



Preschool  
Parent Handbook  
2022-2023



## Introduction

Welcome to St. Philip's Child Development Center a ministry of St. Philip's United Methodist Church. We are a state licensed program for two, three, four and five years old. Parents who would like to review a copy of the Minimum Standards or our most recent Licensing report should contact the Preschool office so they may be made available. Licensing notices are posted in each building that will have contact information which may provide more information or help with child care issues. For your convenience we have also them listed below.

Local Licensing Office	(512) 388-6250
Child Abuse Hotline	1-800-252-5400
Website	<a href="http://www.tdprs.state.tx.us">www.tdprs.state.tx.us</a>

### **Nondiscrimination Policy**

St. Philip's Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities 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, admissions policies and other school-administered programs.

## **Days and Hours of Operation**

St. Philip's Preschool will be open 9am-2pm, Monday-Friday from late August through mid-May. We follow the Round Rock Independent School District Elementary School Calendar regarding holidays and early release days.

## **Age Requirement**

A child must be the age of the class in which he or she is enrolling by September 1, of that year.

All staff are certified in CPR/First Aid and Child Abuse Prevention along with earning 24 hours of continued education each year focused on Early Childhood.

## **Purpose**

The purpose of the Preschool is to provide a preschool program in which each child can grow and develop spiritually, cognitively, physically, emotionally and socially within a Christian atmosphere.

## **Philosophy**

We believe each child is a child of God. A special, unique person, valued for his/her own worth, who is growing and learning at his/her own pace as he/she actively relates to our world through play—a child's "work".

## **Religion**

St. Philip's United Methodist Church considers the Preschool Program an integral part of their Children's Ministry. The Preschool has time devoted to teaching the principles of Christianity through scripture lessons, songs and activities.



## **Tuition & Registration Fees**

Tuition is calculated on a yearly basis and is divided into 9 equal installments. The first installment and appropriate supply fee is due at the time registration is confirmed, or no later than May 1<sup>st</sup>. The remaining installment payments are due on the first of each month September through April. Enrollment in an alternate class schedule is subject to additional fee.

Registration Fee \$75.

### **Two Day Class**

Monday/Wednesday \$265.

Tuesday/Thursday \$270.

Supply Fee (Annually) \$75.

### **Three Day Class**

Monday/Wednesday/Friday \$350.

Supply Fee (Annual) \$85.

### **Five Day Class**

Monday-Friday \$460.

Supply Fee(Annual) \$100.

## **Sibling Discount**

St. Philip's Preschool offers a discount for families with more than one child enrolled at the same time. A discount equal to \$90 per school year or \$10 per installment payment will be given to the second and subsequent children enrolled.



## Payments and Refunds

A non-refundable tuition installment payment and supply fee is due at the time your registration in the program is confirmed. The remaining tuition installment payments are due on the first of each month. Families that would like to pay the entire year's tuition by September 10<sup>th</sup> will receive a 5% discount. No credit is given for a child's absence. This includes childhood illnesses, holidays, or RRISD emergency closings. St. Philip's observes all the RRISD holidays. Sometimes, unexpected circumstances may make it impossible for you to pay tuition at the time it is due. Please talk with the director so a plan may be worked out. Every reasonable effort will be made to help arrange for tuition payments.

Payment can be made in person and should be placed by an adult in the tuition box outside the director's office. Or payment can be mailed to the school at: St. Philip's Preschool, 16321 Great Oaks Drive, Round Rock, and Texas 78681. If you prefer to use online banking, please arrange this with your financial institution. Designate St. Philip's Preschool as the payee and your child's name in the memo section. Please do not send payments to school in your child's backpack or leave them with the teacher.

Installment payments are due on the first of every month. If payment is not made by the 10<sup>th</sup> of the month, you will receive a notice and a late fee of \$25 will be assessed. If the 10<sup>th</sup> falls on a weekend or extended holiday payment is due on the last school day before the 10<sup>th</sup>. If your bank returns the check, you will be charged a returned check fee of \$25.

Enrollment in the Preschool Program is on a yearly basis. All fees are non-refundable this includes the Registration Fee, Supply Fee and May Tuition (Tuition Deposit). On the event you chose to terminate enrollment at St. Philip's, a 30-day written notice is required before you are released from the monthly tuition obligation. A withdrawal form may be obtained from the Preschool office.

All classes are subject to cancellation. Refunds **will be** issued **only** if St. Philip's must cancel your child's class.



## Curriculum

The curriculum for each class is individually designed to fit each age group. Themes will center on holidays, seasons, our natural world, local and community events and persons, places and things relevant and important to young children. These units are taught using individual and group activities which may include discussions, books, pictures, puppetry, puzzles, visuals, dance, creative movement, games, imaginative and dramatic play, blocks, needlework, science, discovery, nature, sand and water play, cooking, art and manipulative activities. These activities serve not only to reinforce and build on the theme but provide opportunities for developing skills in language arts, mathematics, social sciences and fine arts. In addition, emphasis is placed on eye-hand coordination, large and small motor development and reading readiness skills such as auditory and visual perception,

Creative art activities are designed to introduce the child to a variety of art mediums and to help build skills and appreciation in the areas of shape, color texture and design. These activities are planned to broaden the child's experiences, to promote creativity, to provide opportunities for feelings of accomplishment, and develop thinking and planning skills. Emphasis will be on the experience and learning opportunity and not on the finished product.

Children are encouraged to try all activities offered but are rarely required to participate in every activity. His/her choices are important to him and his teachers and will be respected.

### Staff Training and Education

St Philip's Preschool is partnered with **RRock Ready** which is a program in conjunction with RRISD designed to ensure school readiness for ALL students. They provide professional development for our staff and resources and tools for families as well.

Our staff members are certified in CPR/First Aid and Child Abuse Prevention and receive 24 hours of continued education each year focused on Early Childhood Education.



### **Areas of Growth**

The teachers and classroom will provide:

- **Cognitive Growth**  
A rich stimulating well planned age appropriate curriculum and learning environment.
- **Spiritual Growth**  
A warm, caring Christian climate where children feel free to observe and explore, make mistakes and live within the guidelines of a Christian community.
- **Emotional Growth**  
An atmosphere that encourages the development of a positive self-image and feelings of self-worth and self-confidence. Opportunities for each child to develop and mature through his/her own unique interests and life experiences.
- **Social Growth**  
Opportunities for working, playing and communicating with other children as the child develops a growing awareness of the needs, rights and feelings of others while still maintaining his own sense of individuality and independence.
- **Physical Growth**  
Activities and equipment that promote physical growth and development involving gross and fine motor skills. Opportunities are provided that promotes good healthy living, as well as mental and emotional well-being.

### **Special Situations**

All preschool programs experience some type of aggressive behavior. Aggression often occurs when emotions build up and need a physical outlet. When young children cannot verbalize their feelings we often see behaviors that range from biting, impulsive hitting, scratching, shoving, kicking, pinching and melt downs. When this happens it can be scary and stressful for

everyone. St. Philip's Preschool strives to provide a safe, loving and healthy environment for all children, and parents are expected to partner with the Preschool in this effort.

- 1<sup>st</sup> Occurrence-Parents of children involved will be notified.
- 2<sup>nd</sup> Occurrence-Parents will be notified and the child will need to go home for the remainder of the day.
- 3<sup>rd</sup> Occurrence-At this point, the child will not be allowed to attend preschool for a week. Since every situation is different a conference to determine a discipline plan will be held with the child's teacher, parents and Preschool Director. This conference is required before the child can return to Preschool.
- If the child returns after the week long absence and performs aggressive behavior two additional times they will be dismissed for the remainder of the school year.

### **Discipline and Guidance**

**(Texas Administrative Code, Title 40, Chapter 746 and 747, Subchapter L Discipline and Guidance)**

Discipline must be:

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

A caregiver may 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 on the unacceptable behavior:
- (2) Reminding a child of behavior expectations daily using clear positive statements:
- (3) Redirecting behavior using positive statements: and
- (4) Using brief supervised separation or time out from the 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.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment:
- (2) Punishment associated with food, naps or toilet training:
- (3) Pinching, shaking or biting a child;
- (4) Hitting a child with a hand or instrument:
- (5) Putting anything in or on a child's mouth:
- (6) Humiliating, ridiculing, rejecting or yelling at a child:
- (7) Subjecting a child to harsh, abusive, or profane language:
- (8) Placing a child in a locked or dark room, bathroom or closet with the door closed: and

- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

### **Parent Questions & Concerns**

The parents and families of St. Philip's Preschool are a very important and special part of our program. We encourage your involvement in your child's school. Please feel free to contact your child's teacher, the assistant director or the director with any questions or concerns you may have about your child, the classroom, or the preschool in general. We welcome and appreciate your input.

### **Dress**

At school your child will generally be extremely active during the day. We will play outdoors in a variety of weather conditions throughout the year. Children crawl, climb, slide, roll and run which make appropriate dress not only important for comfort but for safety as well. We suggest shorts or long pants as well as closed toe, soft-soled shoes. In addition to clothes chosen for safety and comfort please choose inexpensive clothing that you will not be concerned about should they become stained or torn. It is important that children feel they have the freedom to participate fully in all the activities.

All children will need a change of clothes kept in their backpacks in case of accidents.

**Please label all of your child's clothing and belongings.**

### **Health**

Your child's health is a matter of major importance to us. Precautions are taken to safeguard the health of the children. This includes refusing to admit sick children into class and isolating children who become ill while a school. Should your child become sick during school hours you will be notified so that you may come to school and take him/her home.

Please keep your child at home:

- If he/she has a fever or has had one during the previous 24-hour period.
- If he/she has diarrhea or vomiting or has had diarrhea or vomiting during the previous 24-hour period.
- If he/she is taking an antibiotic that must be administered during the school day.
- If he/she has a cold that is less than 4-days old.
- If he/she has a heavy nasal discharge
- If he/she has a constant cough
- If he/she is fussy, cranky and generally not himself/herself
- If he/she has the symptoms of a possible communicable disease.

We DO NOT administer medications to any children. The only exception being pre-approved medication needed for a life-threatening emergency.

Please notify the school if your child has a communicable disease so that other parents may be notified.

You should notify the school or your child's teacher if your child has experienced or is experiencing any type traumatic emotional distress. This will enable the teacher to understand and deal with behavior differences or other difficulties the teacher may be observing in the classroom.

### **Toilet Training**

It is our expectation that children be potty trained by the time they enter the three-year-old class. Due to staff/child ratio, and lack of properly equipped classrooms, we cannot accommodate children who are not potty trained by this time. We consider at child potty trained when he/she initiates going to the bathroom and can pull up and down their own pants and underwear. There are many distractions and activities at preschool and we understand that setbacks often occur. Our teachers and staff will evaluate each child one month after their start date to determine if they are adequately toilet trained to continue in the program.

### **Immunizations**

St. Philip's Preschool will not admit any children whose parents/guardians will not permit immunizations. Children will be permitted to enroll if they have written documentation from their healthcare provider that the required immunizations are contraindicated or pose a significant risk to the health and well-being of the child. We respect a parent's right to choose what they feel is in the best interest of their child. However, our first priority is to provide a safe environment for all children in our care.

The Texas Department of Family and Protective Services require us to have a copy of your child's immunizations. These records must be kept current and on file in the Preschool office. The record you provide must include the signature of a health care provider and the child's parent. The staff of St. Philip's Preschool is not required to receive any immunizations.

### **Vision and Hearing Screening**

All children who are four years old or who will turn four by the last day of the preschool year will need to be screened for possible vision or hearing problems. You may have this done at your personal physician's office during your annual Well Visit. Or you may choose to

participate in screenings that will be offered for a fee during the fall semester. It is the parent's responsibility to submit the results of the screenings to the Preschool office.

### **Snacks**

A mid-morning snack will be served each day. An effort is made to serve healthy foods that contribute to good nutrition. Snacks may include fruit juices, crackers, fruit, vegetables etc. We ask that parents make a snack donation once a month. The snack you bring will be stored in the kitchen and passed out to your child's class as needed. Sometimes there are food allergy issues; in that case we will notify the parents of that classroom to help us provide snacks that can be enjoyed by all.

### **Lunch**

Each child should bring a nutritious and balanced lunch and drink from home. All foods should be ready to eat and easily managed by the child; fruit should be peeled and cut up (please avoid prepackaged fruit cups), sandwiches cut in small pieces etc. We do not have the ability to refrigerate lunches so you may want to put a cold pack to keep the lunch cool.

St. Philip's Preschool is not responsible for the nutritional value of the lunches brought from home, or meeting the child's daily food needs.

### **Nap/Quiet Time**

All children will have a rest time after lunch, if your child is not used to taking a nap, he/she will be provided with a book or stuffed toy and may rest quietly so those who wish to nap can do so. A child may also want to bring a small blanket or special toy for rest time. Please label all items clearly to help us make sure they return home.

### **Arrivals & Dismissals**

Preschool is held from 9am-2pm on the designated days your child's class meets.

Children will be greeted at the Racine Drive entrance each morning. Due to continued concerns with the COVID virus parents will drop children at the door and they will be escorted to their classroom by a staff member. Please be sure to sign in your child's arrival time each morning and sign them out when you pick them up at the end of the day. We encourage you to be prompt; our experience is that children who arrive late have a harder time settling into the class routine. The Preschool locks the doors each morning at 9:15a.m. If you arrive after that time you must ring the bell to be admitted.

The doors to the Preschool will be unlocked at 1:50 p.m. each day and pick up will begin. If you need to pick up prior to that please ring the bell for assistance. Children will be escorted to the door by a staff member and released to an adult. Please be sure to sign them out. It is important for your child's peace of mind that you pick him/her up promptly at 2:00p.m. If for some reason you find that you will be unavoidably delayed, please call the school so that we can let your child know that you will be late, but that you are on your way.

### **Late Charges**

A late charge of \$5.00 (per child) will be assessed for each 15 minutes or any part thereof, after 2:10p.m. At 2:15p.m. someone on your child's emergency contact list will be called to pick up your child. If no one arrives by 2:45p.m, the late charge increases to \$10 per 15 minutes.

### **Transporting Children**

Our first responsibility is to protect the health and safety of the children in our care. St. Philip's Preschool provides NO transportation to children during the hours they are in our care. Preschool employees may **not** provide transportation to or from St. Philip's Preschool to any child/children that are in the care of/enrolled in St. Philip's Preschool that are not their own children or family member.

### **Campus Safety**

The safety of all the children and their families is very important to the entire staff of St. Philip's UMC and the Preschool. During arrival and departure times it is extremely important to be aware of and follow all the policies put in place for everyone's safety.

- Park in designated parking spaces only
- Always escort your child to the door sign the attendance record
- No parking, or dropping off in the fire lanes
- No parking or dropping off in the handicapped spaces without the proper license plate or placard
- Please avoid backing into a parking space, and pull forward in a space when possible
- End cell phone calls before entering parking lot
- Drive slowly and watch for children, they are quick and often unpredictable

Please keep in mind the safety policies when enjoying the prayer garden either before or after school.

- Children should remain in close proximity of their parents at all times
- Children should not play in the landscaped areas including the large bushes on the side of the building
- Tree climbing is not allowed
- Rocks are not to be thrown

These policies are in place for the benefit of everyone and taken seriously by St. Philip's UMC and Preschool. Failure to comply may result in consequences up to and including expulsion from the program.

### **Release of Children**

Whenever someone besides a parent picks up your child, whether they are listed on the registration form or not, they will be required to present their driver's license so that we can confirm their identity. This is to protect your child so please explain this to those whom you have listed on the registration form.

### **Bad Weather Policy/School Closings**

In the event of inclement weather St. Philip's Preschool will follow the RRISD school closing decisions. You may check the website at [stphilip's-preschool.org](http://stphilip's-preschool.org) or on our Facebook page for the specific delay or closing information.

If RRISD cancels school, then St. Philip's Preschool will be closed. If RRISD delays school for two hours, then the Preschool will begin at 10:30 a.m. We will dismiss at our normal time of 2 p.m. There are no refunds for missed days.

### **Emergency Preparedness Procedures**

Depending on the nature of the emergency, there are three types of evacuation procedures.

- Lockdown-Keeping children and staff inside the building and securing the facility for the immediate emergency. Example would be a tornado or a dangerous situation on the campus or in the community.
- Evacuation of the facility- Movement of the children and staff to other areas away from the buildings.
- Off- site evacuation- Movement of the children and staff out of the facility to the designated shelter at Brushy Creek Recreation Center located at 16318 Great Oaks Drive, Round Rock Texas. Phone: (512) 255-7871.
- The parents/guardians identified on the child's admission forms will be contacted by phone, text and lastly e-mail regarding the situation and the pick-up location of their children.

## **Orientation**

Before the first day of school there will be a parent/child orientation, we call "New Friends Day". The purpose of the meeting is to get acquainted with your child's teacher, discuss classroom procedures, curriculum plans, schedules, etc. This is a great opportunity to see your child's classroom and meet other parents. You will receive a letter in the beginning of August with the specific date and time.



## **Gang-Free Zone**

As a result of an amendment to Chapter 42 of the Human Resource Code, we are required to inform you that St. Philip's Preschool is a gang-free zone. This includes any area within 1000 feet of the preschool. This means that certain gang-related criminal activity or engaging in organized criminal activity is a violation of the law and is subject to harsher penalty.

## **Firearms**

All persons with the exception of Peace Officers are prohibited from having firearms, hunting knives, bows and arrows and other weapons on the campus of St. Philip's Preschool. This policy applies to both open carry and/or concealed firearms. This prohibition does not apply to personal vehicles.

## **Animals**

St. Philip's Preschool does not allow classroom pets or animals on the campus.

## **Carpools**

Formation of carpools is at the parent's discretion. Make sure that anyone who may be picking up your child is listed on his/her registration form as having permission to do so. Any change in carpool arrangements should be communicated to the teacher or Preschool office. Should plans change during the day please call the preschool office and let us know of the change.

## **Birthdays**

Children enjoy being recognized on their very special day. Most often children celebrate by sending a special snack for that day. Please consult with your child's teacher regarding how birthdays are celebrated in their class.

## **Invitations**

Private party invitations may be handed out at school **ONLY** if **EVERYONE** in the class is invited. Otherwise please mail invitations to avoid hurt feelings.

## **Class Parties**

A sign-up sheet will be posted in each classroom before each party so that parents may volunteer to bring something. The classes will be celebrating the following holidays: Halloween, Thanksgiving Feast, Christmas, Valentine's Day and Easter.

## **What to Bring to School**

- Backpack or sturdy tote bag for storing belongings and carrying home artwork. Please label the bag with your child's name.
- A lunch with a drink.
- Show and Tell items when requested by teacher.

## **What to Leave at Home**

- Play guns, knives, war toys or other toys of destruction are inappropriate in our program.
- Gum and candy.
- Money or other items of value, which could be lost.
- Items that are easily damaged or broken.

