

**VIOLET CROWN PRESCHOOL  
PARENT HANDBOOK  
2020-2021**

Violet Crown Preschool  
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**Mission Statement:**

***Violet Crown Preschool's mission is to nurture the whole child-- physically, emotionally, intellectually and spiritually--in a loving, Christ-centered environment.***

### Changes made for 2020-2021:

- New tuition rates and fees, page 3
- New arrival procedures, pages 4-6
- Playground rules, page 6
- New policies and procedures during Covid-19 emergency, pages 7,
- Pizza Day and Chapel, page 9
- Additional activities, pages 9-10
- Health, page 11
- Covid-19 Emergency Procedures, page 12

### Purpose:

Violet Crown Preschool offers a half-day program to children ages eighteen months through five years old. We provide an atmosphere of love and acceptance where children can thrive. As a ministry of Violet Crown City Church, we welcome children of any race, religious belief or national heritage in Christian love. Special-needs children are accepted based on the preschool's ability to meet their specific individual requirements.

### VCP Governing Body

Violet Crown Preschool is a mission program of Violet Crown City Church. The Preschool Board is the governing body of the preschool but may at times report back to other committees within the church such as SPRC (Staff Parish Relations Committee), Finance or Trustees to help support the church and preschool program. The Preschool Board appoints a Preschool Director to work with the Board and see to the day to day operations of the program.

The Board is responsible for establishing VCP policies. The Board works closely with the Director as policies are written and evaluated. These policies are evaluated and modified as needed by the Board. Parents will be notified of changes in policy as they occur.

### Program:

The VCP program is based on the interest, needs and abilities of the preschool-age child. We offer an educational experience through a well-planned program that provides opportunities for children to:

- ◆ become aware that their feelings and emotions are natural and acceptable;
- ◆ learn to express themselves in constructive ways;
- ◆ grow in their understanding and enjoyment of themselves and others by learning to share, take turns and play cooperatively;
- ◆ learn actively by exploring and organizing their world;
- ◆ express curiosity and wonder at all the varied and interesting aspects of life;
- ◆ explore new books, games, materials and activities;
- ◆ try out new roles through dramatic play;
- ◆ build a strong background of concrete experiences for language and cognitive development.

All activities of the preschool are designed to be developmentally appropriate and to meet the needs of the individual child. Children's discovery of themselves and their world is very exciting. Learning to participate in group activities enables children to make the transition to kindergarten with less stress. **PLAY** is children's work.

**Finders' Fee Program:**

If your family is responsible for a referral to our program, you will be eligible for a \$50 voucher to be applied towards one month's tuition.

Guidelines for the program

1. The family enrolling the child must verify that a particular family referred them to the VCP program
2. The new child must be enrolled a minimum of three months, have all paperwork complete and all tuition and fees paid before a voucher can be used.
3. The referring family must request the voucher.

**Registration:**

Registration for the next school year is held in February. VCP's new school year begins in early September and ends in May. We also offer a shortened summer session. Detailed information of the summer program is outlined in a separate section of the handbook.

Available slots will be filled in the following order:

1. Currently enrolled VCP families.
2. Violet Crown City Church families not currently enrolled in the Preschool.
3. Members of the community not currently enrolled in the Preschool.

Registration & enrollment is complete when you have supplied the following:

1. A copy of a recent and complete immunization record and doctor's statement
2. A copy of your child's birth certificate
3. Other paperwork required by licensing and by the Preschool, including release forms, the Discipline Policy form, the Child's Information form, etc.
4. \$60.00 non-refundable registration fee (checks may be made out to VCP)

**Tuition Rates:**

These rates have been updated due to changes for emergency Covid-19 procedures.

**MWF: \$480/mo      TTH: \$320/mo      Stay & Play: \$65/mo**

There is a \$100 supply fee which is due no later than the child's first tuition payment.

Please carefully consider the days you would like your child to attend school. It may be difficult to change later! If you choose to change days, your spot will be filled.

- Tuition will not be prorated due to holidays, teacher professional development, bad weather closures or student illness/vacations.
- Tuition is due on the first of the month. A late fee of \$10 will be added to your tuition after the 5<sup>th</sup> of the month. Failure to pay tuition in a timely fashion is grounds for dismissal.

- If you pay tuition in cash, please ask for a receipt so we have a record of your payment.
- You are welcome to pay tuition through your bank's bill pay feature. Just put your child's name as the account number.
- If you have to withdraw from the preschool, we will attempt to minimize the financial burden, but we cannot refund the \$60.00 registration fee, \$100 supply fee or the monthly tuition paid before withdrawal. We appreciate at least a two-week notice before withdrawal.

### **Stay & Play**

Our extended day program, Stay & Play, runs from 1-2 on Mondays through Thursdays and the tuition is \$65/month. Once registered, you can use as many days each month as you choose (TTH or just Tuesdays, for example). *Please be aware that we do not provide naps for Stay & Play children.*

### **Summer Program:**

Our summer program ran for eight weeks in 2020 on MW or TTH from 9-1. Children must register for all three days for the whole summer. Registration is first come/first served and takes place in February. Summer tuition for 2020 was \$730 for the whole summer program.

### **Supplies:**

Class supply lists will be emailed around the first day of school. Please bring in the supplies during the month of September. Supply lists vary from class to class.

For every day, here is a list of common items each child needs to bring to school:

- A water bottle, snack, and lunch (all labeled with your child's name)
- A change of clothes, underwear and socks in a labeled freezer bag.

**If you have a child in diapers also bring:**

- supply of diapers
- 2 packages of wipes

### **Sign In & Out logs:**

Each class will have a clipboard with sign in & out logs. It is your responsibility to sign your child in and out each day. You must specify the time in/out and also initial the log. These logs are required by our state licensing and help ensure the safety of your child.

**\*\*\*During Covid-19 emergency procedures, the staff will sign your child in and out each day.**

***Once signed out, you are responsible for your child.***

### **Preparing your child for school:**

When you are talking about the Preschool with your child, talk about it as a happy place. When bringing your child to preschool, make sure your child is secure in the knowledge that you have kissed him/her good-bye, that he/she is loved, and that someone will pick him/her up after preschool. Take time to listen to what he/she wants to tell you. Be interested in your child's work. Your child's artwork is an expression of him/herself. You may have a full gallery, but treat

each new creation with respect. Be creative yourself- even the best art galleries have rotating showings!

Communication is important for a successful program. Teachers are prepared to work with you--to be a partner with you--so that your child has the best possible preschool experience. Your Director wants to know of your questions and concerns and will gladly meet with you to discuss them.

### **Arrival and Departure:**

VCP hours are 9:00 am-1:00 pm, with Stay & Play ending at 2:00 pm. The arrival time is between 9:00-9:15 a.m. **Please wait in your car or on the grassy area around the “big tree” until 9 a.m. if you arrive early, making sure to stay at least 6 feet apart from other families.**

1.Drop Off/Pick Up: Please come to the playground gate. Adults and children 6 and over are required to wear a face mask. Do not come inside, but wait outside the gate for a staff member to check your child in.

2.Health Checks: It is critically important that children and staff stay home when they are sick. At drop off time, a staff member will perform a health check each morning, including taking temperatures, assessing general well-being (not showing signs of COVID-19), and confirming no exposure to someone with COVID-19 prior to coming to the preschool. **Please sign the VCP Covid-19 Family Agreement and bring it to school on your child’s first day.**

3.Child Safety: Children will use hand sanitizer when entering the playground and will wash hands upon entering the building. Masks may be worn if the child is willing. Staff will wear masks inside the building and outside when physical distancing cannot occur.

4.Parent/Guardian Safety: Caregivers (parents/guardians/sitters/family) will not be allowed in the building or on the playground. Caregivers are asked to wait outside the playground gate and use physical distancing guidelines during drop off and pick up times. Caregivers and children 6 and older are required to wear a mask at drop off and pick up.

If you arrive late and there is no one on the playground, please come to the purple door and ring the bell.

Pick-up from Preschool is between 12:45 p.m. and 1:00 p.m. You are considered late as of 1:05 and will be charged a late fee. **The fee for a late pick-up is \$10.00 plus \$1 per minute after 1:05.** (The late charge for children in Stay ‘n’ Play begins at 2:05.) The office will bill you for the late fee. When a child is late being picked up, the designated person-in-charge will stay with the child.

We will take the following steps if a parent or designee is late to pick up a child:

- At 5 minutes late, we will try to contact the parent or designee
- At 10 minutes late, we will try to contact other people on the authorized list
- At 30 minutes, if we are unable to reach anyone, we may call the police and/or Child Protective Services.

If we have a concern about a child's safety when a person on the authorized list picks up a child, we will contact another person on the authorized list. If the person of concern takes the child, we may contact the police and/or Child Protective Services.

Please call the Preschool if you are unavoidably detained. Our staff has other obligations after school and your consideration and assistance in this matter is appreciated.

We strongly encourage parents to give us multiple local emergency numbers and to list multiple persons on your authorized release form. In fact, many of our parents find it helpful to have other preschool parents on their release forms. If you run late, it is convenient to be able to contact another parent (and the office) to arrange for that parent to stay with your child until you arrive (and thus avoid the late fee). You can even text a friend and they can show us the text as authorization.

We also encourage you to refrain from using electronic devices when you are dropping off or picking up your child. These are important times to be free to communicate with your child's teacher and with your child.

Once you have signed your child out, you are responsible for maintaining supervision of your child.

### **Playground**

You may use the playground after hours at your own risk and only when school (including Stay & Play) is not in session. Contact the Director for a playground agreement. After the agreement is signed and returned, you will be emailed the online sign up link and gate code. **In addition to Covid-19 playground procedures, please observe the following rules.**

- Children must be supervised by an adult at all times on the playground.
- Children may not open or close the gate without the immediate presence of a supervising adult.
- Children may not climb the fence.
- Children are not allowed on top of play structures, including, but not limited to playhouses and the yellow tunnel.
- Sand stays with sand; rocks with rocks.
- Toys are put away before leaving the playground.
- No dogs on the playground.

### **Clothing:**

- Children should wear comfortable, washable PLAY CLOTHES in which they can move easily and are free to play and explore. **Clothing should be simple enough for the child to manage alone.** Please keep in mind that any clothing worn to Preschool will be subjected to paint, glue, sand, dirt, water, etc.
- Properly fitted sneakers or rubber-soled shoes are best for sturdy footing and maneuvering on our playground and they provide protection for little toes.

- In addition, we ask that each child have an extra change of labeled clothes kept at the school. This should include shirt, pants, underwear and socks. Your child's change of clothes will need to be rotated out according to the season.
- Necklaces or strings that can get caught around a child's neck will not be worn on the playground.

### **Security items:**

We understand that children enjoy bringing their personal items to school. However, personal items can cause major disruptions in the classroom. So, we encourage you to leave toys at home or in the car. Some teachers may designate a "show and tell" day. Please follow your teacher's guidelines for "show and tell". We are not responsible for lost or broken items brought to school.

### **Open Door Policy:**

Parents are welcome to visit the school any time during operation hours to observe your child, the center's operations and program activities without having approval. **\*\*During Covid-19 emergency procedures, parents are not allowed into the facility unless absolutely necessary. Parents must wear a mask when entering the building and dropping off and picking up children.**

### **Parent-Teacher Conferences:**

We want to be partners with you. If you have questions or concerns about your child, we want to help you to the best of our abilities. Arrival and departure time is a good time for a quick review of the child's physical and emotional state. In addition, because our primary responsibility is to supervise the children, please be aware that teachers may not be able to discuss issues with you during the school day. Talking with parents or checking phones for texts or voicemails during the day limits the teacher's availability to supervise his/her class. Therefore, please leave messages through the school phone or school e-mail.

We are always more than happy to schedule a meeting before or after school to discuss problems at length and formal parent-teacher conferences will be scheduled twice during the preschool year. Conferences are an important time to discuss your child's development in depth with their teacher. Check your calendar for the pre-arranged dates. School will be closed on these days.

### **Calendars and Newsletters:**

A calendar and newsletter will be sent home every month. They are valuable resources for information regarding the school. Please consult your calendars daily before arriving to school. Our monthly newsletter and parent handbook also are posted on our website, [crestviewpreschool.org](http://crestviewpreschool.org).

### **Volunteers:**

It is most important for children to see that their parents and teachers are friends and that their parents are interested in their Preschool experience. If you have a special talent or hobby, we welcome your skills at VCP. If you would like to do a special art activity, tell a story, or have a special music time with the children, contact the director. Parents are a valuable resource for the Preschool staff and we appreciate your help. A regular volunteer will need to submit to a background check. **\*\*These activities are on hold until further notice due to the Covid-19.**

### **Substitute teachers**

There are times when a teacher is absent and we need to place a substitute teacher in the classroom. Parents are the primary source of our substitute pool. If we are unable to find a substitute for the class, we will be unable to hold class that day. If you are interested in becoming a substitute, please let us know. Substitutes are required to have pre-service training, to complete employment paperwork, and to pass a criminal history background check. Substitute pay is \$70/day.

### **Grievance procedures**

Parents are urged to discuss concerns and questions with their child's teacher. Any situation that cannot be resolved at the teacher level should be referred to the Director. In some cases, there will be a joint conference with the teacher and the Director. If the parent is dissatisfied after the meeting with the Director, she/he may ask to meet with the VCP Preschool Board to review the concerns.

### **Parent Group:**

The Parent Group's mission is to provide support to the preschool staff and parents through parental participation and education. The group's goals shall generally include support of classroom activities, director, staff, children, and parents. The VCP parent group is open to all parents of enrolled students. Participation is on a voluntary basis. No dues or fees are required for membership.

Mothers have a right to breastfeed their children and may provide breast milk for their child while in care. Any mother who desires to breastfeed may use one of the adult classrooms to feed their baby.

### **Smoking, Alcohol, Drugs and Gangs:**

Smoking, alcohol, weapons and drugs are strictly prohibited in and around all areas of Violet Crown City Church property during the school's operational hours and at any school function such as parties and/or fundraisers. VCP is a gang-free zone.

### **Water, Lunch and Snack:**

You will need to send a water bottle, light snack and a lunch with your child every day.

Helpful Guidelines for snack and lunch:

- Please send finger foods or individual serving products which are easy for children to open and eat.
- Please try to stay away from "messy" foods, such as fruit cups (the juice goes everywhere!), and food with drippy sauces
- Please pre-cut or peel fruit that you send to school (except bananas!)
- Make sure to cut up foods that can be choking hazards.
- We cannot heat or refrigerate food. If food needs to be kept cold, you will need to include a freezer pack.

- Send food in containers that your child can open by him/herself. Consider one container with different compartments.
- Label snacks and containers and lids with your child's name
- All snacks and lunches need to be healthy and of nutritional value.
- VCP is not responsible for the nutritional value of children's snack and lunch.

We encourage parents to send healthy, nutritional lunches. Well-balanced meals provide the food children need to grow, think, fight infection and fuel their bodies. You will be notified if a child in the classroom has a food allergy and certain food items are prohibited.

**Please do not send soda or juice to school with your children.** We always have a supply of drinking water available for the children. Each child is responsible for bringing a labeled and filled water bottle to school each day. The bottle will go home at the end of the day for cleaning.

#### **Pizza Day:**

On Pizza Day, instead of bringing your child's lunch, you will bring \$3.00 to school. We will order pizza from a local pizzeria (pepperoni and cheese pizzas) and eat together as a school. The dates are posted on the monthly calendar. Please let the director know if your child has any food restrictions. **\*\*Procedures for Pizza Day will change due to the COVID-19 pandemic. The Director will notify you by email about changes.**

#### **Birthdays:**

- Simple recognition is given to your child on his/her birthday. You may bring a treat for the children in your child's classroom. Please check with your child's teacher for ideas and information about food allergies.
- In honor of your child's birthday, you are welcome to donate his/her favorite book to the school. Books can be new or gently used. This is a great way to help add to VCP's library and make your child feel special. The book can be inscribed as follows: *"This book is dedicated to VCP (or 2, 3, 4 -yr-old class) in honor of Billy Smith's 3<sup>rd</sup> birthday, August 17<sup>th</sup> 2015"*. The Director can also give book ideas.

#### **Chapel:**

The children will attend chapel weekly at 9:30 a.m. The days will be posted on your monthly calendar. Chapel lasts approximately 15 minutes and includes singing, a Bible story, and a prayer. Parents are welcome to come to chapel! **\*\*During Covid-19 emergency procedures, chapel will either be in each classroom or spread out outside.**

If you are interested in Violet Crown City Church's worship services times or ministry and outreach programs, please visit <https://www.violetcrown.church/>.

#### **Additional Activities:**

Periodically through the year we will provide special activities for your children. Such activities may include movement classes, storytellers, holiday parties, etc. In addition, we have several Fellowship events for the families throughout the year. These activities are designed to create

an atmosphere of fun and family at Crestview. Your calendar will inform you of these special events. **\*\*These activities will not take place while under emergency Cvid-19 procedures.**

VCP has a policy of not posting photographs of the Preschool children's faces on the internet. We encourage parents who take photos during special activities to be sensitive to the desires of families when it comes to internet postings.

### **Pets:**

Pets are an important way for children to learn about responsibility, love and empathy. Each classroom may at some time have a class pet. Children will have an opportunity to pet, feed and care for their class pets.

### **Videos**

Due to the short length of our daily program, videos are not a regular part of our curriculum. However, from time to time we may supplement our curriculum with a short video. Videos are no longer than 10 minutes and only G-rated videos or non-rated educational videos are shown.

### **Water Play:**

During hot Texas weather, we may provide water play for the children. Water play involves sprinklers, water tables and other various water toys. In addition, we have "Splash Days" during our summer session. You will be notified of these days on the monthly calendar. On these days, we ask that children wear appropriate clothing and shoes. Water shoes or sandals are good choices on these days. It is also important to send a labeled towel on water day.

### **Sunscreen and Bug Repellant:**

Our playground provides a lot of shade. Each class is outside for approximately 1-1.5 hours per day. If you would like for your child to wear sunscreen at school, please apply it at home. **We will not apply sunscreen to your child at school.** We do not typically have issues with mosquitos since we go outside mid-morning through the afternoon. You can choose to apply bug repellant at home. **We will not apply bug repellant at school.**

### **Discipline:**

One of the main objectives of VCP is to help children develop self-discipline. Our guidance technique offers children clear expectations and options to create a positive environment. To encourage this, we attempt to practice discipline which:

1. shows each child understanding;
2. sets reasonable limits and is age appropriate;
3. is individualized, consistent, loving and firm;
4. helps the child to learn appropriate ways of expressing needs, desires, and emotions

We will only use positive methods of discipline that encourage self-regulation and self-direction. Harsh, cruel and unusual treatment of any child is strictly prohibited!

We expect parents to comply with our discipline and guidance policies while on school property. We also encourage you to learn and use positive guidance techniques at home with your children.

If a child's behavior becomes a chronic concern and is unresponsive to the teacher's attempts to alter the behavior, the Preschool may follow any of these steps appropriate to the situation:

1. Hold a conference with the parents, teacher and director to discuss the situation and to develop methods of correcting the behavior problem;
2. Ask the parent to have the child examined by a pediatrician;
3. Ask the parent to have the child evaluated by a child guidance professional.

The Preschool reserves the right to request the immediate withdrawal of a child.

### **Health:**

The Texas Department of Family and Protective Services and the City of Austin Health Department have set forth health policies that regulate childcare programs. VCP is required by law to follow these mandates. We will make no exceptions.

We will not admit an ill child for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;
3. The child has one of the following, unless medical evaluation by a healthcare professional indicates that you can include the child in the child-care center's activities:
  - a. **Infrared temperature of 99.7 degrees Fahrenheit or greater**
  - b. **Symptoms and signs of possible illness such as shortness of breath or difficulty breathing, cough, chills or repeated shaking with chills, muscle aches, sore throat, loss of taste or smell, lethargy, abnormal breathing, diarrhea or vomiting in the last 24 hours, rash with fever, mouth sores with drooling, sore or discharging eyes, evidence of a fresh cold, behavior change or other signs that the child may be severely ill; or**
4. A health-care professional has diagnosed the child with a communicable disease and the child does not have medical documentation to indicate that the child is no longer contagious.

*Children in group care are at a greater risk for illness. Research recommends thorough handwashing for staff and children and exclusion of ill children as the best ways to reduce the risk of illness. Parents can help by picking up an ill child promptly.*

Children who have lice may return to school after treatment and after the nits are removed.

No student will be allowed to attend class without proper medical forms on file. Please keep us updated as immunizations occur.

Should a child have any contagious disease, please notify the Preschool so that other parents can be alerted to the fact that their child may have been exposed. A courtesy call or e-mail to the Preschool office when a child will be absent is appreciated. Children who develop symptoms

of illness during the course of the day will be sent home. If there is a medical emergency and the child's parents cannot be located, the child's physician will be called.

Each morning, the teachers will perform a health check of each child. This health check, required by Child Care Licensing, is a visual or physical assessment of a child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

**The Preschool personnel will not administer medicine.**

As part of our commitment to provide your child with a safe, pest-free learning environment, we may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are made by licensed technicians and information about the specific pesticides used will be available upon request. Parents will be notified in advance of application, unless there is an emergency. We will not apply insect repellent to children.

Like many older structures, asbestos is present in our building. We follow safety protocols to prevent exposure and to make sure our air quality is excellent. If you would like to see our management plan and copies of our inspections, please contact the director. **Please do not puncture or otherwise damage our walls.** If you do so, please contact the director immediately.

**Covid-19 Emergency Procedures**

VCP will follow all rules and recommendations from Texas Health and Human Services, Open Texas – Child Care Centers Minimum Standard Health Protocols, and Austin Public Health. The Director will notify you by email when procedures for the preschool change.

<https://hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Centers.pdf>

<https://www.austintexas.gov/covid19>

**Hearing and Vision Screenings**

**It is required by the State of Texas for all 4 year-olds and 5 year-olds to have a hearing and vision screening.** Please have the screening performed by your physician at your child's 4 year and 5 year well check. We must have a copy of the results on file. The Director is required to report the results for each 4 and 5 year old to the Texas Health and Human Services Department each year.

From <https://dshs.texas.gov/vhs/rules.shtm>:

(1) Children four years of age or older, who are enrolled in any facility for the first time, must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If a child is enrolled within 60 days of the date a facility closes for the Summer, the child's vision and hearing must be tested within 120 days of the beginning of the following school year.

(2) Children enrolled in pre-kindergarten and kindergarten must be screened each year within 120 days of enrollment.

(5) Children enrolled in a facility who turn four years of age after September 1 of that year are exempt from screening until the following September.

### **Immunizations**

**To enroll in the VCP program, each child must have proof of the completed immunizations as defined by the Texas Department of State Health Services.** The Director will provide a list of all required vaccinations with the enrollment forms. The Director may consider allowing a child to attend school who is on a delayed immunization schedule, but the delayed schedule must still meet state guidelines, and the parent must submit a signed letter about the delay from the child's physician for the Director to review. Immunizations records must have the child's first and last name, date of birth, name and address of the physician, and a physician's signature or signature stamp.

In addition to protecting ourselves, vaccines also help protect our vulnerable community, such as pregnant moms and babies.

### **2020-2021 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities:**

<https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

### **Allergies**

Children's allergies are becoming more pervasive and severe. At this time, we do not feel we need to impose a campus-wide ban on any food products. There may come a time when we will need to revisit this policy, however. In the meantime, we **need parents to help us do our job**. Most food is brought from home and packed by parents. However, we occasionally have special events when food prepared in an off-site, health-inspected kitchen is brought in. In the case of a school-sponsored event, we will inform parents of the menu ahead of time so that parents whose child has food allergies can take appropriate action, such as providing alternate food, if necessary. If you want to bring a birthday snack, please check with your child's teacher ahead of time. The teacher can help you to provide a birthday snack that can be served to all the children in the class.

If your child has allergies, we need to have on file an allergy action form (filled out by your child's doctor) which will help us to provide a safe place for your child and to take appropriate action in case of a reaction.

### **Emergencies:**

#### If a child is sick or injured:

In most cases, the child will be in the office with the director following notification by the staff. A parent/guardian will be notified by phone and asked to pick up the child.

If a child is seriously injured or ill:

EMS will be called immediately. You also will receive a call as soon as possible. The director will accompany the child to the hospital.

In the event of a fire:

Each class will exit according to the Fire Marshall's approved evacuation plan that is posted. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

In the event of a tornado or severe storm warnings:

All classes will relocate to interior restrooms in a sitting position with their arms covering their heads. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

In the event of an explosion, toxic fumes, etc. that would necessitate the removal of the children from the area:

The classes would exit to the parking lot and be escorted by staff to **Crestview Baptist Church** (7600 Woodrow Ave., 512-454-6641). If required by public safety officials, children will be transported to the alternate sites by staff vehicles. Parents/guardians will be notified by Remind101 as soon as children are safely evacuated and will be given information on the status of the emergency and pick up procedures.

Alternate sites are: **Tarrytown UMC** (2531 Exposition, 512-472-3111), **St. John's UMC** (2140 Allendale Rd., 512-452-5737), **Memorial UMC** (6100 Berkman, 512-467-9740).

In the event of a potentially dangerous person in the vicinity:

Staff will bring children into their classrooms, lock their doors, close curtains and blinds and seat the children against the hall wall. Parents/guardians will be notified by Remind101 as soon as children are safely locked down and will be given information on the status of the emergency and pick up procedures.

In the event of a potentially dangerous person inside the building:

Staff will bring children into their classrooms, lock their doors, close curtains and blinds and seat the children against the hall wall. Children on the playground will be evacuated to Crestview Baptist Church. Parents/guardians will be notified by Remind101 as soon as children are safely locked down and will be given information on the status of the emergency and pick up procedures

The children and teachers practice fire drills every month and tornado drills and lock down drills four times a year.

**IT IS VERY IMPORTANT THAT WE HAVE A WAY OF CONTACTING YOU DURING THE SCHOOL DAY!**

## **Remind Alerts and App**

In case of any school-wide emergency or closure, we will send a group text via **Remind101** to parents.

### **Parents need to sign up to receive the text!!!**

To receive messages via text, text **@cumpp** to 81010. You can opt-out of messages at any time by replying, 'unsubscribe @cumpp'.

What is REMIND101 and why is it safe? Remind101 is a one-way text messaging and email system. With Remind101, all personal information remains completely confidential. Teachers will never see your phone number, nor you will see theirs. Visit [remind101.com](http://remind101.com) to learn more.

## **Inclement Weather:**

VCP will follow AISD.'s pattern for opening and closing school during severe weather. If AISD announces a two hour delay, we will have a two hour delay. If AISD closes, we will close. We will follow AISD's lead on making-up days.

VCP may deny admission on any given day at the discretion of the director for reasons including, but not limited to, failure to pay, unsafe building conditions, safety of children and staffing shortage.

## **School Security Procedures**

Doors to the outside remain locked during school hours. A security key pad is on the preschool door. Once you register, you will be given the school's code in order to unlock the door at drop-off and pick-up. Please be aware of any person entering the building with you who does not seem to be part of the school or church program. Please escort those persons straight to the Director or notify the Director. \*\*The preschool will remained locked during Covid-19 emergency procedures. Please ring the bell to alert the Director.

Children can only be released to people specified on enrollment forms. We will require a photo ID for persons we do not know. It is important for you to let the Director and teacher know, in writing, if you have a person who is not specified on your registration form picking up. If there is a court order affecting the life of your child which restricts access to your child, you must provide a certified copy of the order. We will keep the copy on file. If there is shared custody, we must have a copy of the written and signed shared custody statement.

We recognize that there are times when parents may choose to ask a staff member to babysit for them after school hours and off the school grounds. We do not condone nor prohibit this practice. However, our school situation is very different from home situations. We have many

safety and supervision policies in place that may not be in place in a home. Therefore, parents who employ preschool staff in their home do so at their own risk.

**Minimum Standards:**

We are licensed with the Texas Department of Health and Human Services Commission. You have a right to review minimum standards at anytime. Minimum Standards are located in the Director’s office or can be reviewed on the Internet at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). In addition, you have a right to review our most recent licensing report, which is posted in the foyer and can be seen on the DFPS website. Questions and concerns can be directed to our local licensing office: **512-834-3195**.

**Reporting Abuse and Neglect:**

VCP’s staff are required to receive annual training on prevention, recognition, and reporting of child abuse and neglect. All Preschool staff receive training annually to enable them to identify abuse and neglect and all staff are required by Texas state law to report any suspected child abuse/neglect to the Texas Department of Family and Protective Services (TDFPS) and any applicable law enforcement without prior consultation with any family member involved. Parent awareness of signs and symptoms of child abuse and neglect, including warning signs that a child might be a victim, is vital to the health of our community. Such information is available through the Preschool office or by contacting Texas Child Care Licensing.

Parents should be aware of the following contact information:

<i>Local Child Care Licensing</i>	<b>512-834-3189</b>
<i>Licensing Web Site</i>	<a href="http://www.tdfps.state.tx.us/child_care">www.tdfps.state.tx.us/child_care</a>
<i>Texas Child Abuse Hotline</i>	<b>800-252-5400</b>

**Open Carry**

Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the child care center. For all other person, firearms, hunting knives, bows and arrows and other weapons are prohibited on the premises of the child care center.

**Review of Operational Policies:**

Our policies and handbook are updated as needed. If our operational policies change, you will be given a new handbook and will be asked to sign a new agreement form. You have a right to discuss, address and ask questions about VCP’s policies with the Director.

# Violet Crown Preschool

## Handbook and Operational Policies

I, \_\_\_\_\_, have received an updated copy of Violet Crown Preschool's Parent Handbook and operational policies. I have read and understand VCP's policies. I agree to comply with the written policies.

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Parent Signature

Date

**This is to acknowledge that Violet Crown Preschool has provided me with A Parent's Guide to Day Care.**

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Parent Signature

Date