



## **Klein Weekday Ministries**

5920 FM 2920 • Spring, TX 77388  
www.kleinumc.org

**A Ministry of  
Klein United Methodist Church**

**Contact: Sabrina O'Toole, Director  
281-353-0494  
sabrina@kleinumc.org**

### **Parent Handbook 2019-2020**

Klein Weekday Ministries for Children is an early childhood program designed to provide children an opportunity to grow spiritually, socially, emotionally, physically and intellectually. Our philosophy is to help children grow in all developmental areas. We provide a developmentally appropriate curriculum, including opportunities for individual, small and large group activities. Our children, who are 2 years of age and older, attend motor/music, S.T.E.A.M. and chapel classes. Additionally, all children have the opportunity to:

- Develop language skills through pre-reading activities
- Develop fine motor skills, which are necessary for future writing
- Pretend through drama, free play and other activities
- Construct with a variety of materials
- Assist with science experiments and cooking activities
- Create through process art and activities
- Share bible stories, sing songs and share God's love
- And... The Sky Is the Limit!

Klein Weekday Ministries for Children (KWMC) is licensed by the Texas Department of Family and Protective Services. As a licensed facility, we operate using the Minimum Standards for Day Care Centers as our basic guide. We are required to meet or exceed these standards. To review a copy of the minimum

standards, please see HHSC's website. To contact them by phone, please call 936/ 756-1551 (Conroe) and 713/ 287-3238 (Houston). Their website is hhsc.state.tx.us. If you need assistance in locating the document, KWMC's administrative team will assist you. Furthermore, a copy of KWMC's most recent inspection report is displayed on the bulletin board outside the administrative offices. For further information, please contact:

Texas Health and Human Services  
P. O. Box 16017  
Mail Code 182-6  
Houston, TX 77222-6017

## **Programs Offered by KWMC**

Klein Weekday Ministries for Children offers programs for children from 24 months of age through Kindergarten. Monday through Thursday, each class begins at 9:00 a.m. and ends at 1:00 p.m. September through May.

KWMC offers a "Stay & Play" time on Tuesday and Wednesday from 1:00 p.m. until 2:30 p.m. This program is offered for children who are in three and four-year old classes and is included in Transition and Kindergarten. As with the regular school program, "Stay and Play" requires an advance registration payment and is not a "drop-in" style of day care.

KWMC follows the Klein ISD school calendar closely, but not exactly. At this time, KWMC's school year begins in September and ends in May, with many of the same Klein ISD holidays.

To accommodate breastfeeding children, Klein Weekday will provide a comfortable place with a seat enabling a mother to breastfeed her child. Furthermore, parents are welcome to provide breast milk for their child while in our care.

## **Open Door Policy**

Parents are welcome at KWMC any time. No appointment necessary. Should a parent visit between the hours of 9:20 and 12:45 parents will need to enter and exit through West playground breezeway door. If at any point a parent wishes to discuss any questions or concerns about policies and procedures at KWMC, parents need to schedule an appointment with the director.

## **Fees and Tuition**

Fees and tuition are set yearly by the KWMC Board. Registration fees are required at the time of registration and registration fees are non-refundable, unless a class is not formed due to low enrollment. Payment of this fee is required before a place in a classroom will be held for a child.

Tuition is a yearly fee divided into equal monthly payments. The monthly payment amount will stay the same regardless of the number of days of attendance for the month. For example, the tuition for the month of October is the same as December when there are numerous holidays for Christmas. A current schedule of tuition and registration fees is available on the website: [www.kleinumc.org/preschool-registration](http://www.kleinumc.org/preschool-registration)

1. **Tuition is due on the 1<sup>st</sup> of the month.** It will be considered late on the 5<sup>th</sup> of the month in which it is due. A \$25.00 late fee will be added to your child's account if tuition has not been paid by the 5<sup>th</sup> of the month. If you anticipate that your payment will be late, contact the school's director or assistant director to discuss.
2. Returned checks will be assessed the \$35 bank service fee plus the \$35.00 late fee. All bank fees for declined electronic charges will be assessed at \$4.00 per occurrence.
3. Make checks payable to KWMC or Klein Weekday Ministries for Children.
4. Tuition payments should be dropped off in the locked tuition box located in the hallway outside of the administrative offices. You may also choose to mail in your payment to: Klein Weekday Ministries for Children, 5920 FM 2920, Spring, TX 77388. Please mail your payment in advance to ensure it will arrive before it is considered late. KWMC is not able to make allowances for payments received late due to the mail. There are also electronic payment options available; contact [Josette@kleinumc.org](mailto:Josette@kleinumc.org) for more information.
5. **Teachers and teacher assistants may not accept your tuition payments. Please do not put your tuition check in your child's tote bag.**
6. In the case of withdrawal, a one-month advance written notice is required before any tuition will be prorated for refund. Please remember that **registration fees are only refunded if a class is not formed due to low enrollment.** No credit is given for regularly scheduled school holidays and/or vacation periods.
7. Tuition fees will not be modified for absences due to short-term illnesses, vacations, etc.
8. If tuition is more than one-month delinquent, your child will be expelled from the program unless prior arrangements have been made with and approved by the KWMC Board.
9. *Stay & Play* tuition is charged and due with school tuition. The *Stay & Play* monthly tuition (\$40.00 per month for 1 day, \$80.00 per month for 2 days) will be added to the classroom tuition charge.

Families with more than one child in the program will receive a \$5.00 tuition discount per child.

**Registration Fees are non-refundable and non-transferable, unless a class is not formed due to low enrollment.**

## **Eligibility and Admission**

Educational child care at Klein Weekday Ministries for Children shall be granted to any child in the church or community without regard to race, gender, color, creed, religion, national origin, or ancestry. Children who are physically, emotionally or otherwise handicapped to the degree that they cannot benefit from the KWMC program shall not be accepted. Registration is accepted on a first come, first served basis. Registration/enrollment priority will be given in the following order:

1. Current students and their siblings
2. Children of church members
3. The general public

Children are accepted on the condition that all paperwork and immunization information is submitted to KWMC at time of registration. Immunizations must be current in order to attend classes. If immunizations are not up-to-date, a letter from the child's physician stating the immunization plan for that child must be submitted to KWMC. No immunization waivers will be accepted. All fees must be paid in order to be admitted.

Admission is based upon the availability of space and enrollment is for the entire school year. Notification of withdrawal must be made in writing. (Please refer to the "Fees and Tuition" section of the handbook for refund information.)

Should a child be withdrawn during the school year for a short time, tuition must be kept current, and the child's intent to return to KWMC should be submitted in writing in order to retain the child's place in his/her classroom. If not, re-registration will be required in order to return to school. This will be subject to space availability.

## **Required Registration Papers**

At the time of registration, your child must have the following forms (with all required information completed) on file in our office:

1. Registration Application
2. Enrollment Form – new to Klein Weekday students only
3. Health Form – new to Klein Weekday students only
4. Emergency Contact Form
5. Hold Harmless Forms – both for the child and a parent/guardian

All of these forms, with the exception of the Health Form, are built into the online registration system.

Please note the Parent Handbook, which is KWMC's operational guidelines, is available on our website, [www.kleinumc.org](http://www.kleinumc.org). The Parent Handbook is updated annually before registration. If there are any changes after registration, an email will be sent home informing you of the change. Furthermore, each classroom teacher will solicit your initials on a sheet verifying you are aware of the changes.

No child may be admitted into the program without the above forms which are required by law, KWMC, and/or KUMC.

## **Classes and Age Grouping**

Classes are based upon the age of the children as of September 1<sup>st</sup>. There is limited flexibility in groupings. Children with special needs may be moved from one group to another in order to meet these needs. Placement decisions are based upon input from previous teachers, parents and the administration's assessment of the child's developmental level. Specific teacher requests by parents are not permissible.

## **Morning Arrival**

Parents wishing to escort their children to the classroom should park their vehicles in the designated parking places in the west side parking lot. Please do not block the open area by the covered patio door. The far north entrance (behind the CLC) into the school is for carline drop-off only and is not to be used as a walk-in entrance in the morning.

Children attending school in the preschool wing (ages 3 through Kindergarten) may be eligible for morning drop-off in the carline (please refer to the "Morning Drop-Off" section below). In this case, your child will be escorted to the classroom by a school staff member.

Each child must be personally accompanied to his/her assigned classroom by a parent or adult care-giver. Please do not bring your child to the classroom before 9:00 a.m. This time is solely for the teachers to prepare their classroom and for the staff to attend their daily Morning Prayer meeting. Children should not be left in a classroom before the teacher returns from the morning meeting and is ready to greet them. **If a child arrives before 9:00 a.m., the parent must remain in the hallway with the child until the teacher returns to the room and is ready to admit children into the classroom.**

*The State of Texas mandates that each child be signed in and signed out on a daily basis.* The teachers will sign your child in each morning. During this time, your child will be greeted by the teacher and given a quick "health check". The teacher will sign your child out as you pick them up from the classroom. There is no afternoon carline.

Timely arrival – the classes begin with activities at the beginning of the day. If a child is late, it is very difficult for him/her to transition into the class with the rest of the children. This often sets the tone for a very difficult day for both child and teacher. **Please have your child in class by 9:10 to ease this transition for your child. All doors will be locked at 9:20.**

The teachers are not able to discuss problems with you while they are responsible for children still in their classroom. Please call the office for an appointment, and your child's teacher will return the call and schedule a conference with you.

If your child is going to be absent, please notify the office at 281-353-0494. A child will be dropped from the program if absent for three weeks and we are unable to contact the parents.

### **Morning carline Drop-Off**

Morning carline drop-off is available for all registered children.

To participate in the morning drop-off carline, enter the church parking lot at the most eastern driveway (east of the CLC building) and drive behind the CLC to the double back doors of the building. When it is your turn to drop off your child, put your car in "park" and leave it in "park" until you are signaled to drive away. All children should be belted in their car seats until a staff person arrives to help. Children will be escorted to the designated walking area and then to the porch where a staff member will escort a group of children into the building and to their classrooms. We try to unload 8 - 10 cars simultaneously. If your child does not want to get out of the car by the time that all of the other children have been unloaded from their vehicles, please drive around to the parking lot on the west side of the building and escort your child to the classroom. Please do not hold up the carline for the other vehicles behind you.

Morning carline drop-off is available from 8:55 a.m. until 9:15 a.m. If you arrive after 9:15 a.m., please park your vehicle and accompany the child to the classroom.

To comply with state laws and for the safety of the children and staff, when unloading the children, it is expected that parents refrain from talking on cell phones while in the carline. We also request that pets are not in the car. Three violations of these expectations will result in the privilege of carline being taken away. **All children should be belted in their car seats until a staff person arrives to help.**

## **Afternoon Dismissal**

School ends at 1:00 p.m. Monday through Thursday. Parents will come into the school and pick up their child. The teacher will sign the child out when the parent and child leave the classroom. Children should be picked up promptly at 1:00 p.m. If your child is not picked up on time from the classroom, they will be picked up from the office and a late fee of \$1.00 per minute will be assessed.

Children participating in the *Stay & Play* program will be escorted by staff to their *Stay & Play* classroom. For these children, dismissal time is promptly at 2:30 p.m. If your child is not picked up on time from the classroom, they will be picked up from the office and a late fee of \$1.00 per minute will be assessed.

Stay & Play afternoon carline for Kindergarten and Transition classes (including siblings) will begin in the Spring of our school semester. Carline will start at 2:25 p.m. and will end at 2:35 p.m. After 2:35 parents will have to park and walk in the "Ring Door Bell" door near the playground and pick up from the office and a late fee of \$1.00 per minute will be assessed.

Children should be picked up promptly at the conclusion of each school day. Pick up is at 1:00pm. If your child is not picked up on time from the classroom, they will be picked up from the office and a late fee of \$1.00 per minute will be assessed.

If your child is picked up late 4 or more times, a meeting will be set up to discuss and Klein Weekday reserves the right to withdraw the child from the preschool program.

In the event you need to pick up your child early from school, please report to the Assistant Director's office to alert them and then proceed to the classroom. If the pick up person is unknown to the teacher, she/he will ask to see the red dismissal pass to ensure the safety and proper dismissal of the children to authorized adults. Between 9:20 -12:45 all school doors are locked. To gain entrance, you will need to enter via West playground (large playground) door and ring the doorbell for assistance/entrance. School admin will be the ONLY staff to open the door. Teachers will not open the door. To locate, enter the western most parking lot entrance, proceed to the large playground.

A parent may authorize another person to pick up his/her child by either:

- Listing the authorized person on the child's Emergency Contact Form.
- Calling to authorize the emergency release of the child.

**KWMC will not release a child to an unauthorized person, even if the person is known to the child. We will ask for photo identification such as a Texas Driver's License to verify identification. No child may be picked up by anyone under the age of eighteen (18).**

## **Parking Lot Safety**

- Children should never be allowed to run freely in the parking lot. Please hold your child's hand at all times in the parking lot.
- Do not leave your engine running in the parking lot.
- Drive slowly through the parking lot.
- Make sure your child is properly restrained in their car seat before leaving your parking space. It is unlawful to transport a child without a safety belt or restraint.

**Do not leave any child unattended in a car.**  
**This is against the law and will be reported to proper authorities.**

If you need assistance getting into the building, please call the school office.

Do not leave personal articles (purses, etc.) in your car while entering the building. The school and church are not responsible for items stolen or damaged in your car.

**Child Custody/Dismissal Issues**

We are legally unable to refuse visitation or the privilege of picking up a child by a parent unless we have a Certificate of Custody from the legal parent or guardian with physical custody. It is the parent's responsibility to furnish a current certified copy of the court divorce decree for your child's file. The decree must be specific as to who has legal custody, visitation rights, and care for the child (ren).

**Illness**

A child should not attend school when visibly ill. A sick child belongs at home where he/she is more comfortable. Children should not be brought to KWMC if they have experienced or are experiencing the following symptoms:

1. Fever within 24 hours of being brought to school (Fever is defined by KWMC as a temperature of 100.2 degrees or higher.) **Giving a fever reducing medication to reduce temperature does not count.**
2. Two or more diarrhea stools in the previous 24 hours
3. Vomiting within the previous 24 hours
4. A heavy, constant nasal discharge
5. A constant cough or sore throat
6. Head lice
7. Contagious skin rash

8. Symptoms of any communicable disease
9. Sad, fussy, cranky or generally not himself/herself

All children will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If you believe that your child is too ill to participate in any of these activities, please keep your child home. We do not have the staff or facility to separate one child from an activity while the remainder of the class participates. Teachers or staff of KWMC reserve the right to do a general health check upon arrival.

Should a child become ill at school, the parent or authorized person designated on the registration card will be contacted to pick up the child. Until the parent arrives to pick up the child, he/she will be removed from the classroom. Although we know it is sometimes difficult, we request that the parent or pre-authorized person pick up the child within 30 minutes to minimize the possibility of spreading the illness. KWMC does not have a clinic or nursing station to house ill children.

Parents will be notified by a note from the school if their child has been exposed to a contagious illness. Our teachers make every effort to help the children observe good health habits such as washing hands, using tissues for cleaning the nose, wearing jackets when needed, etc. These attentions to daily health practices will help keep down the incidents of communicable diseases. Weekday staff clean and sanitize the toys and manipulatives on a daily basis; furthermore, any soiled clothing or bedding is laundered before being used. These attentions to daily health practices will help keep down the incidents of communicable diseases.

If your child contracts a communicable disease, it is imperative that parents advise us immediately. The Texas State Health Department requires that we maintain this information on file and, in some instances, report certain diseases to them directly. Additionally, there are some communicable diseases that, should your child contract, you will need to obtain a written physician's statement prior to the child returning to school.

Should a child receive an injury while at school, the teacher will immediately advise the administrative staff. Minor injuries (scrapes, bruises, etc.) will be treated with first aid. The parent will be notified with a phone call and/or at dismissal at the end of that school day.

### **Medical Emergencies**

If an injury requires the immediate attention of a physician, KWMC will contact emergency medical services, give the child first-aid treatment or CPR when needed, contact the physician identified in the child's record, and contact the child's parent.

## **Inclement Weather or Emergency Closings**

In case of inclement weather or emergency closing, KWMC will follow the decision of the Klein Independent School District. If Klein I.S.D. schools close, KWMC will also close. Should radio or television reports declare roads unsafe or impassable, school will be closed. Days missed due to inclement weather or emergency closings will not be made up due to calendar and scheduling constraints. Tuition will not be refunded for days missed due to inclement weather or emergency closings. If conditions at Klein United Methodist Church force closure of the school, the classroom teacher and/or administrative staff will notify parents.

In the event that severe weather or emergency conditions prohibit parents from picking up their child, we reserve the right to release your child to an authorized person listed on your child's Emergency Contact Form(s). In the event we are unable to reach you by phone, we will post a notice on the Director's office door indicating who picked up the child and the time of pick-up. The school will also make every effort possible to leave this information on your home, work, and cell voice mails, as well as with those listed as emergency contacts on school records.

## **Health Records including Immunizations**

A certificate of good health that is signed and dated by a physician is required to admit a child into the KWMC program. KWMC requires each child be vaccinated and does not accept immunization waivers. A current immunization record from each child's doctor must be on file in our offices. Please see our immunization document for current immunization requirements. At this time TB tests are not required for children in our area however, we are governed by county regulations and is subject to change dependent upon county requirements. It is of vital concern to the State of Texas Department of Protective and Regulatory Services that your child's medical records be kept up-to-date. When your child receives booster shots or has a change in medical status, it must be communicated to the school via an updated shot record from the doctor. This may be hand delivered, mailed, e-mailed or scanned to our offices. Children who are not current on their immunizations may be excluded from attending the school by the State of Texas. All employees follow the Klein Weekday employee immunization policy of obtaining a yearly flu vaccination, shingles vaccination (age applicable) and T-dap boosters. All vaccinations records remain on file during employment.

## **Allergy Information**

KWMC keeps a list of the children who have allergies to specific foods (peanuts, etc.), who are allergic to bee/wasp stings or have other medical concerns such as asthma, ear tubes, etc. This list will be posted in every classroom and administrative offices. An Allergy Emergency Plan will be kept for each child with allergies. It is vital that parents keep us updated regarding their child's allergies, reactions to exposure to those allergies, and appropriate remedies. KWMC staff will work hard to minimize the risk of exposure to something which may cause an

allergic reaction in a child. However, we cannot guarantee that a child will not come into contact with an allergen.

## **Medication**

***The school office must be notified concerning the usage of long-term daily medications. It is the parents' responsibility to keep their child's medical information current.*** We prefer the parent give any prescribed medication to the child either before or after school. However, if medication during program hours is necessary, the medicine must be brought to the Assistant Director's office. A medication request form must be completed by the parent and accompany the medication each day it is to be administered. No medication will be given without the written permission of the parent. A record of administered medication is kept in the Assistant Director's office. No type of medicine or vitamin should be placed in the child's backpack, tote, or lunch box. All medication will be kept in the Assistant Director's office.

Medication to be administered at school must be:

1. In the original container.
2. Labeled with the child's full name.
3. Labeled with the date (if prescription medicine).
4. Labeled with the prescription number.
5. Labeled with directions for the correct dosage to be administered.
6. If prescription medication, it must be labeled with the name of the prescribing physician.

Parents with children requiring a daily dosage of medication will need to follow the same procedure as above except that medication may be kept on site for the school year. Additionally, the parent will need to fill out a medication request form including the date the medication was brought to KWMC and the times KWMC employees are to administer the medication. Medication will be administered only to the child for whom it is intended and in amounts according to the label directions or as amended by the physician. Medication will not be administered after its expiration date. Should the medication be discontinued at any time during the school year, the parent must notify the office and pick up the remaining medication. Long-term medication will be returned to parents at the end of the school year.

Children suffering with severe food allergies or allergic reaction to ant bites or stings may have medication kept on site at all times for us to administer in the event of a medical emergency. The parents will be asked to obtain a letter from their child's physician outlining specific signs and symptoms that we are to observe in the child, as well as the step by step procedure we are to follow in the event of an allergic reaction (Here in referred to Allergy Emergency Plan). The Director may also request that the parent meet with pertinent staff members concerning the child's special needs. If the child requires an Epi-Pen to be on site at all times, we will ask the parent to give a brief demonstration as to its usage. A completed medication request form must accompany the on-site

medication. The medication and medication request forms are to be brought to the Assistant Director's office.

Children suffering with asthma or reactive airway disease and requiring breathing treatments may have treatments done during school hours. The parent must complete a medication request form indicating the operating procedure for the treatment. The parent will need to bring the breathing machine and medication request form to the Assistant Director's office and give a demonstration as to the proper procedure for preparation and administration of the treatment. The breathing machine will be returned to the parent at the end of each school day. Alternatively, parents are welcome to come to the school and administer the medication themselves. KWMC will not dispense or apply insect repellent or sunscreen. All parents are advised to apply these items before school.

In the event of a communicable disease outbreak, the Health Department will be contacted and their advice will be followed.

Klein Weekday is willing and able to administer injections only for emergency purposes and not as regiment of daily treatment for an ongoing medical condition.

### **Vision, Speech, and Hearing Screenings**

The Special Senses and Communications Disorders Act of 1983 requires all children ages four to six have hearing and vision screenings done annually by a trained licensed examiner. We have arranged for a speech pathologist to come to the school in September to administer the vision, speech, and hearing screenings. If the child fails the vision, hearing, or speech screening and is referred for further evaluation, a copy of the follow up procedure with diagnosis as to treatment or non-treatment must be provided to us. This will become a part of the child's permanent record.

### **Back Packs, Emails, and Classroom Cubbies**

It is important for parents to check their child's back pack and parent's email daily. This is the school's primary communication system with parents for newsletters, calendars, events, conferences, etc. Teachers will check back packs each day for notes from home. However, **do not use back packs to bring tuition payments to the school. Tuition payments should be deposited in the tuition box located in the hallway outside of the administrative offices.**

Classroom cubbies are not intended to be used by parents as a means of communication for birthday parties, etc. Teachers are not allowed to distribute information for parents. Please mail invitations to classmates instead of distributing them at school.

## **Social Media & Privacy Policies**

It is the policy of Klein Weekday to honor the request of parents to not have their child's photo posted on any social media sites. If a parent requests their child's photo not be shared on social media, the teacher will be provided with that information. It is expected that each request will be honored and adhered to by the teacher.

## **Clothing**

A good day at KWMC is often a messy day! Play is our work, and the children should be dressed in casual, loose, comfortable clothes appropriate for playing outside, sitting on the floor, painting, and other activities. Closed-toed shoes (such as tennis shoes) are a necessity for safety and comfort. They protect children from mashed toes and are more comfortable on the playgrounds which have mulch and sand surfaces. No boots please.

Each child should have an extra change of clothes (including socks and underwear) kept at school. Although smocks are worn while painting or participating in messy activities, they are often not enough to protect clothing from getting wet or dirty.

All clothes should be labeled with the child's full name to help us return them if misplaced. Younger children who have blankets, bottles, etc should have these items marked with their name. We cannot accept glass bottles and cannot give a child a bottle unless the child's name is clearly marked.

Children in diapers should have at least 4 disposable diapers brought to school each day.

Occasionally, your child may return home in borrowed clothing from our school and with his/her own soiled items in a plastic bag. Please launder the borrowed clothing and return it to the school for another child to use. Please check the school office for lost and found items.

## **Snacks and Lunches**

A mid-morning snack, supplied by the parents, is served each day. Parents are asked to send their child's snack marked with the word snack (S) so the teachers know this was the parent's intention. This snack is meant to be a small "hold-over" until lunchtime. Water should be sent in a sports bottle for use at snack time, lunch time, and motor and on the playground. Please note that Klein Weekday is a "water only" preschool. Other beverages are not permissible.

Lunch should be brought to school with your child each day. Lunch should consist of finger-foods (sandwich, fruit, vegetable) that your child enjoys eating. Please do not send candy, sodas or canned beverages. Do not send foods that will need heating, as a microwave oven is not available in the classrooms. All

snacks and lunches should be easy to serve, and all containers should be easy for your child to open.

If enrolled in stay and play, parents must send a snack labeled Stay & Play (S&P) to help ensure the snack is not eaten before the designated time.

In some classes, the children have the opportunity to cook or prepare special foods as a part of the week's theme or curriculum. For this reason, it is very important that the school and classroom teacher be informed of any food allergies your child might have.

## **Birthdays, Class Holiday Parties and Special Events**

Birthdays are always a special time, and we celebrate birthdays (and "un-birthdays" for summer birthdays) during snack time. You may make arrangements with your child's teacher to provide special birthday treats during snack time. Please check with your teacher for allergies and send a simple treat such as cookies, brownies, doughnut holes or cupcakes.

We cannot distribute party invitations or gifts to classmates at school. These invitations should be mailed or phoned to students. Refer to your class directory for telephone numbers and addresses of classmates. State guidelines prohibit balloons for children in our Twos' rooms because they are a choking hazard.

Classroom holiday parties involve parents and students. Parents are encouraged to volunteer. The teacher will let you know when a volunteer opportunity becomes available and provide a sign-up sheet. Please note that while younger siblings are also invited to attend classroom parties with their parents, it is the parent's responsibility to keep the children with them at all times. State licensing prohibits unattended children in a childcare setting. Regarding our special events such as water & snow days, we will adhere to all minimum standards as well as manufacturing requirements and suggestions.

## **Safety/ Emergency Preparedness**

Texas law requires KWMC to notify parents that we are a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include child care centers. The gang-free zone is within 1000 feet of the child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

In the unusual event that the church needs to be evacuated, emergency authorities will be contacted immediately. Furthermore, TDFPS will be contacted via cell phones. KWMC staff will walk the children to the Main Building carrying

their attendance notebooks, which include parent and emergency contact information for each child, authorization for emergency care for each child, and attendance sheet. If needed, the children will assemble in the Main Building until either transported via private vehicles to our secondary evacuation site or parents pick up the children from the Main Building. When assembled in the Main Building, teachers will use class rosters to account for the children and also contact parents using cell phones. While awaiting parents' arrival, all staff members will provide following: guidance, supervision & comfort as well as basic needs of food and water. The Main Building is stocked with bottled water, snacks and diapers for any emergency situation. If the children need to be transported to our secondary evacuation site KWMC will transport the children via private vehicles or follow emergency personnel's advice. For security purposes, our secondary evacuation location is only given in the printed handbook version which is available upon request. Parents will be notified by Remind, ProCare Text, Facebook update and an email, if the evacuation site has a computer with internet access, and/or by phone using private cell phones.

In the event of a human-caused event (i.e., an intruder with a weapon, an explosion or a chemical spill), the appropriate emergency response will be determined. For example, if there is an intruder, the children and staff will shelter in place. The staff will escort the children to the closest room, lock the door and wait for further directions. In the event of a chemical spill, the children will be removed from the area and the appropriate measures will be implemented to clean the spill in a safe manner. In the event of an explosion, the children will be evacuated as described earlier.

The Methodist Church has adopted a Safe Sanctuary Policy effective December 2005 for the protection of children, staff, volunteers, and the church. All staff and substitutes are required to attend this annual training and submit to a background check. All volunteers are asked to attend the Safe Sanctuary training.

As a licensed early childhood facility, Texas law requires us to post the following announcement in our administrative offices:

**“Reporting Abuse and Neglect: Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.”** [www.hhsc.state.tx.us](http://www.hhsc.state.tx.us)

Klein Weekday staff must complete one hour of annual training per year in the prevention techniques for and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

# Recognizing Child Abuse and Neglect: Signs and Symptoms

The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination.

If you do suspect a child is being harmed, reporting your suspicions may protect the child and get help for the family. Any concerned person can report suspicions of child abuse and neglect. Some people (typically certain types of professionals) are required by law to make a report of child maltreatment under specific circumstances—these are called mandatory reporters. For more information, see the Child Welfare Information Gateway publication, *Mandatory Reporters of Child Abuse and Neglect*.

For more information about where and how to file a report, contact your local child protective services agency or police department. An additional resource for information and referral is the Childhelp® National Child Abuse Hotline (800.4.A.CHILD).

## Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect.

### The Child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home

### The Parent:

- Shows little concern for the child
- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve

- Looks primarily to the child for care, attention, and satisfaction of emotional needs

## The Parent and Child:

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

## Types of Abuse

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note, however, that these types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

### Signs of Physical Abuse

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

### Signs of Neglect

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the **parent or other adult caregiver**:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

## Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting
- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

Consider the possibility of sexual abuse when the **parent or other adult caregiver**:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

## Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

## Resources on the Child Welfare Information Gateway Website

## **Child Abuse and Neglect**

[www.childwelfare.gov/can/](http://www.childwelfare.gov/can/)

## **Defining Child Abuse and Neglect**

[www.childwelfare.gov/can/defining/](http://www.childwelfare.gov/can/defining/)

## **Preventing Child Abuse and Neglect**

[www.childwelfare.gov/preventing/](http://www.childwelfare.gov/preventing/)

## **Reporting Child Abuse and Neglect**

[www.childwelfare.gov/responding/reporting.cfm](http://www.childwelfare.gov/responding/reporting.cfm)

This factsheet was adapted, with permission, from *Recognizing Child Abuse: What Parents Should Know*.  
Prevent Child Abuse America © 2003.

## **Prevent Child Abuse America**

[www.preventchildabuse.org](http://www.preventchildabuse.org)

### **Fact Sheet: An Approach to Preventing Child Abuse**

Prevent Child Abuse America is committed to preventing child abuse before it occurs. Since child maltreatment is a complex problem with a multitude of causes, an approach to prevention must respond to a range of needs. Therefore, Prevent Child Abuse America has designed a comprehensive strategy comprised of a variety of community-based programs to prevent child abuse. Reflective of the phases of the family life cycle, this approach provides parents and children with the education and support necessary for healthy family functioning. Based on what is known or believed to enhance an individual's ability to function within the family unit, several program areas contributing to the strategy can be identified. Beginning with the prenatal period, these programs offer a continuum of educational, supportive and therapeutic services for parents and children enduring throughout the school years. Although a community may not choose to offer services in all program areas, as a group they respond to the needs of all family members.

### **The Prevention Programs**

#### **Support programs for new parents**

The purpose of support programs for new parents, such as prenatal support programs, is to prepare individuals for the job of parenting. Such programs should include supports during both the pre- and postnatal periods to ease the difficulties associated with having a new infant at home. Prenatal and postnatal medical care is clearly important, particularly since low birth weight babies, drug exposed babies and babies otherwise sick in infancy are at risk for being abused. Many prospective parents now participate in prenatal care programs that go beyond the medical needs of the pregnant mother and the growing fetus to include attention to the demands of parenting. Prenatal programs can build on existing medical programs and educate about-to-be parents in child development, parent-child relationships, and adult relationships. Currently, home visitation is the most innovative and holistic prevention program used in approaching the difficulties of educating and supporting the at-risk family, while at the same time making a wide range of community

and professional services available to the family. This strategy is a comprehensive program in which services vary widely in both scope and content. An array of services may be offered, including nurse visitation to monitor the health of an infant and mother, in-home parenting education, and the intervention of a social worker for the purpose of preventing the placement of an infant in foster care. Most importantly, home visitation programs strive to create social networks for new parents by connecting them with other center-, community-, and hospital-based prevention programs. This helps break down the social isolation experienced by many new parents, especially those in poverty stricken communities. Social isolation is a proven risk factor for child abuse.

### **Education for parents**

Since 1989, the family support movement has pointed to an increasing need among all-American families for support, advice, and role models. Consequently, many parent education and support programs have encouraged the participation of all families, without regard to specified risk. By targeting all families, rather than low-income or otherwise at-risk groups, parent education and family support programs have achieved the broad-based backing necessary to underwrite statewide programs.

Nationally known programs that target at-risk families such as Parent Effectiveness Training (P.E.T.), the Parent Nurturing Program, and Systematic Training for Effective Parenting (S.T.E.P.) have various approaches toward parenting education and are distinct in their use of such teaching tools as reward and punishment, praise, and specific encouragement. Such parent focused interventions with well-specified training components aimed at improving child-rearing competence and stress management have been supported by empirical findings as effective measures for reducing risk factors associated with physical child abuse. Many groups that provide parenting education, such as natural childbirth groups, community-based prevention programs, and mental health services also can provide social support systems for families either at risk for or in treatment for abuse. Mutual support or self-help groups also provide a network of support to members in adjusting to new roles, problems, or changes in family circumstances. These groups can help members expand their social contacts, improve their feelings of self-esteem, and increase their knowledge of child development.

### **Early and regular child and family screening and treatment**

Because abusive behavior is often cyclic, many health and developmental problems in early childhood can lead to behavioral, educational, and psycho-emotional problems in later adolescence and adulthood, which could lead to the recurrence of abusive behavior. Also, many abused children at first appear acquiescent, cooperative, shy, affectionate, and abnormal, but this apparent serenity may mask multiple psychological problems. For this reason, detecting and treating health and developmental problems early in life is important. Early childhood screening and treatment programs should be seen as a continuation of the preschool screening services, such as those offered by a home visitor. The purpose of such programs is to detect problems children may be having, including abuse and neglect, and to ensure that these children receive the necessary health, mental health, and other services that will best protect them from becoming abusive parents. Programs also remain sensitive to the possibility that a child may be inappropriately labeled, with long-term negative consequences.

### **Child care opportunities**

The purpose of child care or day care programs is to furnish parents with regular or occasional out-of-home care for their children. While child care is a necessity in households in which all adults are employed, such services also are beneficial for parents who do not work outside the home but who find continuous child care responsibilities very stressful. Child care programs also provide opportunities for children to learn basic social skills. Head Start programs in particular provide a rich mix of child care and child development services.

### **Programs for abused children**

It has been argued that prevention of abuse is in part tied to providing therapeutic treatment to children or young people who have been abused or neglected. To minimize the long-term effects of abuse, age-appropriate treatment services should be available to all maltreated children. Treatment programs for abused children include therapeutic day school programs as well as day hospital programs, residential programs, and home and clinic setting treatment. These programs most often concentrate on improving the cognitive and developmental skills of younger children and psychodynamic treatment for children in older age groups.

### **Life skills training for children and young adults**

The purposes of life skills training are first to equip children, adolescents, and young adults with inter-personal skills and knowledge that are valuable in adulthood, especially in the parenting role; and second, to provide children with skills to help them protect themselves from abuse. Knowledge and skills can be imparted in a variety of ways; irrespective of the specific techniques, educational classes or supports would be provided through the school systems and through adult education centers.

Skill and knowledge building should be stressed in the areas of child development, family and life management, self-development, self-actualization, and methods of seeking help. For adolescents in particular, education in sexuality, pregnancy prevention, and issues related to parenting should be provided.

### **Family support services**

Lacking a support network in times of crisis puts families at significantly greater risk for abuse or neglect. To provide immediate assistance to parents in times of stress, crisis care programs should be available on a 24-hour basis and should include the following services: telephone hot line, crisis caretakers, crisis baby-sitters, crisis nurseries, and crisis counseling. Through these programs, parents facing immediate problems could receive immediate support to alleviate the stresses of a particular situation. Help should be available over the phone or through in-person counseling. The program also should offer parents the options of having someone come into their homes on a temporary basis to assist with child and home care or of taking the child to a crisis nursery. Because crisis care is temporary and short-term, such programs should be equipped to refer parents to long-term services as needed.

### ***Public information and education***

While hospitals, schools, and community agencies have a critical role to play in implementing this child abuse prevention strategy, they cannot fully shoulder the responsibility. Educational campaigns are necessary to make the public aware of the seriousness of the problem and its implications as well how individuals can make a difference. The effectiveness of the preceding prevention strategy will only be realized when there is a fully aware public, committed to preventing child abuse.

## **Sources**

Adapted from: Cohn Donnelly, A. (1997). *An Approach to Preventing Child Abuse*, Chicago, IL: National Committee to Prevent Child Abuse.

## **Acknowledgment**

This fact sheet is a public service from Prevent Child Abuse America that has been made possible through a grant from the Sigma Delta Tau Sorority.

## **Reporting Child Abuse**

### **How to make a report**

- **Call the 24 hour hotline at 1-800-252-5400.**
- **When you make a report, be specific.**
- **Reports should be made as soon as possible, but no later than 48 hours.**
- **Give the agency person any information you have about the relationship between the child and the suspected abuser.**
- **Please provide the child's name, age, address, a brief description of the child, current injuries, medical problems, or behavioral problems, and the parents' names and names of siblings in the home.**

## **Security**

Klein Weekday & KUMC's Policy Regarding Open Carry & Weapons: Texas State Licensing and our Methodist Conference strictly forbid anyone other than uniformed law enforcement individuals from carrying weapons of any kind on school or church property at any time.

For the safety of the children, the outside doors will be locked approximately 15 minutes after the beginning of the school day. After this time, everyone entering and exiting the school will use the West playground door located near on the west side of our school building near the large playground. All of the school doors will be unlocked approximately 15 minutes before the end of the school day.

Everyone visiting the school is required to sign in and out on the visitor's roster in the administrative offices. A parent/volunteer nametag will be required while on the school property. Children will be released only to parents, legal guardians, and emergency contacts indicated in writing in the student's school file. When dismissal arrangements are changed and vary from those indicated on school records, parents are responsible for notifying the school office in writing for each separate occasion in order to assure student safety. A certified copy of a court order affecting any person's right to a child must be provided to the Klein Weekday Ministries office.

## **Parent Communication**

Throughout the school year, you will receive many notes from your child's teacher and from the school office via email and through our back pack system. Please read them! It is very upsetting for a child to miss a special activity or not be prepared for a special event because the school email or back pack was not checked daily and notes were not read.

Communication between the parent, teacher, and Director is extremely important. Your child's teacher is interested in knowing any facts related to your child's well-being, and all information is confidential. Please inform the teacher of such matters as the birth of a new baby, stress and strain at home or school, health issues or any event that could affect your child in the classroom.

There are several events during the year where parents are invited to participate with their children such as holiday parties, Mother's Day Luncheon and field trips (for the Transition and Kindergarten children). These are important ways in which your family can become a part of the school's curriculum. Please check your calendar for these events and emails regarding volunteer times and needs.

### **Assessments and Conferences**

Assessments are conducted on an ongoing basis for each child throughout the school year. These assessments are used as a tool to help the teacher plan for each child's individual need and for the parent to see the developmental growth of their child.

A parent teacher conference may be called at any time, by either party, to discuss a child's development, behavior, or other concerns. Please call the school to set up a conference time outside of class hours. Teachers cannot discuss your child's progress at the classroom door during arrival or dismissal. Conference appointments with the Director may be scheduled by contacting the school office.

### **Problem Resolution**

It is to be expected that anytime people interact closely together that there will be occasional conflict, misunderstandings, concerns, or difficulties. Our staff knows that it is a parent's job to want what is best for and to advocate and protect their child. Each and every member of our KWMC staff strives to offer your family the very best early childhood services and experiences possible. If you have a concern about your child or teacher, the following is the procedure you should follow:

1. Schedule a conference with the teacher so that the concern can be discussed and resolved.
2. If, after the conference, the parent(s) feel the situation is still unresolved, they should file a written grievance with the Director. (See the Director for a "grievance form".)
3. The Director will accept the grievance form, review it, and schedule a conference with both the teacher and the parent(s) in a timely fashion.

4. After the second conference, the parent may wish to submit their grievance to the Klein Weekday Ministries Board for resolution and request permission to address the issue at the next regularly scheduled board meeting. This request must be submitted to the Weekday Ministries Board chairperson one week prior to the meeting. Once a problem is taken to the Weekday Board for resolution, the decision of the Board is final and is expected to be observed by all parties involved.

Please do not allow concerns to “build up”. Any parent who openly demonstrates to children or other parents a lack of support for the staff or policies of Klein Weekday Ministries is undermining the school’s positive goals and thereby hindering its effectiveness. Such a lack of good faith will call into question a family’s continued enrollment in the Weekday Ministries program. The Weekday Ministries Board reserves the right to resolve any situations of this nature.

Please remember:

1. Teachers truly want to please parents.
2. Talk to your child’s teacher directly about your concerns.
3. Teachers will not “take it out on your child” after you have made a complaint. Each staff member has only the best intentions at heart for your child, regardless of any interaction a parent has had with the teacher.
4. With minor issues, please allow staff to make errors. However, if it becomes a pattern, it is definitely time to bring it to their attention.
5. Please do not allow concerns to “build up”. It is very disheartening to the staff to find out later that parents have had a concern and never expressed it to anyone who could help. Speaking with other parents and rallying them up to understand your concerns is the same as gossip.
6. Please remember that our staff is not allowed to discuss issues concerning you or your child with other parents.
7. All concerns and suggestions are appreciated and seriously considered by the staff.

## **Discipline and Guidance**

As children grow in an age-appropriate environment, the teachers will set reasonable limits and/or will stop and redirect unacceptable behavior without humiliation or physical punishment. Good behavior will be recognized and encouraged. By setting clear, consistent and reasonable limits, we give children the security of knowing exactly what is expected. Rarely does separating a child from the class become necessary. This will happen only when that child has lost control of his/her physical actions, voice, and/or language to the extent that he/she must be removed from the group in order to regain control and to safeguard the secure feelings of the other children.

Good communication between the school and the parents is the key to effective discipline. Our role is to support your family by conferencing for a variety of reasons. Sometimes we need to inform the parents about feelings a child

expressed. Often we need to ask questions about a child's behavior at home in order to be realistic about his/her behavior at school

As mandated by the Texas Department of Family and Protective Services, the discipline must be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. 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;
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Although every effort will be made to avoid termination, Klein Weekday Ministries reserves the right to dismiss any child who is frequently:

1. disruptive to the learning process
2. destructive
3. causing deliberate bodily injury
4. using abusive language
5. referred to the Director repeatedly without obvious positive results
6. in need of individual assistance or care which can not be provided in our school setting

### **Field Trips/Transportation**

Field trips to destinations off of the Klein United Methodist church property may be taken as part of the curriculum for children in the Transition and Kindergarten Children. However, the school generally focuses on "in-house" field trips where community helpers, parents, or others may be invited to come to the school to share their talents or experiences with our students.

When a class does participate in an off-campus field trip, the following conditions will apply:

1. Individual permission forms signed by a parent/guardian will be required for each child wishing to attend.
2. Children who do not return the required permission slip and fees, if any, by the required date will not be allowed to participate with the class on the field trip.

3. Parents will provide or arrange transportation for their child to and from the field trip destination.
4. KWMC teachers will meet the parents and children at the field trip destination.
5. There will be no class, child care, school activities, or supervision for those children who do not participate with their class on the field trip.
6. Some field trips do not allow for student's siblings (of any age) to attend with the class.
7. Due to staffing and space requirements, the church nursery will not be available for students or siblings who do not attend the field trips.
8. Students must wear their KWMC tee shirts on field trips to help parents and teachers keep track of the children. Parents who attend the field trips are also asked to wear similarly colored shirts, if possible.
9. 48 hours before each field trip, a notice will be posted with a list of all students participating on the field trip, where they are going, when they are leaving, and the expected time of return. The notice will be posted in the hallway by the school offices.

### **Animals on Campus**

Animals are always a source of joy for the children as well as a wonderful study of behavior and environment. Parents will be notified in advance if any type of animal is going to be a part of the classroom setting. If parents would like to bring an animal or pet to school, notify the teacher in advance so proper notice can go home with all of the children in that classroom.

The Texas Health and Safety Code, Chapter 826 requires that certification of current vaccinations must be given to the school prior to bringing an animal to the school. The school is also required to have a "statement of health" from a veterinarian for dogs, cats, ferrets, and other animals except for small rodents such as guinea pigs and hamsters. While on the school campus, the children may not have contact with chickens, ducks, reptiles (snakes, iguanas, turtles, lizards) and amphibians (frogs, toads).

**ONLINE COPY**