children will be picked up at the preschool entrance. Parents/guardians will enter the preschool doors, sign their child/ren out using the QR code, and the child/re will be brought to the preschool entrance.

XTRA care children that are picked up between 3:00P-4:30P will be picked up at the preschool entrance. Parents/guardians will enter the preschool doors, sign their child/ren out using the QR code, and the child/re will be brought to the preschool entrance.

The staff cannot accept the responsibility of sending a child home with a stranger. **We are not allowed, by law, to give the child to anyone who is not listed in our records.**

If you find it necessary to have your child leave school before dismissal time, please notify the teacher to that effect in the morning. This will help us to ensure we have all his/her things ready to make the departure easier.

Late Pick-up Fee of \$10.00 will be charged to your account at 2:05 p.m., Monday through Friday, our clock. An additional \$1.00 will be charged for each minute thereafter. The same policy will apply to the "XTRA" hours at 3:05 pm or 4:35 pm. **Late fees will be added to the child's automatic withdrawal for the following month's payment.**

Withdrawing from the Program will require a 30-day written notification. Withdrawal notice given after March 1 will not excuse the April payment.

Failed Bank Drafts There is a **\$25.00** charge for failed bank drafts after the second auto draft attempt. The third failed bank draft will require future payments to be made in cash.

### **Emergency Preparedness Plan**

SJPS&K has adopted an emergency preparedness plan to ensure the safety of the children during all types of emergencies. Those emergencies include but are not limited to fire, tornado, health events, communicable disease outbreak, and human-caused events such as intruder with weapon, explosion, or chemical spill. Each classroom and the office have detailed Emergency Plan books explaining each plan in more detail. Fire drills are practiced every month and severe weather/tornado drills and lock downs are practiced every three (3) months.

### **Emergency Relocation Addresses**

If SJPS&K evacuates the building due to fire, flood, or any other emergency where we are unable to re-enter the building, the teachers, staff, and church personnel will relocate children to:

The Children's Spot  
1222 E. Debbie Lane  
Mansfield, TX 76063  
817-473-0441

If SJPS&K must evacuate the city due to any emergency, the teachers, staff, and church personnel will relocate children to:

St. Paul Lutheran Church  
1800 W. Freeway  
Ft. Worth, TX 76102  
817-332-2281

Once everyone is relocated safely, SJPS&K staff will notify parents immediately where they can pick up their children.

### **Food & Nutrition**

A refillable water bottle is required every day the child attends school. Please make sure the bottle is labeled with the child's name. The child will have access to their bottle throughout the day, especially during snack and lunch times.

Snack time will be at the discretion of the teacher/s. It will depend on the class schedule. The teacher/s will inform parents if there will be a daily snack at meet the teacher in August. If the class has a snack time, the snack is provided by the parent. We are not required to provide a "snack time" due to school starting at 9:00A and lunch time at 11:15A.

A snack will be provided for those children who attend our 7:00A XTRA care and/or stay for afternoon XTRA care.

A nutritious lunch is to be provided by the parents. Please make this as well-balanced as possible, prepared so that the child can handle his lunch easily. Often finger foods such

as cheese or meat, diced fruit, crackers, or cut chicken nuggets are eaten better by young children than sandwiches. Don't forget appropriate eating utensils (spoon, straws, etc.)

Please do not send carbonated drinks, red or purple drinks, Pizza Lunchables, or cupcakes in your child's lunch. If these items are included, we will assume it is a gift for the teacher!☺ Please pare and cut up apples and peel oranges before they are sent in your child's lunch. Please do not send candy in your child's lunch.

Be cautious of the foods you send for your child — hot dogs, large pieces of fruit, and nuts can be very dangerous as they are easily choked on.

We are unable to refrigerate or heat food. If you need items to stay cold, please place an ice pack in their lunch box. We suggest a thermos if food items need to be kept warm.

An Emergency Food/Allergy Plan is required by the state to maintain our license. We must have a signed food allergy plan from your child's doctor for any allergy diagnosed by a physician. This plan must include what our staff should look for in case of a reaction and an action plan for our staff to follow.

Special Lunches from local fast-food restaurants will be available to the children once a week. The children not interested in the special lunch may bring their own lunch as usual. Watch the monthly newsletters for the days and menus (carrots will be served to the 3's, 4's and kindergarten classes only). The special lunches are \$5.00. **Special lunches must be ordered in advance and prepaid by check or EXACT CHANGE by the due date listed on the Special Event Form. We will not be able to give change back if you do not have the correct amount. We are unable to accept orders the day of the special lunch. Please place your order form and payment in your child's communication folder each month.**

### Fundraisers

SJPS&K uses "fundraiser" monies to purchase special items that enhance our program. Funds are used to buy equipment and materials for our classrooms as well as updates to our facilities.

We will be utilizing the following to help earn extra dollars:

- Butter Braid sale during the Fall.
- School Pictures - we earn a percentage of the sales
- Silent Auction during Spring Programs

### Gang-Free Zone

SJPS&K and the area within 1000 feet of the facility is considered a gang-free zone. Under Texas Penal Code, any criminal offenses related to organized criminal activity are subject to increased penalty under state law.

## Health

It is the responsibility of the parent/guardian to monitor their child's health each day. Although we will not conduct health checks at the door each day, we will check temperatures of all children in class and again if they attend XTRA care. The children are checked by their teacher for fever, colds, sore throats, skin disorders, and discharging eyes or ears. Children showing signs of illness are isolated from the other children and we will contact the parent for immediate pickup. We will continue to be diligent about keeping all children and staff healthy.

**Children must stay home when they have any of the following symptoms and they must be free of fever or symptoms (without the use of medications including fever reducing medications) and all symptoms for 72 hours before returning:**

- signs of a fresh cold, sore throat, runny nose, cough, or frequent sneezing.
- Measured temperature greater than or equal to 99.5 degrees
- an upset stomach or diarrhea or has had symptoms of these in the last 24 hours.
- shortness of breath or difficulty breathing
- chills
- repeated shaking with chills
- muscle pain
- headache
- loss of taste or smell
- croup
- known close contact with a person who is lab confirmed to have COVID-19 or any variant of Covid-19

**Children must stay home when they have any of the following symptoms and they must be free of fever or symptoms (without the use of medications including fever reducing medications) and all symptoms for 48 hours before returning:**

- any symptom of the usual childhood diseases: Scarlet Fever, German measles, Mumps, Chicken Pox, Whooping Cough or Hand, Foot and Mouth Disease.
- any unexplained rash
- any skin infection: boils, ringworm, impetigo, lice
- pink eye and other eye infections such as conjunctivitis

We are aware of the crazy allergies in Texas. We will take each "allergy" on a case-by-case basis. Our number one priority is the health of your child and our staff. We thank you for your grace and understanding as we try to make the best decision for everyone regarding sending your child home. If the child has allergic conditions or reactions, please have your doctor note them on his/her medical form so that this can be taken into consideration in determining health conditions.

**Since we are unable to predict the future, we will continue with the following COVID-19 Policies from last year.**

- If a child/teacher was diagnosed with COVID-19 or any variant of COVID-19, SJPS will immediately call the Centers for Disease Control and Prevention (CDC) and the Tarrant County Health Department and must follow their protocols. The child/teacher may return to school when they specify. Each case may differ

depending on the circumstances. We will abide by all state requirements to stay in compliance.

- If a child has had known close contact to a person who is lab-confirmed to have COVID-19 or any variant of Covid-19 they may not return to school until the end of a 14-day self-quarantine period from the last date of exposure
- If a parent believes that they or the child has had close contact to someone with COVID-19 or any variant of Covid-19 but are not currently sick, they should monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19 or any variant of Covid-19.
- For families of multiple children enrolled, both children will be excluded from care if one of the children does not meet admittance criteria for health.
- If families know they have had exposure to someone with a lab-confirmed case of COVID-19 or any variant of Covid-19, someone experiencing symptoms of COVID-19 or any variant of Covid-19, or someone under investigation for COVID-19 or any variant of Covid-19, they should self-isolate and monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19 or any variant of Covid-19. The school should be contacted immediately.
- Currently, the County Health Department recommends waiting 5-7 days from date of exposure with a confirmed case of COVID-19 or any variant of Covid-19 before getting tested so there is less chance for a false negative result.

### **ACTION PLAN FOR CONFIRMED COVID-19 or any variant of COVID-19 CASES IN THE SCHOOL COMMUNITY**

•If a child, staff person, or anyone a child or staff person has come in close contact with has a confirmed case of COVID-19 or any variant of Covid-19, we will immediately close the class and notify parents of immediate closure first through our "Remind" alert system and then begin calling families until we have confirmed that all families have received the message.

•Following our licensing regulations, confirmed cases of children and staff members will be reported to childcare licensing and the health department.

•Staff and children who are identified as possible contacts with a person under investigation for COVID-19 or any variant of Covid-19 will be notified of possible exposure.

•If a staff member, child, or family member is under investigation or tests positive for COVID-19 or any variant of Covid-19, we ask that the staff person or family of the child cooperate with requests of the school and health department. Timeliness may impact the length of our closure

•All reopening of the school or classes after shutting down due to confirmed COVID-19 or any variant of Covid-19 cases will follow the guidance and recommendation of the County Health Department and Child Care Licensing.



**Only lifesaving medications will be given at school. The only exception to this policy is diaper rash cream.** If your child requires medication because it is listed on the child's Emergency Food/Allergy Plan that has been signed by the child's doctor, please bring it to the school office and a representative from the office or your child's teacher will administer it to your child. You will need to sign a release form in the office naming the medication and the time to be given. **Prescription medicines must be in the original container with the child's name on the label. All medication must be left in the school office in its original container; medication is not to be left in the child's belongings for any reason.**

All children must have up to date immunization records as set by the Texas Department of State Health services on file in the preschool office or a notarized exemption letter from the state of Texas prior to the first day of attendance. Because of our regional Texas Department of Health requirements, St. John Preschool children are not required to undergo Tuberculosis testing, although it is recognized as a part of our immunization records.

### **Medical Emergencies & Parental Notification**

In case of a medical emergency, we will call 911 first and then we will call the parent/s. We will make every effort to follow your directions regarding where to take your child for emergency care, however the paramedics will make the final decision if we are unable to reach you. It is very important that we be able to reach you during the school day in case of an emergency regarding your child on our facilities. Please be sure that your emergency notification form is up to date and that you sign in and out completely each day.

### **Parent Procedures**

Policies and procedures are updated annually to reflect changes in licensing requirements, tuition and fees, hours, etc. If a change must be made during the school year, each family will receive notice through email, and/or a form that will need to be read and signed for compliance.

Questions and concerns regarding policies and procedures should be brought to the Director. Any changes or exceptions will be decided in cooperation with the St. John Church Board of Directors.

Parents are welcome to visit the school at any time, without an appointment. Parents are also welcome and encouraged to volunteer and participate in our program and activities if there are no health concerns.

A copy of the Minimum Standard rules for Licensed Child-Care Centers is available in the school office for parent review at any time. The most recent Licensing Inspection report is also available for your review. If you have a concern or question that our office cannot answer to your satisfaction, you may contact one of the following:

Local Licensing Office:

Child Care Licensing  
1501 Circle Dr Suite 310  
Fort Worth, TX 76119  
1-800-582-8286  
817-321-8604

PRS Child Abuse Hotline: 1-800-252-5400  
PRS Website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

## **Personal Belongings**

Each child is provided with a SJPS&K tote bag that has been treated with FUZE, a safe, permanent solution to prevent and protect against infectious diseases, and a large plastic bag for nap mats at the start of school. Items to go in the tote bag---lunch, communication folder, and labeled, reusable water bottle. Items to go in the large Ziplock bag---tote bag, nap mat/blanket, and a small "lovie" under 12". The large Ziploc bag will need to zip close. Keep this in mind when selecting a nap mat, security toy, and/or blanket for rest time. If the plastic nap mat bag is torn or ripped during the year, it is the parent's responsibility to replace the bag.

## **Product Safety**

SJPS&K has reviewed and posted all bulletins and notices issued by the United States Consumer Product Safety Commission regarding unsafe children's products that have been reviewed. We will keep a check on any product notice and remove any such products from our preschool.

## **Sanitation**

The number one priority of SJPS&K is the health and safety of the children and our staff. Due to licensing regulations, we disinfect toys, tables, chairs, light switches, and doorknobs daily with a bleach water solution that is recommended by the health department and CDC. We also deep sanitize toys daily/weekly. Cleaning products are EPA registered and used carefully so they do not come in contact with children. All products are used according to directions on the label.

Other sanitation procedures we will follow:

- Each student will have their own supply box of common supplies such as crayons, markers, scissors, and glue to be used exclusively by each child. The box and supplies will be provided by the child and brought to school before the first day of attendance. Any replenishment supplies will be provided by the school.
- We will wash hands when we enter the building in the morning, before and after every meal, and anytime we return to the classroom.
- We will educate and reinforce practices of covering mouths when coughing or sneezing, using the inside of their elbows or a tissue. Used tissues will be thrown away immediately and hand sanitizer or hand washing will be done.
- Hand sanitizer will be available in each classroom and at our main entrance.
- Bathrooms are cleaned and disinfected 2 times a day, and nightly from our janitorial service.
- All classrooms and school areas have daily sanitization schedules. High contact items are cleaned and sanitized or disinfected frequently throughout the day.
- Other areas and equipment are cleaned a minimum of twice a day.
- Some classroom materials are rotated in and out of classrooms to assist with effective reasonable sanitization that does not interfere with classroom learning. Books and supplies are not used by any other group for at least 36 hours.

## Toilet Training

Children in **Threes, Fours, and Kindergarten classes must be toilet trained**. Our definition of toilet trained means the child is comfortable with all his/her toileting needs, including papering. We discourage the use of "Pull-ups" unless they have Velcro closures as they are messy and time consuming to change. If your child comes to school in a "Pull-up", please make sure they have Velcro closures for accidents. We understand this is a very stressful and emotional issue. If there is a problem, please speak with the Director or your child's teacher.

## Toys

Toys from home will not be allowed in the school. The only exception is the 1 (one) 12" or smaller "lovie" for rest time. The rest time "lovie" MUST stay in the large Ziploc bag until rest time and will be returned to the bag immediately after rest time.

## Tuition

Tuition is paid over nine (9) months, August-April (a month in advance). The amount is calculated by taking the full year owed and dividing it over nine (9) months for nine (9) equal payments. Tuition is due on the 1<sup>st</sup> or 15<sup>th</sup> of each month as you indicated on the automatic withdrawal authorization form. There will be an automatic \$25 fee if a payment fails to process.

Tuition will not be refunded due to school closures including but not limited to weather, illnesses, disasters, or pandemics. However, should we need to close for any reasons previously listed for more than half of a month, full tuition will be due for ½ of the first month closed. If we must close for longer than half of the month, we will issue a credit via Sandbox or check from our bank for the second half of the affected month. We will also stop any future automatic withdrawals until we can return to campus.

During the Spring of 2020 when we were forced to shut down, many families chose to donate a portion of their monthly tuition, or the full month's tuition to the school. This allowed us to pay teachers and provide supplies to families throughout the closures. Just as we did then, if we are unable to meet in-person for longer than 2 weeks the staff/teachers will begin sharing daily learning videos on our Preschool Facebook page and YouTube channel. We will set up a drive-thru supply pick-up for families to obtain supplies/learning materials to use at home. We will also email weekly ideas families can do at home with their children. If your family would like to donate your tuition, please let us know. Your donation helps cover the costs of distance learning.

Discounts are given to those families that pay the year/semester in full. However, the discount will be forfeited when refunds are issued if the child is unenrolled for any reason.

XTRA Care Tuition is calculated at the same amount all nine (9) months, and is paid August/September through May depending on the months being used. Tuition will not be discounted during shorter months or increased during months with more than 4 weeks. If a child begins school in the middle of a month, the tuition amount will be prorated. XTRA Care Tuition will be included with the automated withdrawal payment along with regular tuition.

## Videos

We discourage use of videos at school. Specific uses of videos will be for a special video day or educational purposes. When videos are shown during our "Night/Day" unit, only 30-minute, G-rated videos will be allowed.

## "XTRA" -before & after school care

"XTRA" care is a service we provide to parents of enrolled children who need before and/or after school care. Our license requires we maintain a certain child/teacher ratio. Therefore, **this will NOT be a "drop-in" service.** Each family will be required to register and pay the registration and supply fee before attending XTRA care. Changes, additions, or subtractions to days and or times must be turned into the office prior to the last Tuesday of the previous month. These cut off dates will be noted on the monthly calendars that are sent home each month. A morning snack will be provided to all children attending the 7:00-9:00A XTRA care before starting their regular preschool day. All children who attend the after school XTRA care from 2:00-3:00P or 2:00-4:30P will receive an afternoon snack. **XTRA care classes will consist of mixed ages and classrooms. We will do our best to place the same morning XTRA care children together with afternoon XTRA care children. However, we are unable to guarantee this placement due to children attending different days and the ability to make changes each month.**