

# EARLY CHILDHOOD CENTER

## Parent Handbook



**Dear Parents,**

It is with great excitement that we welcome your family to Fielder Early Childhood Center. For over forty years Fielder has worked hard to develop one of the finest Early Childhood programs to offer to the children of Arlington and surrounding areas.

Our center is an extension of the vision and ministry of Fielder Church. The administrative staff, teachers and support staff are dedicated to approaching their daily tasks with a joyful, loving, conscientious, and prayerful disposition.

Spiritual convictions are at the core of the teaching philosophy, work, and ministry of Fielder ECC. We believe that a strong spiritual foundation is essential in the development of the children and families that come through this program. It is our desire to support individual children and their parents in nurturing a strong family foundation. We want to support parents as they fulfill their role of leading and loving the children entrusted to them. Please do not hesitate to reach out if your family needs spiritual, emotional, or outside educational resources. The overall health of your family is important to us.

The children you are entrusting to our care are valuable and precious to us, but to God they are the most precious of all. Thank you for trusting us to care for your children as they start their educational journey. We look forward to loving and leading them towards Jesus.

Sincerely,

*Lydia Pinero*

Director

Fielder Early Childhood Center



The background is a solid orange color. In the corners, there are decorative geometric shapes. The top-left corner features a teal square and a yellow fan-like shape. The top-right corner has a teal triangle, a light blue circle, a green triangle, and a pink triangle. The bottom-left corner includes a yellow fan-like shape, a teal triangle, a light blue circle, and a pink triangle. The bottom-right corner has a yellow fan-like shape and a teal square.

# **GENERAL INFORMATION**

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# PHILOSOPHY

The Early Childhood Center is an extension of the ministry of our church. The director, teachers, and support staff are dedicated to Christian principles and values in dealing with children and their needs. We support and encourage our parents as they fulfill their role as responsible loving parents. Our philosophy maintains that all preschoolers need to grow spiritually, mentally, socially, and physically. We are committed to the task of helping each child become aware of God and Jesus so that they can be rooted in faith and love from an early age. It is believed that children learn from watching, hearing, and modeling; therefore, every staff member and teacher is aware of the role they play in the Christian development of our young children.

For this philosophy to be realized, school will provide a strong developmental and pre-academic basis for learning so that each child will have a strong foundation for spiritual growth. The school addresses these two main areas of growth. The major goals to be accomplished are divided into specific areas under each:

## DEVELOPMENTAL

Spiritual Growth  
Self-Concept  
Family, Social, and  
Community Relationship

## PRE-ACADEMIC

Bible  
Strength  
Communication  
Language Arts & Reading  
Mathematics & Physical Education  
Fine and Performing Arts Music  
Education

# DISCIPLINE AND GUIDANCE POLICY

Discipline will be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

The teacher will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:



1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time out from group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
5. Notifying the parents if a problem persists.

There will be no harsh, cruel, or unusual treatment of any child.  
No physical punishment is allowed.



## STUDENT'S CODE OF CONDUCT

1. Obey teachers.
2. Respect the rights of others.
3. Follow safety rules.





# THE CURRICULUM





## **SPIRITUAL DEVELOPMENT**

Because the curriculum at the Early Childhood Center is spiritually based, the program reflects this emphasis. Both teachers and the older children attend chapel on a regular basis. Spiritual concepts are woven throughout the day's instruction including Bible stories, songs, and scripture. Every staff member and teacher are aware of the role they play in the Christian development of young children.

## **SEQUENTIAL LEARNING**

The curriculum itself is sequential, and the concepts, motor skills, pre-reading, and pre-math skills are taught according to the age and ability of the child. Each level of instruction is based on thematic units which incorporate the appropriate developmental stages of growth. The units begin with the focus being on the child himself and expand to his family, his immediate environment, the community, and the world around him.

## **KINDERGARTEN**

Using a variety of curriculum, the kindergarten program prepares the children to read and to continue to grow in science, computer, and math skills.

A readiness assessment will be given to the children before kindergarten registration is complete. Acceptance to kindergarten will be based on the results of the students' readiness. Children enrolled in the four-year-old classes at the ECC may be assessed by their teachers. New students to our program will be assessed by the kindergarten teachers at the time of enrollment.





# FIELD TRIPS

Kindergarten will take several field trips throughout the year. Parents will be notified in writing by the child's teacher before each scheduled trip. The parents will provide transportation and supervision for their own children.

# SPECIAL EVENTS

Special visitors and activities are brought to school for enrichment for all the students throughout the school year.

# PARENT PROGRAMS

The Early Childhood Center is a ministry to parents as well as to children. Parents are encouraged to participate in their children's activities whenever possible. At the first of the year, parents are invited to "Meet the Teacher" day. Parents are also scheduled for conferences throughout the year. Each room asks for volunteers for special events and for helping with in-class and out-of-class activities. We invite our parents to several programs presented by our children throughout the year.

If parents want to observe the classroom at any time, they must register at the Early Childhood Center office and receive a visitor's badge. For class events parents and family do not need to register at the office.

# MUSIC PROGRAM

A full-time music instructor is employed by the Early Childhood Center to provide continuous instruction for all ages in rhythm, listening, musical expression, and positive self-concept development.

# PHYSICAL EDUCATION

Fine and gross motor skills are two of the areas emphasized by the physical education program. The primary emphasis of this program is to increase the self-esteem of each child through the growth of his physical development.

# BAD WEATHER AND HOLIDAYS

School calendars are handed out in the Fall. We observe all of Arlington ISD holidays. The Early Childhood Center will also close if the church closes, such as Good Friday. **In case of snow or ice, if Arlington ISD closes, we will close. If Arlington ISD opens late, we will open at 10:30 AM.** Bad weather days are not made up. Parents should always check with the local television and radio stations for announcements for Arlington ISD closings or late openings. The information will also be on our answering machine (817) 459-8528.

Our outdoor play time will proceed if the temperature is above 43 degrees and not over 93 degrees. We will keep the lack of wind, wind chill and humidity in mind when making decisions regarding outdoor play time. Teachers will use their discretion as necessary. If lightning is not present, light sprinkling rain does not cancel our outdoor play time. Please always keep a light jacket in your child's backpack.





# GENERAL INFORMATION

## ADMINISTRATION

Lydia Pinero, Director

## TELEPHONE NUMBER AND ADDRESSES

(817) 459-8528

Physical address:

2011 S. Fielder Road, Arlington, TX 76013

Mailing address:

1323 W. Pioneer Pkwy. Arlington, TX 76013

Website:

[ecc.fielder.org](http://ecc.fielder.org)

## HOURS AND AGES

20 Months - 2 Years: 9:00 a.m. - 2:30 p.m.

3 Years - Kindergarten: 9:00 a.m. - 2:30 p.m.

## EXTENDED CARE

Before School: 8:00 - 9:00 a.m.

## DAYS

20 Months - 2 Years: Tues/Thurs or Wed/Fri

3 & 4 Years: Mon/Wed/Fri or Tues/Thurs or Wed/Fri or M-F

Kindergarten: Monday through Friday



# **EARLY CHILDHOOD CENTER POLICIES**





# ENROLLMENT

The Director or such person or persons as designated by the Director, shall review, approve, or deny all applications for enrollment. Children with special needs shall be reviewed by the school's evaluation committee and admittance shall be based on the recommendation of that committee.

Since the Early Childhood Center does not have a testing system, we group children according to age only. We are not able to move children up an age level. Each class is designed to meet the developmental growth and individual growth of the children assigned to its age group.

Parents may visit the director of the Early Childhood Center about any questions or concerns they have regarding the school's policies and procedures.

# REGISTRATION

The registration fee is due at the time of registration and is non-refundable. There will be a Fall Evaluation Material and Supply Fee due on September 1, and a Spring Fee due January 1. This semester fee provides your child with a complete developmental evaluation and with daily supplies and materials necessary for instruction. Tuition is to be paid on a nine-month basis, September-May or paid in full in advance.

Children enrolled in the 3-year-old classes and older will be required to be potty trained when school starts. Two-year-olds that are not potty trained need to wear diapers.

# PAYMENT

Tuition and fees are to be paid through our childcare management system, Child Pilot, by automatic draft. Our management system will automatically draft your account on the 1st of each month.

Payments made after the 5th of the month will have a \$25 late fee added to the account that must be paid before the following tuition month.

If you need to change your payment information, use your parent portal on Child Pilot to make these changes. If you drop your child from school, please notify the ECC office for the staff to cancel your future payments.

To drop a class, a **30-day notice** should be given in writing to the ECC office.

# CLASS TIMES AND ARRIVAL AND DISMISSAL PROCEDURES

Classes begin promptly at 9:00 a.m. Teachers' preparation time is from 8:30 to 8:55 a.m., so school will not officially open until 8:55 a.m.

Classes will be dismissed between 2-2:30 p.m.





# LATE Pick-Up

We ask that you promptly pick up your child by 2:30 p.m. Any children not picked up by the end of class will be taken to the office. We will begin calling you, and the people you authorized to pick up your child, at 2:35 p.m. Please call the school if you know you are going to be late. A late charge will be added for late pick-ups. You may pay the late fee in cash or through Child Pilot.

## PICK UP AUTHORIZATION

Children will not be allowed to leave school with anyone other than persons designated on the release form on file in the Early Childhood Center office. Designated persons can only be changed personally by a parent on Child Pilot or by calling the ECC office. This is for your child's protection.

If an emergency arises and you must ask a person to pick up your child that is not on your pickup list, that person should come to the office. We will call you to verify this person has permission to pick up your child unless you have already called us. We take a picture of your child with that person and keep a copy of it and a copy of their driver's license on file.

Never drop off your child without placing them under the supervision of a teacher. Please wait for a teacher to approach you and offer to take the child.



# TRAFFIC

A traffic pattern will be given to you at the beginning of the year. Please follow this when picking up your child. We will use staggered drop-off times to facilitate traffic flow in our parking lots. Be sure your child's name plate is visible to ECC staff at drop off and pick up. Please remain in your car until a teacher has opened your car door to unload or load your child. Parents will use the QR code at drop off to check in their child for the school day. The teacher will check out your child at pick up.

Park in the designated areas only to keep the flow of traffic steady and to keep entrances and exits open and safe. For the safety of our children, drive **carefully, slowly, and friendly** in the parking lot.

# VISION AND HEARING SCREENING

Children in the four-year-old classes and kindergarten will have vision and hearing screening at school during the fall. This is in accordance with state regulations. Parents will receive a copy of the results and any recommendations for follow up.





# ILLNESS

You should keep your child at home if he seems to show any sign of illness. This is for his own good as well as the protection of other children. A child should not be left when any of the following exist:

1. Fever (should be fever free for 72 hours).
2. Cough
3. Vomiting and/or diarrhea (free for 24 hours).
4. Any symptoms of COVID 19.
5. Any symptom of the usual childhood diseases: Scarlet Fever, German Measles, Mumps, Chicken Pox, and Whooping Cough.
6. Common Cold symptoms – onset until clear.
7. Thick colored mucus discharge from the nose.
8. Sore Throat
9. Croup
10. Any unexplained rash
11. Any skin infection: Boils, Ringworm, Impetigo
12. Pink Eye and other eye infections

A child should not return to class unless free of these symptoms. If a child becomes ill or injured at school, the school will call the parents to pick up the child. If the parents cannot be reached the school will call one of the emergency numbers on the child's enrollment papers.

The school will administer first-aid including antiseptics and wound cleansing unless otherwise advised by the parents. When your child is not able to participate in special activities, please send a note.

No child will be permitted to participate in school activities without a completed Permission and Agreements form and Medical Statement form, as well as up-to-date shot records signed by your doctor or an affidavit that meets the exemption for immunization requirements specified in the Texas Department of State Health Services by date of admission. There are no adult vaccine requirements for teachers.

## **MEDICATION**

Medication will be kept in the office and administered by the office staff. A parent must fill out a Medication form with instructions and the medication must be in the original container with the child's name and dosage required. The medication must be handed to the teacher at drop off or brought to the office. Do not put any medications in a child's backpack.

## **TB TESTING FOR STUDENTS**

Tuberculin testing on children will only be required when Tarrant County Health Department requires it.

## **NURSING MOTHERS**

Our school provides a room for nursing mothers to breast feed. their baby. Ask for our office for directions.





# FOOD SERVICES

It is necessary for each child to bring a nutritious lunch including a milk product. Due to the parent providing the meal, the ECC is not responsible for the nutritional value of the meal. We will encourage children to eat healthy food in their lunch first and save a non-nutritional item to be consumed last. Send finger foods as soon as your child is able to handle them. **Send a labeled drinking cup containing water for your child to use at snack and lunch.** No bottles please.

Snacks are provided on an individual age basis. Healthy sample menu items can be found at [www.fns.usda.gov/tn/myplate](http://www.fns.usda.gov/tn/myplate).

# REST TIME

Each child who stays for the afternoon needs to bring a mat for rest time and a light cover if desired. Four-year-olds and kindergarten students need to bring a large towel that will fit in the backpack.

# BRINGING THINGS FROM HOME

Children are not to bring toys to school except on days designated for "Show-n-Tell" by the teacher.

# CLOTHING

Please dress your child comfortably. We prefer play shoes rather than dress shoes. Label all clothing and personal articles. Please bring an extra set of clothing for your child to have at school each time he comes.

# PLAYGROUND / OUTDOOR PLAY

Outdoor play and physical activity are important to the development of a preschool child. The ECC will provide at least 40-60 minutes of structured physical activity during our PE classes and unstructured physical activity during the class playground time. The ECC has two playgrounds. One is for the one-, two- and three-year-olds and is connected to the building. The other one is for four- and five-year-olds and is not connected to the building. The children walk in partners with two teachers across the parking lot at the crosswalks. While outside, the teachers supervise the children in a fenced playground. Please have your child wear closed toed shoes and comfortable clothes to enjoy physical activity each day. If the weather does not allow outdoor play, the children will play in our indoor play structure or in our indoor playrooms.





# SUNSCREEN AND INSECT REPELLENT

Parents may apply sunscreen or insect repellent at home prior to children entering school. ECC staff will not apply sunscreen/ insect repellent during the school day. A parent may come to the school during the school day to apply sunscreen to their own child, if necessary.

## CLASS PARTIES

The class parties include Fall Celebration (1's and 2's only), Christmas, Valentine, Easter and End-of-the-Year. Parents sign up to help with a party at "Meet the Teacher" in August. There is a limit on how much can be spent on class parties (\$10.00 maximum per party mother). No exchanging of gifts and no dress-up characters are allowed (Santa, Bunny, etc.) No latex balloons are allowed for class parties, but mylar balloons are acceptable.

## BIRTHDAYS

If you wish to celebrate your child's birthday at school, please notify the teacher in advance. Invitations to a child's birthday may not be handed out at school unless each child in the class gets one. No latex balloons are allowed at school.

# FOOD ITEMS SENT TO SCHOOL

For class parties and special events parents may send baked goods from home. However, all purchased food items must be unopened and in the original package or container. If a parent sends fresh fruits or vegetables, send whole pieces that have not been cut or send prepackaged fruits and vegetables in unopened containers or trays. Do not send any food items with peanuts or peanut butter since some children have a serious allergy to these foods.

# VISITATION

All parents or visitors wishing to observe a classroom must check in at the office prior to the observation.

# HOLIDAY OBSERVANCES

All holidays observed are listed on the annual school calendar. The Early Childhood Center does not observe Halloween and children do not wear costumes; therefore, the use of witches, bats, and ghosts are not allowed. We ask that the parents not send favors to school with these characters.





# EXPULSION AND SUSPENSION

The ECC has established developmentally appropriate expulsion and suspension policies. These policies will be used as a last resort where safety of the child, other children in care, or the teachers in the classroom are at risk. Also, a child may be removed due to nonpayment of tuition. Our teachers are trained to prevent and manage challenging behavior and to promote social-emotional development in a nurturing environment. Fielder ECC reserves the right to terminate care with or without notice at the discretion of the director. Tuition and registration fees are not refunded in the event of expulsion.

Before a child is removed from our program, we will consider:

1. Observation from a professional
2. Documenting incidents
3. Focus on teaching social-emotional skills
4. Implementing environmental modifications
5. Engaging in discussions with parents
6. Seek support services from a specialist

## POLICY CHANGES

Parents will be notified in writing as soon as possible of any policy changes that occur.



# NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Fielder Church Early Childhood Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admissions policies.

## LICENSING

The ECC is licensed by the Texas Dept. of Health and Human Services, Licensing Division and is regulated by the state's minimum standards. A copy of the minimum standards is available for parents to review in the ECC office.

Parents can also print a copy of these standards from the following website:

[www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)

Child Abuse Hotline: 1-800-252-5400

Child Care Licensing:

817-321-8604





# GANG-FREE ZONE DESIGNATION

According to House Bill 2086 childcare providers are required to inform parents or guardians of children attending the center about the **gang-free zone designation**. This means parents or guardians need to be informed that certain gang-related criminal activity within 1000 feet of the childcare program is a violation of this law and is therefore subject to increased penalty.

# UNSAFE CHILDREN'S PRODUCTS

For a listing of all recall notices of unsafe children's products by the CPSC (Consumer Product Safety Commission) visit [www.cpsc.gov](http://www.cpsc.gov).

# ABUSE TRAINING

Teachers are required to attend annual training on abuse and neglect of children which includes methods for increasing employee and parent awareness of issues regarding child abuse and neglect. Training includes warning signs that a child may be a victim, procedures for reporting, prevention techniques for child abuse, coordination between school and community organizations, and actions that the parent of a victim should take to obtain assistance and intervention.

Community Organization to contact for abuse assistance:

Alliance for Children  
1320 W Abrams Ste 100  
Arlington, TX 76013  
817-795-9992

# EMERGENCY PREPAREDNESS PLANS


In case of a tornado warning all the children will go to a designated room which is posted in each classroom. The teachers will take a list of the children in their class with contact phone numbers with them.

In case of a fire the children will leave the building and go to a designated spot outside. This is posted in each classroom. The teachers will take a list of the children in their class with contact phone numbers with them.

If the children need to evacuate the building and go to another building, the children will walk on the church property on sidewalks, to 1323 W. Pioneer Parkway which is the church administration building. Children under 24 months will be walked or carried by teachers and auxiliary staff. The teachers will take a list of the children in their class with contact phone numbers with them.

If the school and immediate area have an emergency that requires relocation to another campus, the children will be taken to All Saints Lutheran Church at 4325 SW Green Oaks in Arlington.





# **SCHOOL CLOSURE DUE TO WEATHER, PANDEMIC OR UNFORESEEN UTILITY PROBLEMS**

If the ECC must close for up to a two-week period due to inclement weather, pandemic, or unforeseen utility or building problems, tuition will not be refunded. If the closure continues for an extended period, ECC tuition will provide online classes or relocate rooms to continue preschool instruction. If we are unable to fulfill these two options, we will cancel the tuition draft until we are able to reopen.

# Special Care Needs

Fielder ECC will make reasonable accommodation whenever possible to ensure that activities integrate children with and without special needs.

If you have questions about your child's development or specialized services that might be available, please reach out to the director. We are happy to assist you with additional resources.

If your child has an ISFP from ECI or an IEP, Fielder ECC will make every effort to incorporate the plan, where applicable, into the child's daily activities. However, our center is not responsible for purchasing or maintaining any tools or adaptive equipment that has been recommended for a child. If a child is in need of special accommodation, supervision or one on one assistance, an admission meeting with the director will be scheduled. Tuition will reflect the need for an additional support person in a room if needed.





# REQUIRED PARENT NOTIFICATIONS

## **Senate Bill 1098 section 42.04271**

Parents or guardians of a child at a childcare facility have the right to:

- Enter and examine a childcare facility during the hours of operation and without advance notice.
- File a complaint against a childcare facility.
- Review the childcare facility's publicly accessible records.
- Review the childcare facility's written records concerning the parent or guardian's child.
- Receive inspection reports and information about how to access childcare facilities online compliance history through licensing.
- Have the facility to comply with a court order that prevents another parent or guardian from visiting or removing a child.

- Have information available to contact the Child Care Regulation office.
- Obtain a copy of the facilities policies and procedures handbook (this document)
- Review the facility's staff training records and any in-house training curriculum.
- Exercise these rights without receiving retaliatory action by the facility.
- Inspect video recordings (when available) of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available.
  - The parent or guardian does not retain any part of the video
  - depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility.



