

**VIOLET CROWN PRESCHOOL  
PARENT HANDBOOK  
2021-2022**

Violet Crown Preschool  
1300 Morrow Street  
Austin, Texas 78757

Preschool Office: 512 451-9665  
Church Office: 512 451-1741  
Email: [preschool@crestviewmethodist.org](mailto:preschool@crestviewmethodist.org)  
Website: [crestviewpreschool.org](http://crestviewpreschool.org)

**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 2021-2022:**

- New tuition rates and fees, page 3
- Arrival and departure procedures, pages 5-6
- Water, Lunch and Snack (sweets and candy), page 9
- Toilet Learning, Toileting Procedures, and Toileting Policies, page 10
- Class Dojo, page 11
- Remind alert and app (new name), page 16

### **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 manage 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 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 and Tuition:**

Registration for the next school year is held in February. VCP’s new school year begins in late August 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 spots 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)

**Monthly Tuition Rates for 2021-2022, September-May**

Class	2 days	3 days	4 days	5 days	Stay & Play	Class size per day
Toddlers	275	410	545	685		4-5
2s	275	410	530	650	65	5-6
3s	275	410	500	595	65	7-8
4s	275	410	480	545	65	10-12

**Supply/Activity Fee: \$125 (due with September tuition)**

Registration fee: \$60 for school year, \$30 for summer

Please carefully consider the days you would like your child to attend school. It may be difficult to change later.

- 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 need to withdraw from the preschool, we will attempt to minimize the financial burden, but we cannot refund the \$60.00 registration fee, \$125 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 1-2pm 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 2021 for 4 days a week. The summer tuition was \$600 for 2 days/wk, \$900 for 3 days/wk, and \$1200 for 4 days/wk. Registration for summer 2022 is first come/first served and takes place in February.

### **Supplies:**

Class supply lists are emailed out over the summer. Please bring in the supplies during the first couple of weeks of school. Supply lists vary from class to class.

### **Every day, your 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 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 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 and safe place. When bringing your child to preschool, make sure your child is secure in the knowledge that you have kissed them good-bye, that they are loved, and that someone will pick them up after preschool. Take time to listen to what your child wants to tell you. Be interested in your

child's play and activities. To get your child to talk about their day, you can say, "I noticed you painted today." Or, "I saw a photo of you digging in the sand."

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

### **Arrival and Departure/Covid-19 Procedures:**

1. Drop Off/Pick Up: Please come to the playground gate for drop off. Families should space out on the sidewalk or on the lawn around the "big tree." **Adults and children 2 and over are required to wear a face mask.** Drop off time begins at 9:00 am. Do not come inside but wait outside the gate for a staff member to screen your child. For pick up, parents may come into the building to pick up their child before 12:55pm. After that, teachers will walk children outside for pick up at the playground gate. If you choose to come inside, please ring the bell at the purple door so the director can take your temperature. Pick up for Stay & Play is at the playground gate and all children should be picked up by 2:00 pm.
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 health checks 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, before eating, if they come into contact with bodily fluids, and after toileting.
4. Mask-wearing: Masks are required for the 2s, 3s, and 4s classes. The 2s teacher will encourage and teach mask-wearing when inside. Staff will wear masks inside the building during school hours. Following APH guidelines, the Violet Crown Preschool Board voted on 6/10/21 to allow fully vaccinated staff the option of wearing a mask while outside during school hours. Students may take off their masks while on the playground. Parents and siblings (ages 2 and up) are required to wear masks while inside the building, on the playground, and during drop-off and pick-up times.

5. Parent/Guardian Safety: Caregivers (parents/guardians/sitters) who are authorized to pick up preschool children may come into the building if they are wearing a face mask, have a temperature of less than 100.0 degrees Fahrenheit, and are not exhibiting signs of Covid-19. Other children may accompany caregivers and must also wear a mask (ages 2 and up), have a temperature less than 100.0 degrees Fahrenheit, and show no signs of Covid-19. Staff will screen and take temperatures before people come into the building.

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 & Play begins at 2:05.) The director 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 director) to arrange for that parent to stay with your child until you arrive (and thus avoid the late fee).

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, yellow tunnel, swings, and monkey bars.
- 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.
- Sneakers or rubber-soled shoes are best for sturdy footing and maneuvering on our playground and they provide protection for little toes. Students may take off their shoes to be barefoot on the playground and in the classroom (except when the weather is very cold).
- Each child needs at least one 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.

## **Personal items:**

We understand that children enjoy bringing their personal items to school. However, personal items can cause major disruptions in the classroom. Please leave toys at home or in the car. Some teachers may designate a "show and tell" day and will communicate directly with you about those procedures. VCP is not responsible for items that become lost or broken while at school.

## **Open Door Policy:**

Parents are welcome to visit the school any time during operation hours to observe their child and program activities without having approval. **\*\*VCP Covid-19 procedures are in place. Parents are not allowed into the facility until they have a temperature check and sanitize hands according to the current Covid-19 procedures. Adults and children 2 and up 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 in the education of your child. If you have questions or concerns, 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 with the director during the school day.

We are always happy to schedule a meeting before or after school to discuss concerns 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:**

Children like to see that their parents are interested in their preschool experiences. 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 pass to a background check and show proof of being fully vaccinated for 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 contact the director. Substitutes are required to have pre-service training, complete employment paperwork, pass a criminal history background check, and show proof of being fully vaccinated for Covid-19. 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, they may ask to meet with the VCP Board to review their concerns.



### **Parent Group:**

The Parent Group's mission is to provide support to the preschool children, 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.

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

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

Guidelines for snack and lunch:

- Send finger foods or individual serving products which are easy for children to open and eat. Send eating utensils when needed.
- Send foods that your child can eat independently and without making a large mess.
- 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, include a freezer pack.
- Send food in containers that your child can open themselves. Consider one container with different compartments (like a bento box).
- Label snacks and containers and lids with your child's name.
- **Do not send candy or sweets in your child's lunch and snacks.** When candy and sweets are in a lunch or snack, it is the first thing a child will eat and it may be one of the only things a child eats. VCP recommends sending one of your child's favorite foods in their lunch or snack each day instead.
- Do 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.
- 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 child.
- **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 along with a water bottle and snack. We will order pizza from a local pizzeria (Craig-O's 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.

## **Toilet Learning, Toileting Procedures, and Toileting Policies:**

**Toilet Learning** – Toilet learning is the ongoing process of learning about bodily waste (we make pee and poop), where waste goes (diapers and toilets), and how to manage toileting procedures (incorporating language development, body awareness, managing clothing, managing the toilet, toilet paper, and handwashing, etc.). Toilet learning includes both the **process** (diapering through practicing toileting skills) and the **outcome** (sitting on the toilet to pee and poop independently). The staff at VCP use developmentally appropriate and anatomically correct language to discuss toilet learning.

**Toileting Procedures** - There are diaper-changing tables and restrooms with toilets and sinks in the toddler classroom and the 2 year-old classroom. There are no changing tables, toilets or sinks in the 3 year-old and 4 year-old classrooms. Children in the 3s and 4s classes need to be mostly independent with their toileting skills since they walk down the hallway to the restrooms. If a child needs the restroom outside of the time when the whole class goes, then the teacher calls for the director to take the child to the restroom.

**Toileting Policies** – Parents will tell their child’s teacher when they are getting ready for their child to ditch diapers, begin using the toilet, and start wearing underwear. This process is a time-intensive project that parents take on at home, where the child is most comfortable and will receive the most one-on-one support. **A child is ready to wear underwear at school when they have peed and pooped consistently on the toilet at home for at least 3 consecutive days. For the first week of wearing underwear at school, parents will come in with their child at drop-off to help them use the school toilet.** The staff will celebrate with your child when they are successful, but we will not give out rewards for toileting at school. Parents can get feedback from teachers and have a reward system at home if they choose.

Starting this process at home when you can be attentive to your child’s cues will set them up for success and decreased frustration, as well as keep them and the other children at school safer by helping to keep our classroom environment sanitary and manageable. It is not feasible for the teacher to give your child the required attention needed for the first few days of using the toilet and wearing underwear. Even after success at home, accidents will happen at school. This is normal and the staff will help children clean up and move on with their day. Most children become independent with toileting between 2-3 years of age. If you would like more information about toilet learning, please ask your child’s teacher or the director. VCP highly recommends the online toileting workshop provided by Dr. Becky at Good Inside. The workshop includes a detailed handbook with lots of “scripts” for parents. You can find it here:

<https://learning.goodinside.com/courses/potty-handbook-a-step-by-step-guide-to-potty-learning>

### **Birthdays:**

- Simple recognition is given to your child on their birthday. You may bring a treat for the children in your child’s classroom. This is the time when the children can enjoy a sweet treat together! 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 their 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 in honor of Billy Smith's 3<sup>rd</sup> birthday, August 17<sup>th</sup> 2015"*. The director can also give book ideas. VCP has a library wishlist on Amazon: <https://www.amazon.com/hz/wishlist/genericItemsPage/U9K8OT0A7FJB>

### **Chapel:**

The children will attend chapel weekly at 9:30 a.m. The days will be posted on your monthly calendar and alternate so that all children can attend twice a month. Chapel is led by the director, lasts 10-15 minutes and includes singing, a Bible story, a prayer, or a mindfulness activity. Parents are welcome to come to chapel! While Austin is in a Stage 5 Covid emergency, the director will split the children into smaller groups and hold chapel more than once a day.

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

### **Class Dojo:**

Each teacher will use the app, Class Dojo, to send out photos and announcements about life during the school day. By signing up, you are allowing the teacher to post photos of your child in the app. Only you and the other parents in your child's class have access to these photos. Look for an email inviting you to join the Class Dojo at the beginning of the school year.

### **Additional Activities:**

Dance Discovery will send a fully vaccinated teacher to teach creative movement and dance classes to all VCP children twice a week. They will be divided into 3 groups and the classes will last approximately 20 minutes. There is no additional charge for these classes.

Periodically throughout the year we will provide special activities for your children. These activities may include music, face-painting, storytelling, holiday parties, etc. In addition, we have several community events for VCP families throughout the year. These activities are designed to create an atmosphere of fun and family at VCP. Your calendar and newsletter will inform you of these special events.

VCP has a policy of not posting photographs of the Preschool children's faces on the internet without the express permission of the parent (which is why VCP uses Class Dojo). 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, kindness, and empathy. Each classroom may at some time have a class pet. Children will have an opportunity to help 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 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 Repellent:**

Our playground provides a lot of shade. Each class is outside for approximately 1-2 hours or more 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, but some people are very sensitive to bug bites. You can choose to apply bug repellent at home. **We will not apply bug repellent at school.**

**Discipline:**

One of the main objectives of VCP is to help children develop self-discipline and self-control. Our guidance technique offers children clear expectations and options to create a positive environment. The staff at VCP provides guidance and structure which:

1. shows each child understanding;
2. sets reasonable limits and is developmentally 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;
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 100.0 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, 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, VCP will call 911, and the child's physician may 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 or pathogens. Pesticide applications

are made by licensed technicians and information about the specific pesticides used will be available upon request. 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 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, the CDC, and Austin Public Health. The Director will notify you by email when procedures for the preschool change. Both parents of every family, all staff, and volunteers must initial and sign the VCP Covid-19 Family (or Staff) Agreement.

#### **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 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, babies, and immune-compromised people.

**2021-2022 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities:**  
<https://www.dshs.texas.gov/immunize/school/pdf/6-15-2021-2022-Minimum-Requirement-Child-Care-PreK.pdf>

**Allergies:**

Children's allergies can be severe, and we will work with families when a child has a food allergy. At this time, we do not feel we need to impose a campus-wide ban on any food products, but there may be a food restriction in your child's class. Your child's teacher will tell you if there is a child with a food allergy and a class food restriction. 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 decide on a birthday snack that can be served to all the children in the class.

If your child has allergies, we need to have an allergy action form on file (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 **@violetcp** to 81010. You can opt-out of messages at any time by replying, 'unsubscribe @violetcp'.

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 to learn more.



**Inclement Weather and School Closures:**

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 make-up days.

VCP may deny admission on any given day at the discretion of the director for reasons including, but not limited to: unsafe building conditions, safety of children, Covid-19 exposure and disinfection, staffing shortages, or failure to pay tuition.

**School Security Procedures:**

Doors to the outside remain locked during school hours. A security key pad is on the purple preschool door. At this time, parents will not be given a code to open the door.\*\* 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 remain locked at all times because of Covid-19 procedures. Please ring the bell to alert the director when you would like to come in the building. Parents and caregivers must be masked and pass the health screening before entering.

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. A copy of the Minimum Standards are in the director's office or can be reviewed on the Internet at <https://www.hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards>. In addition, you have a right to review our most recent licensing report, which is posted in the lobby 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 of 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:

**Local Child Care Licensing**      **512-834-3189**  
**Licensing Web Site**            <https://www.hhs.texas.gov/services/safety/child-care>  
**Texas Child Abuse Hotline**      **800-252-5400**

**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 persons, firearms, hunting knives, bows and arrows and other weapons are prohibited on the premises of Violet Crown City Church and Violet Crown Preschool.**

**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 when children are present. VCP is a gang-free zone.

**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.

---

Parent Signature

Date

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

---

Parent Signature

Date