



ST. PHILIP'S PRESCHOOL

A weekday ministry of

St. Philip's United Methodist Church

PARENT HANDBOOK 2026-2027

16321 Great Oaks Drive

Round Rock, TX 78681

512-431-3259

preschool@stphilipsumc.org

Updated August 2026



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	www.tdprs.state.tx.us

Nondiscrimination Policy

St. Philip's Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, program and activities available at the school. It does not discriminate on the basis of race, color national ethnic origin in administration of its educational policies, admission 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.

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.

St. Philip's UMC Services

Join St. Philip's UMC for worship on Sundays. There is a Family Worship Service. Traditional Services, Adult and Childre's Sunday School classes as well as evening Youth Group. All are welcome at St. Philip's!

Explanation of Tuition and Fees

Tuition is calculated on a yearly basis and is divided into 9 equal installments. The first installment payment is due within 48 hours of confirmation of your enrollment. The remaining installment payments are due on the 1st of each month September through April. These fees will be billed to you through the Brightwheel and are payable online or in person with a check or cash.

Tuition Fees 2026-2027

# of days	Classes Offered		Annual Registration Supply Fee		Annual Tuition	O R	9 monthly payments
2 Days	18 Month Olds 2 year olds 3 year olds 4 year olds		\$250		\$2925		\$325
3 Days	18 Month olds 2 year olds 3 year olds 4 year olds		\$250		\$3870		\$430
5 Days	18 Month olds 2 year olds 3 year olds 4 year olds		\$250		\$5400		\$600

Family/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.

Tuition Policies

- Tuition payments are due on the **1st of each month**. Payments not received by the 10th will incur a **\$25 late fee** and a late notice will be sent. If the 10th falls on a weekend or extended holiday, payment is due by the last school day before the 10th.
- **Returned checks** are subject to a **\$25 returned check fee**.
- Payments may be made through **Brightwheel**, in person, or by mail to:
St. Philip's Preschool
16321 Great Oaks Drive
Round Rock, TX 78681
- **Enrollment is for the full academic year**. Registration, supply, and initial installment fees are **non-refundable**.
- A **30-day written notice** is required to withdraw from the Preschool. Families remain responsible for tuition during the 30-day notice period.
- The **initial installment payment** is applied toward the student's final monthly tuition payment of the academic year.
- **Classes are subject to cancellation**. Refunds will be issued only if St. Philip's Preschool cancels the child's class

Withdrawal

In 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. The initial payment is credited towards the payment of the students' last monthly installment payment for the academic year.

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

Late Charges

If for some reason you find that you will be unavoidably delayed please notify the school so that we can let your child know that you will be late and that you are on the way. We are flexible and understanding of extenuating circumstances.

The charges for late pick up are:

- \$5 for pickup between 2:10-2:15 and \$1 for every minute after 2:15 p.m.
- After three late pickups the fees will be doubled.
- Habitual late pickup may result in expulsion from the program.

Arrivals & Dismissals

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

The Preschool doors are open at 8:55 a.m. until 9:15 a.m. for morning drop off. A doorbell is located by each entrance if you arrive during the school day. Please be sure to check your child in on the Brightwheel platform each morning and check them out 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 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. It is important for your child's peace of mind that you pick him/her up promptly at 2:00 p.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.

Authorized Pick Ups

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. If you wish to add a name to the pickup list please notify the Preschool Office, either in person or through e-mail.

Custody Situations

St. Philip's does not get involved in custody disputes and will follow a court order exactly as it is written. Please provide a signed copy for our files. PLEASE NOTE THAT PER STATE LAW IN THE ABSENCE OF A COURT ORDER BOTH PARENTS HAVE EQUAL RIGHTS. In the event of a dispute that takes place at St. Philip's, Williamson County Sheriff will be called to handle the dispute.

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.

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 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.

Special Situations

At times, preschool children may show behaviors such as biting, hitting, scratching, shoving, kicking, pinching, or having strong emotional outbursts. These behaviors are often a sign that a child is feeling overwhelmed and is still learning how to understand and manage their emotions. While these moments can be challenging for children, families and teachers, they also offer important opportunities for learning and growth.

St. Philip's Preschool is committed to providing a safe, loving, and supportive environment where children can develop social and emotional skills, learn healthy ways to express their feelings, and build positive relationships. We believe that children grow best through caring guidance, consistent expectations and strong partnerships between home and school.

The following steps offer general guidance for responding to aggressive behavior. Because every child and situation is different, the Preschool Director will use their judgement to decide the most appropriate response. Decisions will be based on the severity and frequency of the behavior, the circumstances involved, safety concerns and the individual needs of the child.

First Occurrence: Parents will be notified and informed about what happened and how the Preschool responded,

Second Occurrence: Parents will be notified. Depending on the situation and its severity, the child may be sent home for the rest of the day to help them calm and reset

Third Occurrence or Ongoing Behavior: The child may be asked to stay home for a set period. A meeting with the parents, teacher, and Director may be scheduled to better understand the child's needs and create a plan for returning to school.

Continued or Serious Behavior: If aggressive behavior continues or if an incident raises significant safety concerns, the Director-working with church leadership, (Church Pastor and church leadership) will determine what additional support or steps are needed. These may include an extended break from school, a revised behavior support plan, referrals for outside resources, or, in rare cases dismissal for the remainder of the school year. The Preschool is committed to responding to each situation with care, fairness and attention to the needs of the child and classroom community. These guidelines are flexible and may be adjusted as needed to best support a safe and nurturing learning environment for all children.

Curriculum

Each class has a curriculum thoughtfully designed for its age group. Themes focus on holidays, seasons, nature, community, and topics that are meaningful and engaging for young children.

Through books, discussions, puppetry, puzzles, music, dance, creative movement, art, and hands-on activities, children develop skills in **language, early literacy, math, science, and the fine arts**. We also emphasize **fine-motor and gross-motor development, hand-eye coordination, and school readiness**.

Art activities introduce children to a variety of materials and techniques while encouraging creativity, exploration, and an appreciation of art. Activities are designed to build confidence, encourage thinking and planning, and provide a sense of accomplishment. **The focus is on the creative process, not the finished product.** Children are encouraged, but rarely required, to participate, and their choices are respected.

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.

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 at 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 of 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.

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.

Medical Emergency/Accidents/Injury

If a child requires urgent medical attention, St. Philip's staff will call 911 immediately and then call the parents. If the parents have not arrived at the school, a staff person will accompany the child to the hospital and remain with them until the parents arrive.

We will take all reasonable precautions to maintain the safety and wellbeing of our students.

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 a 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 trained to continue in the program.

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 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.

Peanut and Other Allergies

Peanut and tree nut products are generally allowed on campus. However, St. Philip's Preschool reserves the right to designate a classroom as **peanut/tree nut-free** when necessary. Parents will be notified in writing if this occurs, and no peanut or tree nut products will be permitted in that classroom.

Because lunches and snacks are prepared at home, **we cannot guarantee a nut-free environment**. We make every effort to minimize the risk of exposure.

Nap/Quiet Time

All children will have a **rest period after lunch**. Children who do not nap will be provided with a book or stuffed animal and may rest quietly while others nap. Children may also bring a small blanket or lovey for rest time.

Please label all items brought to school to help ensure they are returned to you.

School Pictures

Individual and group photographs are professionally taken once a year. Individual and Class Pictures are taken at that time. You are under no obligation to purchase anything. You will be sent information before the scheduled date and ordering/purchasing will be offered through the photographer.

Field Trip

St. Philip's has one off-campus field trip per year. Currently that trip is to Sam Bass Fire Station that is in walking distance of the school. Parents are welcome to participate; however younger siblings are not permitted.

Transportation

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.

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

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.

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 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.

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.

Parent Communication

Questions and communication from parents are always welcome. Please feel free to reach out to your child's teacher or the Preschool Director at any time. We value and appreciate your questions, feedback, and input as we work together to support your child.

Emergency Preparedness Plan

- 1) In the event of an emergency such as a fire that makes the inside of the building unsafe, teachers and children should follow the posted evacuation notices in each classroom. The lead teacher of each classroom is responsible for counting children before leaving the classroom and for bringing the children's contact numbers with them. At the designated meeting point teachers should again account for the number and identity of children in their care.
- 2) In the event of an emergency that makes the St. Philip's UMC Campus unsafe the staff of St. Philip's Preschool will move the children to the Brushy Creek Community Center located at 16318 Great Oaks Drive, Round Rock Texas 78681.
- 3) The emergency number of Brushy Creek Community Center is (512) 255-7871.
- 4) The children will be escorted across the street to the Brushy Creek Community Center by St. Philip's staff.
- 5) The lead teacher of each classroom is responsible for counting children before leaving the classroom and for bringing the daily sign in sheets and children's contact numbers to the alternate location. At the alternate location the teacher will again count the number and identity of the children in their care.
- 6) The Director or in his/her absence the Assistant Director is responsible for inspecting the building and insuring the building has been totally evacuated.
- 7) The Director is responsible for issuing a notice to evacuate the campus. In addition, a directive to evacuate can be issued by the Senior Pastor, or the Administrative Assistant to the Senior Pastor. Any of the above mentioned people have the authority to declare the situation clear and the campus safe.
- 8) The Director or in his/her absence the Assistant Director will be responsible for contacting the pertinent local authorities regarding the evacuation.
- 9) The Director or Assistant Director is responsible for bringing all emergency medications to the alternate location.
- 10) The Director or in his/her absence the assistant director is responsible for notifying parents of the situation.
 - a) The Director or in his/her absence the Assistant Director will be responsible for taking all children's files to the alternate location. These files contain all contact information and authorizations. The parents/guardians identified on the child's admission forms will be contacted by phone regarding the situation and the pick-up location of their children.
 - b) Parents/Guardians will have to sign out their children on the Brightwheel App before they can leave the alternate location.
- 11) In the event of an immediate or imminent situation that occurs inside the center or that would make exiting the center unsafe the lockdown procedure should occur as follows.
 - a) The teachers are to lock the classroom doors and turn out lights.
 - b) Move students to the designated area in their classroom