



**St. Barnabas Early Education Center
Parent Handbook
2020-2021**

5011 West Pleasant Ridge Road
Arlington, Texas 76016
(817)476-6174

Angela Johnson, Director
angela@sbumc.org

MISSION STATEMENT AND PHILOSOPHY

St. Barnabas UMC Early Education Center began in August 2001 as a Parent's Day Out program. The program was formed as an extension of the ministry of St. Barnabas United Methodist Church when there became a need in our church community for a program that catered to parents of preschool children. As we have continued to grow, the program has become a place where children can experience a balanced program of early childhood education surrounded by Christian values. It provides a program of preschool classes for children ages one year through Pre-K. The mission of EEC is to provide a Christ-centered environment in which faith can be integrated with learning to enable students to become spiritually, academically, emotionally, socially and physically prepared to achieve all that God desires for them. The Center is governed by a church-appointed committee and is administered by the Director

EDUCATIONAL PROGRAM

Our classes are open to any child regardless of race, nationality or religious beliefs. The curriculum is appropriately designed for the age groups and to the stage of development of each child. Children learn best through hands-on activities. We believe that a child absorbs his/her concept of God through people, things and experiences that are a part of his/her environment. Thus, a love and appreciation for God, Christ and the things God has made are stressed through appropriate activities. The curriculum is designed to help the child develop in all facets of his life — physically, mentally, emotionally, socially and spiritually. We have adopted the *Get Set for School* Learning Without Tears curriculum in addition to many other resources.

PHYSICAL ACTIVITY

The children go outside for 30 minutes in the morning during the preschool day and 30 minutes in the afternoon during the aftercare program, weather permitting. If the weather won't allow outside time, we have a gym the children can use to get their physical activity. Please make sure your child has appropriate shoes on that will allow your child to enjoy playing. Please, no open-toed shoes, and please make sure that they have a secure back on them for safety purposes.

SCREEN TIME

TV/video is prohibited for all children under the age of 2-years old. If there is a special activity going on for the 2-year-old and up, the teachers need to get permission from the Director to use the TV. What they watch must be age-appropriate and coincide with their lesson plan/curriculum and not exceed one hour (30 minutes in the morning and 30 minutes in the afternoon). Computers are used in the Pre-K classroom, and all materials used will be age-appropriate. Use of the computers cannot exceed 20 minutes per day per child.

OUR STAFF

Our wonderful staff is continually trained so that each teacher can provide a safe, loving, Christian environment for children. All teachers participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today's families and in accordance with the state licensing department. In addition, the EEC employs experienced Pre-K teachers with 10 or more years of classroom teaching or a teacher with a CDA (Child Development Associate) or a certified Teacher in each classroom. All staff is trained in CPR and First Aid and at least 24 hours of continuing education training per year.

VACCINE PREVENTABLE DISEASES

We highly encourage our staff at St Barnabas Early Education Center to update the following vaccines to prevent illnesses and diseases. However, we DO NOT require them to do so. They should contact their medical physician regarding these vaccines and recommendations for the boosters. Influenza, Tetanus, diphtheria, pertussis (Td/Tdap), Varicella, Human papillomavirus (HPV) Female, Human papillomavirus (HPV) Male, Zoster Measles, mumps, rubella (MMR), Pneumococcal -valent conjugate (PCV13), Pneumococcal 23-valent polysaccharide (PPSV23)8 Hepatitis A, Hepatitis B, Meningococcal 4-valent conjugate (MenACWY) or polysaccharide (MPSV4), Meningococcal B (MenB) Haemophilus influenzae type b (Hib).

CHILD ENROLLMENT/TERMINATION POLICIES

St Barnabas Early Education Center is limited by state mandate to the number of children who may be enrolled in the program. Because of such mandates, we reserve the right to refuse enrollment under the following terms:

1. Space availability;
2. Program's ability to care for the participant;
3. Compatibility of current children or staff.

OPERATION

1. EEC hours are 9:00 a.m. to 2:30 p.m. with an extended-care option of 7:30 a.m. to 5:30 p.m.
2. Classes meet Monday through Friday.
3. Beginning summer 2020, EEC offers an eight-week summer program. This program is broken into two (2) four-week sessions: June 1 through June 26 and July 6 through July 31. A child is enrolled for the entire eight weeks when enrolled for the summer. Prior registration must be completed before a child can attend this program.
4. EEC office hours are 8:30 a.m. to 3:30 p.m., Monday through Friday.

HOLIDAYS

EEC follows the Arlington ISD school calendar for holidays. Our academic calendar begins one week after AISD's start date and ends before Memorial Day.

SNOW DAYS & LATE OPENINGS

EEC follows the Arlington ISD closers for inclement weather. Listen to Channel 5 news for official school closings. There is no reduction in tuition for bad weather, and there will be no make-up days. In the event Arlington schools are delayed, we will begin a HALF HOUR after the public schools.

ADMISSION REQUIREMENTS

Your child's admission into the facility is contingent on the completion of the following state-mandated forms:

Enrollment is open to any child, ages one year through Pre-K. A child may attend class once the following are on file:

1. Completed Admission Forms
2. Tuition and Registration/Supply Fee Paid
3. Current, complete immunization records
4. A medical release
5. Name, address and phone number of child's physician
6. Health statement signed by a physician
7. Vision & Hearing screen (ALL children 4 years or older)
8. Signed receipt of Parent Handbook
9. Discipline and Guidance Policy for EEC
10. F.A.R.E Food Allergy and Anaphylaxis Emergency Care Plan (if applicable)

*Parents will be notified in writing of any policy or enrollment changes during the school year, at which time they will be required to sign a document stating that they have been informed of these changes.

FINANCIAL POLICIES

FALL FEES AND TUITION

Formal registration begins during the month of February for the next school year. The registration fee for the year is \$50 (fall registration fee will be waived if your child enrolls and attends the summer program), and the supply fee for the year is \$100 for two days, \$120 for three days or \$150 for five days. These fees are due at the time of registration and are non-refundable.

FALL TUITION per month (Preschool Hours of 9:00 a.m. to 2:30 p.m.)

****INFANT CARE 6 weeks old through 11 months (based on age as of September 1, 2020)**

6 weeks old-11 months	MONTHLY	YEARLY
2 days (Tuesday/Thursday)	\$265/month	\$2,385
3 days (Monday/Wednesday/Friday)	\$380/month	\$3,420
5 days (Monday-Friday)	\$550/month	\$4,950

****1 year through Pre-K (based on age as of September 1, 2020)**

AGES 1 year-Pre-K	MONTHLY	YEARLY
2 days (Tuesday/Thursday)	\$240/month	\$2,160
3 days (Monday/Wednesday/Friday)	\$330/month	\$2,970
5 days (Monday-Friday)	\$475/month	\$4,275

SUMMER FEES AND TUITION

Formal summer registration begins the end of January. The registration fee for the summer is \$50, and the supply fee for the summer is \$20 for two days, \$30 for three days or \$50 for five days. These fees are due at the time of registration and are non-refundable.

SUMMER TUITION per month (Preschool Hours of 9:00 a.m. to 2:30 p.m.)

****INFANT CARE 6 weeks old through 11 months (based on age as of September 1, 2020)**

6 weeks old-11 months	MONTHLY	8 week program
2 days (Tuesday/Thursday)	\$265/month	\$530
3 days (Monday/Wednesday/Friday)	\$380/month	\$760
5 days (Monday-Friday)	\$550/month	\$1,100

****1 year through Pre-K (based on age as of September 1, 2020)**

AGES 1 year-Pre-K	MONTHLY	8 week program
2 days (Tuesday/Thursday)	\$240/month	\$480
3 days (Monday/Wednesday/Friday)	\$330/month	\$660
5 days (Monday-Friday)	\$475/month	\$950

EXTENDED DAY FEES AND TUITION: AGES 1-Pre-K

6 weeks old- Pre-K	BEFORE CARE	AFTERCARE	BOTH
2 days	\$60/month	\$90/month	\$140/month
3 days	\$75/month	\$125/month	\$190/month
5 days	\$90/month	\$175/month	\$250/month

Tuition is due by the 5th of each month. Late fees will be charged after the 5th. All payments must be set-up through the St. Barnabas Finance Office via the Authorization Form. Payment options include automatic bank draft from a checking/savings account, cash in the exact amount or money order. A credit card will **ONLY** be accepted if set-up through the church Finance Office and subject to the family paying a 3% credit card usage fee each month. No credit or refund is available for planned or unplanned absences. Another school day may not be substituted for a missed day.

A fee of \$25 will be charged for insufficient funds.

Please contact the EEC Office as soon as possible if there is a special financial concern.

SIBLING DISCOUNT

A 10% tuition discount is granted to families enrolling two or more children in the program. The discount is applied to the tuition of the youngest child/children. The discount does not apply to registration and supply fees.

DROP-IN CARE

We accept drop-in care for children where space is available at the rate \$35 per day for the preschool hours of 9:00 a.m. to 2:30 p.m. or \$50 per day to attend the extended hours from 7:30 a.m. to 5:30 p.m. Prior arrangements must be made with the Director in advance. The daily fee is due when you drop your child off.

WITHDRAWAL

If your child is to be withdrawn, a two-week written notice is required for termination of childcare services. Tuition will be charged regardless of whether your child is in attendance their final two weeks. We do not offer any kind of tuition reimbursement, even if you choose to leave before the end of the month.

LATE PAYMENT FEE

A late fee of \$25 will be charged for tuition received after the 5th of the month. After the 10th of the month, a notification will be sent via email. The family will be given until the end of the month to bring the account current. If the account is not brought current, the child(ren) may be dismissed from the program. Please contact the EEC Office to make an alternative payment arrangement if there is a special financial concern.

LATE PICK-UP FEE

Late pick-up fees are \$10 per child beginning at 2:35 p.m. and \$2 for every minute thereafter that the child remains at the Center. Full-day children and teachers are transitioning to afterschool care at this time. If a child is not picked up by 2:40 p.m., he/she will be placed in the age-appropriate afterschool care classroom and charged the appropriate fee.

AFTERCARE LATE PICK-UP FEES

Children are to be picked up from Afterschool Care promptly at 5:30 p.m. Late fees of \$10 for the first 5 minutes and \$2 per minute thereafter will apply after that time.

ARRIVAL AND DEPARTURE

EEC classrooms open at 8:55 a.m. It is important that children arrive as close to 9:00 a.m. as possible because teachers have planned morning activities. A designated person must bring and pick up the child. The child(ren) will be signed in and out each day by physically signing them into the sign-in/out clipboard located in the child's classroom. Please be sure to list accurate phone numbers *each day* where you or an emergency contact can be reached on that particular day.

The teacher will also keep a roll call sheet with the time the child arrives, moves locations or departs for the day. This is extremely important since this list is used to check attendance during emergency drills or events. The Center will not assume responsibility for a child who has not been signed in when he/she arrives for the day. The parent will escort their child(ren) to the appropriate class and see that the staff person is aware of their arrival. Parents or the designated person picking up their child must sign the child out by signing the in/out clipboard located in the child's classroom.

The Center staff may only release the child to a parent or an adult (“a person 18 years or older”) designated by the parent. If you wish to have your child released to someone other than the persons listed on your emergency form, please notify the Center’s office in writing. **Your child will not be released to any unauthorized person without this permission.** For your protection, EEC requires that every adult authorized to pick up your child bring a copy of their driver’s license when picking up the child.

No children are dismissed during their classroom’s naptime unless previous arrangements have been made.

The Center staff, in order to comply with **Texas Minimum Standards for Day Care Centers**, will not release any child to a person whose behavior or health may be detrimental to the health or safety of the child. This includes persons under the influence of alcohol or other drugs. If this situation should occur, the Center staff will call the other parent or another authorized person.

St Barnabas Early Education Center has no legal authority to refuse either parent the right to have custody of their child unless this is COURT ORDERED and the Center has a copy of the judgment. We ask that non-custodial parents please arrange visitation pick-up/return around non-school hours.

ATTENDANCE

Please be prompt in dropping off and picking up children. Late arrivals are disruptive to students participating in class. Consistent and prompt attendance is advised.

ILLNESS AND VACATION

Please inform the center if your child will not be attending due to illness or vacation. Full tuition is charged for absences, regardless of illness, vacation, holidays or inclement weather closings. No refunds, tuition allowances or substitution of days will be made for vacations sick days or school holidays, including emergency closings. Our budget is arranged according to fixed enrollment and must be met on a continuing basis. Thank you in advance for your cooperation and your understanding of our need for financial stability.

CHANGE OF ADDRESS

If at any time during the school year you move or your phone number changes, please notify the EEC Office immediately.

PROFESSIONAL SERVICES

St Barnabas Early Education Center reserves the right to refuse professional services during court injunctions. If you or your legal counsel feel it is necessary to have Expert Testimony from St Barnabas Early Education Center, the customary fee of \$150.00 per hour for time used will be charged (time used will be defined as preparation time, travel time and downtime). All fees accrued therein will be forwarded to the client.

DISCIPLINE AND GUIDANCE GUIDELINES

Children at the Center will not receive physical punishment. Children who have conflicts or problems with others while at the Center will be encouraged to verbalize their anger and concerns. The role of the adult at school is to be a mediator through positive problem-solving. Our staff members guide rather than punish.

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to process the problem with a staff mediator and other concerned parties. We use communication and redirection at all times when possible, however, if the child still needs some time to cool down, then we use “time-out” no longer than 1 minute for each year of the child’s age. This procedure is only needed in the cases of emotional distress in which the child requires private time to regain composure. Verbal problem-solving is our mandated guidance technique.

Guidance, i.e., discipline will always be positive, productive and immediate when behavior is inappropriate. Our staff is continually trained in positive guidance, redirection techniques and problem-solving solutions to assist children in these situations.

No child will be humiliated, shamed, frightened or subjected to verbal or physical abuse by staff or any other persons while on the premises or during school transportation.

SUSPENSION AND EXPULSION OF CHILDREN

We do reserve the right to suspend or expel a child from the program for consistent, ongoing behavior issues. Such issues include, but not limited to, aggression to other children or staff, damage to property, biting, defiance or being a disruption to the teaching process. Failure to pay tuition and/or fees. Serious illness of the child preventing attendance. Failure to honor the obligations listed in this handbook.

BITING CHILDREN POLICY

Biting is expected behavior in a preschool setting. We understand that it is a developmentally normal activity and oftentimes a means of communication for toddlers and some older children. We also recognize that biting is a terrible experience for all parties involved — the victim, the parents of the victim, the teachers, the Director and the parents of the child who bit. Our goal is to identify what is causing the biting and resolve the issue. If the issue cannot be resolved, this policy serves to protect the children who are being bitten.

A biting incident requires a report to be sent home to the parents of both the child who bit and the child who was bitten. For privacy purposes, names of the children are not shared with either parent. The school also maintains a record of the incident.

Parents and teachers will work together to stop the biting. Within the classroom, the child will be shadowed to help prevent any further incidents. The child will also be observed to determine what is causing the biting (teething, inability to communicate, etc.). Praise for positive behavior will be given. If the biting continues despite these efforts, the child may be dismissed from the program at the discretion of the teachers and the Director. Defining continual or chronic biting varies and is handled on a case-by-case basis at the discretion of the Director. age of the child, the severity of the bites, temperament, cooperation of the parents and opinion of the teachers all figure into the decision-making process.

A child will be considered for readmission at the end of a one-month period if there is still availability in the class.

COMMUNICATION

Communication is extremely important to all of us. It is the school's responsibility to keep the families informed of the classroom activities and the child's progress. It is the parents' responsibility to read the information sent home. Each child will be given a folder at the beginning of the school year with a monthly newsletter of events included. A daily sheet will be sent home with each child in our one- and two-year-old classes. A classroom monthly newsletter will be sent home with each child in our three-year-old and Pre-K classes. Additionally, information will be sent home in each child's folder regarding any upcoming school-wide event. Please check your child's folder daily.

Please inform the teacher or the Director of any situation or change in routine that might affect your child's behavior so that we can provide help in caring for your child. Confidentiality will be respected and maintained.

CHAPEL

Children will attend chapel in the sanctuary. During this time, the children will sing songs, hear a Bible story and talk about God and the Bible. This will be in addition to the Bible stories that are read and the spiritual growth that will take place in their individual classrooms.

BIRTHDAYS AND HOLIDAYS

Special days have been set aside for holiday celebrations. The following celebrations will be held throughout the school year: Fall, Christmas, Valentine, Easter and End-of-Year. A party sign-up sheet will be in each classroom at the beginning of the year. Parent participation is greatly appreciated. Parent attendance during the party is not necessary in order to help; parents may help by signing up to provide something for the party.

Students may celebrate their birthdays by sending a special treat such as cookies for snack time. State law mandates that only prepared store-bought food may be provided. **NO HOMEMADE GOODIES WILL BE ACCEPTED.** Please let a classroom teacher or the Director know of your plans at least 24 hours in advance.

Invitations to a child's birthday party may be handed out at school only if every child in the class is invited.

REST PERIOD

AGES 1-Pre-K: All children will have a rest period after lunch. Please send a nap mat with any comfort items your child needs such as a small pillow, blanket, stuffed animal and/or pacifier rolled up inside the mat. All rest items must be labeled with your child's name. The mats must be taken home daily and should be washed weekly. **Please do not send a sleeping bag.**

A minimum rest time of one hour is required per age group per the State Minimum Standards. Each child is expected to rest quietly on their nap mat for at least that period of time. If it becomes evident that a child cannot meet this requirement, the Director will contact the parents to arrange an alternative plan such as an earlier pick-up time.

INFANTS: Nap time in the infant room varies per child. We make every effort to allow each infant to maintain his/her own naturally occurring sleep schedule.

EEC practices safe sleep protocol for infants. Each non-walking infant younger than 12 months of age will be placed to sleep in an individual crib provided by the Center. Each crib will have a label with the infant's name. Except for a tight-fitting crib sheet, each crib will be bare for an infant younger than 12 months. This includes, but is not limited to, blankets, "loveys", stuffed animals and/or pacifiers with any attachment. An infant that is unable to turn over on his own will be placed on his/her back to sleep. No infant may be swaddled to sleep. Each walking infant or infant that has reached 12 months may be placed to sleep in a crib or on a mat that is waterproof or washable.

PERSONAL ITEMS

CLOTHING: Children need to arrive at school in comfortable, washable play clothes that will enable them to play without the worry of getting dirty. Keep in mind when dressing a child for school that part of the day is spent making crafts, doing artwork and playing outside. Please dress children in play clothes that can be easily removed for diaper changing and toilet time (i.e. no belts, overalls, etc.). Tennis shoes are required. Boots and sandals that are not secured to the foot are not allowed. Preschoolers are very active and still learning to maneuver in their environment. They need good sturdy footwear that enables them to run and play without tripping or falling. We do spend part of each day outside year-round, so please send a jacket (labeled with the child's name) during the cooler weather.

BACKPACK: Each child needs to bring to school daily a small bag or backpack (no rolling backpacks, please). Contents of the backpack need to include a gallon size Ziploc® bag with a full change of clothes, including socks and shoes. Please label all clothing with the child's name and remember to change them out as the weather changes and as your child grows. Extra sets of clothing are required for children who are toilet training.

DIAPERS: Infants and toddlers should have disposable diapers **labeled with the child's name** in his or her bag or backpack. Please send at least 6 daily or bring 1 new sleeve/pack of diapers, and we will let you know when we are low.

SIPPY CUPS: Spill-proof cups/water bottles are required, and must be labeled with the child's first name and last initial.

OTHER PERSONAL ITEMS: Please label all personal items sent to school. This should include blankets, nap mats, pacifiers, etc.

Please bring show and tell items to school only on the day planned by the teachers, labeled with the child's name. Please do not send valuable items, guns, or knives. EEC is not responsible for any lost items.

SNACK

Parents will provide a healthy snack for their child each day. Please send this in a separate container labeled with the child's name. Water is the only permissible drink at snack time per the State Minimum Standards for Childcare Centers. If enrolled in Afterschool Care, parents must provide an additional snack each day in a separate container labeled with the child's name and "PM snack."

LUNCH

Parents provide the child's lunch and drink. Please make this as well-balanced and easy to eat as possible. Milk or juice may be included in the child's lunchbox. Spill-proof drinks or sippy cups labeled with the child's name are required for children in our one-and two-year-old classes. Children in our three-year-old and Pre-K classes may have a juice pouch. Please do not send red drinks, pizza or taco Lunchables®, All lunches should include all items needed such as napkins, spoons, forks and/or straws. Finger foods are requested for younger children. Divided containers with lids work well with the younger children. Disposable bibs are suggested for our younger children and must be packed inside the child's lunchbox.

If your child has a specific food allergy, please notify the office and include this information on the child's enrollment packet. A F.A.R.E. Food Allergy and Anaphylaxis Emergency Care Plan must be completed by the parent and the child's physician before the child may attend class.

*St. Barnabas is not responsible for the nutritional value of each child's lunch.

HEALTH STANDARDS ([SEE Covid-19 response plan for updated Health Protocols during COVID-19](#))

Children must be kept home from school if any of the following symptoms are present:

- A fever of 100° or greater taken by mouth or temporal thermometer or 100° or greater taken under the arm (must be fever-free without fever-reducing medication for 24 hours prior to returning to preschool).
- A thick, discolored nasal discharge; if it is caused by allergies, we must have a note from a doctor.
- A rash that has not been explained by a doctor.
- Vomiting (must not vomit for 24 hours prior to returning).
- Diarrhea (must not have diarrhea for 24 hours prior to returning).

If a child becomes ill at school, a parent or authorized adult will be notified and expected to pick the child up from school immediately.

MEDICATIONS

Should your child require medication while in our care, the EEC Office staff will only be able to administer medication with signed permission of the parent/guardian. All medication will be stored in locked, childproof containers. Please do not send medicines in your child's backpack or diaper bag. All medicines are to be handed directly to the EEC Office. Prescription medication will be administered only if the medication is in the original packaging and was dispensed in the child's name for which it is provided.

The parent must ensure that nonprescription medication is labeled with the child's full name and the date the medication was brought to the Center. Nonprescription medication must be in the original container. The Center will administer it according to label directions. If a different dosage is requested, a written note from a physician is required. If you have given your child any medication before arriving at the Center, please notify your child's teacher because medications often affect the way your child responds in class. No medication will be administered after its expiration date.

If your child is on a medication that is to be given only once or twice a day, we ask that you give the medication at home. Only medications that are to be given three or more times a day will be given at the Center.

INSECT REPELLANT AND SUNSCREEN

If you provide your child insect repellent or sunscreen, we will administer this with a signed permission from the parent/guardian.

EMERGENCY MEDICAL CARE

In the event of an accident or illness that, in the Director's judgment, requires emergency medical treatment, the school is authorized to obtain and render emergency medical care for the child through any duly licensed healthcare provider. St Barnabas Early Education Center will not be responsible for any medical (or related) expenses incurred; such expenses will be the responsibility of the parent/guardian.

IMMUNIZATION RECORDS

Each child enrolled or admitted to childcare centers must meet applicable immunization requirements specified by the Texas Department of State Health Services. All immunizations required for the child's age must be completed by the date of admission. A copy of the immunization record must be turned in to the Director before the child is allowed to attend. From time to time we may have a child in our Center that does not receive immunizations due to personal beliefs. A State affidavit will be required to be on file for these children.

HEALTH CHECKS

St Barnabas Early Education Center staff will be conducting ongoing health checks on the children should we suspect injury, infections or illnesses. All findings will be documented when necessary. Teachers are required to report to the EEC Director should abuse be suspected.

VISION & HEARING SCREENING

All children four years of age or older must have a vision and hearing screening. You may use your private pediatrician or the health department. Documentation of the test results is due as soon as your child turns four years old.

You may access information at www.dshs.state.tx.us/vhs.

WATER ACTIVITIES

St Barnabas Early Education Center does provide water activities at the end of the school year and during the summer program. These water activities are limited to water tables and sprinkler play. EEC follows the minimum standards (746.5013/5015) in reference to these activities. A signed permission slip from the parent/guardian is required for a child to be able to participate in water activities.

ANIMALS

We love animals and will study about all animals through books. We ask that you not bring any animal into the childcare center at any time. There may be a child or adult who is allergic to an animal, and we would not want them to get sick. Thank you for your support.

SMOKING

We ask that you respect our NO SMOKING policy in the church building or anywhere on the church grounds. Little lungs are busy developing, and we do not wish to inhibit the natural process of development in any way.

TOILET TRAINING

As your child progresses through toilet training, we will continue at school what you are doing at home, just let us know. Please send several changes of clothes during this training time.

*****All children in the three-year class and Pre-Kindergarten class MUST be completely potty trained.***

BREASTFEEDING

You have the right to breastfeed or provide breast milk for your child while in care. We will provide a comfortable place for you to breastfeed your child at the Center until the child is 18 months of age.

VISITING PARENTS

Our Center has an open-door policy. The parents may visit the Center at any time during the hours of operation to observe their child, the childcare center's operation and program activities. When visiting, please be aware of the classroom environment during the time you are here so it doesn't disturb the child's activity that they may be involved with or what the teacher is trying to teach the children

PARENT PARTICIPATION

We encourage family participation with all our events we have planned throughout the year. Everyone receives a yearly calendar at the beginning of the new school year and when new families enroll throughout the year. and this has all the events/activities we have for the whole school year. We encourage everyone to come and participate when possible.

Parents may participate in the EEC's operation and activities by volunteering. Completion of the MinistrySafe process is required for all regular volunteers

CONFERENCES AND EVALUATION

A written evaluation form will be sent home at least once a year. Parents are welcome to schedule a conference at any time. Simply contact your child's teacher and arrange a mutually agreeable time. We encourage you to feel free to contact us whenever a concern arises. We want to work together with you to meet the needs of your child.

MINISTRYSAFE

Because we love children and desire to protect them, St. Barnabas United Methodist Church and the Early Education Center require all staff members and volunteers working with children or students to complete the four-step MinistrySafe process before ministry work or volunteer placement begins.

STEP ONE:	Sexual Abuse and Maltreatment Prevention Training
STEP TWO:	Screening Process
STEP THREE:	Policies and Procedures
STEP FOUR:	Criminal Background Check

Sexual Abuse Awareness Training is required for all volunteers and staff members and must be renewed annually.

ABUSE TOLERANCE

Our program has a zero-tolerance policy for abuse. It is the responsibility of every staff and volunteer at this church and in EEC to act in the best interest of all children. In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional or sexual), it is that person's responsibility to immediately report their observations to the EEC Director, Senior Pastor, Safety Committee or State Agency, if applicable.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

EEC is committed to providing a safe, secure environment for children. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported in accordance with this policy and state law to a member of the St. Barnabas Safety Committee, Police Department, Child Protective Services or other appropriate agency. An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of St. Barnabas' Safety Committee.

ENFORCEMENT OF POLICIES

Our staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all EEC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for both volunteers and staff members.

As a parent or guardian of our students, we would like you to partner with us to help make St. Barnabas Early Education Center the safest place possible for your child. If you suspect any suspicious or inappropriate behaviors, please report it to the Director immediately.

Section 42.0428(b)(1) requires that EEC create policies that address the provision of awareness training to parents. To receive this training, you must sign up through the EEC office for MinistrySafe and complete the training online.

Additionally, community resources regarding child welfare, including, but not limited to, counseling, family advocacy and education include the following:

The Alliance for Children — allianceforchildren.org
Child Welfare Information Gateway — childwelfare.gov

REVIEW AND DISCUSS/ QUESTIONS OR CONCERNS

Please contact the Director to view any of the following: The Texas Department of Family and Protective Services Minimum Standards, the Center's most recent licensing inspection and the Center's policies and procedures. You may contact the Director to discuss any questions you may have about the Center and its operation.

PROCEDURES FOR RESOLVING CONCERNS OR PROBLEMS

As we strive to provide you and your child with excellent care, we are in constant search for ways to improve our service. If you have thoughts, concerns or are in any way not satisfied with the operations of our Center, please advise the Director. We have the following procedures to assist you with your concerns:

1. First, express your thoughts to the staff member with whom your concerns lie.
2. Present your concerns to the EEC Director.
3. If your concerns are still apparent, contact the Senior Pastor (this information is readily available from your Director).
4. Write a letter to the EEC Board.
5. Notify the Texas Department of Protective and Regulatory Services if you feel further action should be taken to ensure the well-being of a child.

EMERGENCY PROCEDURES AND EVACUATION

To prepare for any emergency, the EEC practices fire drills monthly and severe weather and lockdown drills four times during the school year. An evacuation and relocation map is posted in each classroom and all common areas that the children may use during the school day.

In the event of an emergency due to **fire**, the teacher will lead the children in the classroom (24 months and older) out of the nearest designated exit. Children between 12 and 23 months will evacuate using wagons. The older children in this age group will walk holding on to the wagon or a teacher's hand. For each classroom, the teacher is responsible for carrying the classroom's emergency evacuation bag with the classroom binder which includes the children's emergency medical authorization for each child and parent contact information as well, as the student sign-in sheets for the day. Teachers will count their students and do a name-to-face roll call once safely outside the building and do a name-to-face check.

In the event of an emergency due to **severe weather**, the teacher will lead the children in the classroom (24 months and older) to the designated classrooms (E106/107/108), and the second teacher will follow behind. Children between 12 and 23 months will be led across the hall to the designated classrooms (E106/107/108). For each classroom, the teacher will be responsible for carrying the classroom's emergency evacuation bag with the classroom binder which includes the children's emergency medical authorization for each child and parent contact information, as well as the student sign-in sheets for the day. Teachers will count their students and do a name-to-face roll call once they are in the designated area and do a name-to-face check.

In the event of an emergency due to a **lockdown**, the teacher will lead the children in the classroom to the bathroom within the classroom or to the corner of the classroom furthest away from the door and outside windows. The teacher then will ensure the classroom door is locked, turn off the lights and darken the window before joining the class. Teachers will perform a headcount and do a name-to-face check silently. Teachers will quietly sing songs or read a book with the children.

The following facilities will be used for alternate pickup in the event of an emergency evacuation:

1. If the EEC must evacuate the church building, but not the entire St. Barnabas property, we will move all of the children to Barnabas Hall, which is a separate building located at the back of our property.
2. If the EEC must move the children to an alternate shelter, we will transport the children via the above procedures to Martin High School, 4501 W. Pleasant Ridge Rd.
3. If the EEC must evacuate the entire area, we will transport the children by car to New World United Methodist Church, 2201 N. Davis Dr., Arlington, TX 76012.

In the event of any emergency, EEC staff or a member of the church staff will contact parents to disperse pertinent information. If for some reason there is no phone service, we will attempt to get information out through the local media, fire and police departments or any other method possible. Parents may attempt to contact the EEC at 817-476-6174 or 817-483-1667 (the main church phone number).

PREVENTING AND RESPONDING TO ABUSE AND NEGLECT OF CHILDREN

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. If you suspect a child is being abused or neglected, you can call the Child Abuse Hotline at 1-800-252-5400 to make confidential reports. If parents feel they need assistance with possible child abuse, neglect or sexual abuse, we encourage you to get help by calling the National Parent Hotline at 1-800-427-2736.

Our staff is required to have 24 hours annually of continuing education. At least one of these hours of annual training must be focused on prevention, recognition and reporting of child abuse and neglect. Staff working with children 24 months or younger are also required to take one hour in recognizing and preventing shaken baby syndrome, preventing sudden infant death syndrome and understanding early childhood brain development. Staff is also required to be CPR/First Aid certified.

PROCEDURES FOR REVIEWING LICENSING RULES

St. Barnabas Early Education Center feels that an informed parent is an asset to our program. For your convenience and knowledge, a copy of the DPS Minimum Standards is available for review upon request. The facility Director will be happy to share this reference with you. If at any time you feel St. Barnabas Early Education Center has failed to comply with the rules mandated herein, please feel free to contact our local licensing agency at the following location:

CCL-Tarrant Co.

1501 Circle Dr. Ste. 310

Fort Worth, TX 76119

(817) 321-8604

TDPRS Child Care Information Line

1-800-862-5252

TDPRS Child Abuse Hotline

1-800-252-5400

TDPRS Website

www.tdprs.state.tx.us

GANG-FREE /DRUG-FREE ZONE

House Bill 2086 requires the CDC to inform parents and guardians that certain gang-related criminal activity is prohibited within 1,000 feet of this facility. Criminal offenses related to organized criminal activity are subject to harsher penalty.

POLICY CHANGE AND PARENT NOTIFICATIONS

Parents will be notified of policy and procedure changes by written bulletins. Changes will also be posted on the parent bulletin board and newsletters and through email. You may also sign up to receive text message alerts.

WHAT TO BRING TO EEC

Children Six Weeks to 12 Months Old

- ✓ Diapers (can bring at least 10 per day or a case at a time)
- ✓ Wet Wipes
- ✓ Diaper rash ointment
- ✓ Prepared Bottles—must have a bottle for each feeding as we are not able to wash and sanitize bottles in the classroom
- ✓ Breast Milk if frozen, needs to be in a labeled freezer bag.
- ✓ Baby food
- ✓ Snacks
- ✓ Pacifier if used
- ✓ Two Pack & Play Sheet (Each child has his/her own crib)
- ✓ Two complete sets of seasonal play-clothes, under-clothes, and socks to be left at EEC

*ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S FULL NAME

Children 12 Months through 2 years

- ✓ Diapers or Pull-Ups (can bring at least 6 per day, or bring one new sleeve/pack and we will let you know when we are low)
- ✓ Nap Mat
- ✓ Small blanket for rest time
- ✓ Lunch box w/an ice pack
- ✓ Snack in a separate container labeled with the child's name (will need two snacks if staying for aftercare)
- ✓ Sippy Cup
- ✓ Backpack with at least two complete sets of seasonal play clothes, underclothes and socks in a gallon Ziploc® bag.

*ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S FULL NAME

Children 3-years old & Pre-K 4- and 5-years old

- ✓ Nap Mat
- ✓ Small blanket
- ✓ Small pillow-optional
- ✓ Lunch box w/an ice pack
- ✓ Snack in a separate container labeled with the child's name (will need two snacks if staying for aftercare)
- ✓ Water bottle
- ✓ Backpack with a complete set of seasonal play clothes, underclothes and socks in a gallon Ziploc® bag.

*ALL ITEMS SHOULD BE LABELED WITH YOUR CHILD'S FULL NAME

WHAT NOT TO BRING

- ✓ Toy, unless specifically requested by the teachers
- ✓ Toys of violence
- ✓ Candy or gum

**St BARNABAS EARLY EDUCATION CENTER
PARENT HANDBOOK AGREEMENT**

Initial next to each line that you understand and agree to the policies listed below.

- _____ Medical and personal information must be kept current.
- _____ Preschool hours of operation are **9:00 a.m. to 2:30 pm**, We offer extended day from 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 5:30 p.m., Monday through Friday.
- _____ Tuition is due by the 5th of each month. Late fees will be charged after the 5th.
- _____ Understand the tuition and fees financial policies and agree to be responsible for payments as stated.
- _____ There is a \$25.00 charge for each returned check.
- _____ Late pickup fees are \$10 per child beginning at 2:35 p.m. for the preschool day and \$2 for every minute thereafter that the child remains at the Center.
- _____ Children are to be picked up from Afterschool Care promptly at 5:30 p.m. and must be signed out. Late fees of \$10 for the first 5 minutes and \$2 per minute thereafter will apply after that time.
- _____ EVERY CHILD in care **MUST** always have at least one set of play clothes at the Center. Children 2 years and younger should have two sets. (Sets should include shirt, pants, underclothes and socks. All items should be labeled.)
- _____ All personal articles brought into the Center must be labeled (clothing, jackets, blankets, etc.).
- _____ Must provide my child with a lunch and snacks each day.
- _____ EEC classrooms open at 8:55 a.m. It is important that children arrive as close to 9:00 a.m. as possible because teachers have planned morning activities.
- _____ Full tuition is charged for absences, regardless of illness, vacation, holidays or inclement weather closings. No refunds, tuition allowances or substitution of days will be made for vacations, sick days or school holidays, including emergency closings.
- _____ If your child is to be withdrawn, a two-week written notice is required for termination of childcare services. Tuition will be charged regardless of whether your child is in attendance his/her final two weeks.
- _____ We follow the Arlington ISD School Calendar for holidays and closings. Our academic calendar begins one week after AISD's start date and ends before Memorial Day. Tuition is not prorated during holiday weeks or for bad weather days.
- _____ Parent/Guardian has been informed of the Gang/Drug Free Zone.
- _____ By signing this, I am stating that I have been informed of the Center policies regarding immunization, vision/hearing screening, water activities, animals and parent procedures for viewing licensing rules and regulations, as well as contacting DFPS.

****Please sign, date and return this page to the EEC Director.***

I, the Parent/Guardian for _____ have read the St Barnabas Early Education Center
(Child's Name)

Parent Handbook. I acknowledge and understand all policies contained therein.

Parent/Guardian Signature

Date

Printed Name of Parent/Guardian