

LHBC

KID CONNECTIONS

PARENT OPERATIONAL POLICY HANDBOOK



Our goal is to let every child to know that God loves them and so do we! We want to express this love through a high quality and caring preschool.

Our mission is to provide enriching opportunities to develop the whole child. We focus on learning through child-directed play experiences and curriculum time. We believe children learn primarily through play and hands-on experiences. These enhance growth and development in all areas: physically, socially, emotionally, creatively, intellectually, and spiritually. This is achieved in a safe and loving environment with early childhood educators who are dedicated to enriching children's lives.

School Year and Summer Programs

Ages 12 months to Pre-K
(up to 4th grade during Summer Session)

9:00 am to 2:00 pm

Kari Kloeppe, Director

214-327-7393 ext 8

Classes 9:00 am to 2:00 pm **Monday-Wednesday-Friday**

This program accepts children 12 months to Pre-Kindergarten. To enter the 4 year old class, your child must be 4 prior to August 31 of that year. The 2-3-4 year old classes will have a class learning structure with hands on and center-based curriculum. It is preferred that all children in the 3 & 4 Year old class be registered to attend all three days. Other options are available for our 1 and 2 year old classes.

We now offer a PK Bridge class for older 4s and younger 5s that meets Monday through Friday, 9:00am-2:00pm.

We also offer a class for Kindergarten –4th grade in our Summer Session.

Upon enrollment, LHBC Kid Connections requires that an information packet be completed for our files (application, notarized medical consent forms, allergy information, updated immunization records, emergency phone numbers, etc.). **These forms must be on file before the child can be left at LHBC Kid Connections.** These forms must be turned in for each school year. Parents will be notified in writing of any policy changes one week before the policy will begin being enforced.

Class Scheduling/Weather Closings

We will begin our classes this year on September 6, 2017. We end our program on Monday, May 21, 2018. We loosely follow the same school calendar as DISD, although we do not have days off when DISD has in-service days for the teachers. Please note that we do not have school the entire week of Thanksgiving. Our school calendar is available on our website, as well as in your child's folder. In case of bad weather, we will be closed if DISD is closed or if road conditions are unsafe for the traveling of family and staff. We use a mass text message service for all emergencies, school closings and reminders. **To join the text service, please ask your child's teacher for the number or an invitation to join the group.** We will also post closings on our website, our Facebook page, and our teachers will attempt to notify you by email.

Registration Fees and Supply Fees

Pre-Registration begins in January for current students. Children that are already in the program have the opportunity to register first. If there is available space in any class after pre-registration, we will welcome new students beginning in February. There are child/teacher ratio limits that are followed. We do not make exceptions to the rule. Our classes are grouped according to the age and progression of your child. There is a non-refundable registration fee for the school year. Please refer to the rate chart at the back of the registration forms. The fees are also posted on our website.

Parent Notifications

All monthly activities are posted in each school area. A copy of all activities will be posted on a monthly calendar and given to each child to keep in his/her folder. We keep parents updated in a number of ways: All communications will be in the child's folder (please keep this folder in the child's bag), reminders will be posted on the information board in the hallway, the church website posts our calendar and we use a mass text system to send out reminders/communications. Also, we do have a Facebook page that we will post reminders on. (LHBC Kid Connections)

Curriculum

Our curriculum includes teaching basic skills including letters, numbers, colors, pre-math, social skills, and Bible all using developmentally appropriate practices. We use a variety of curriculums including ABC Jesus Loves Me and Handwriting Without Tears. There are also daily Bible lessons and an Enrichment Program which includes Music, Spanish, and Fitness. The Enrichment classes are for all classes from Toddler B through PK Bridge. LHBC Kid Connections believes that children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. LHBC Kid Connections is a place where essential readiness skills are nurtured through play, investigation, and fun!

Animals

LHBC Kid Connections has two school pets, Harvey and Midnight. Both pets meet the requirements by Texas Child Care Licensing and the Health Department. If you would like to care for either pet on a weekend or holiday, please make arrangements with the director.

Fee Schedules for all Classes

FULL TIME - 3 Days per week: \$290.00 Per Month for all classes. The amount is the same every month irrelevant of days of school scheduled. This is a monthly tuition from September through May for the school year and June and July for the Summer session.

PART-TIME - 1 to 2 Days per week: We have a 1 and/or 2 day learning program for MDO classes and younger Pre K classes. The tuition for one day per week is \$115.00/month. The tuition for two days per week is \$205.00/month. If your child is sick or out on a day that he/she is scheduled to attend, payment is still required. If you would like to change a scheduled day because of an appointment, you may make arrangements to do so **based upon availability.** If you **DROP-IN** on a day your child is not scheduled, the rate is \$40.00 per day. You may drop in only if there is space available!

Bridge Class– 5Days per week: \$500.00 /month

Early Drop Off And Late Pick Up: We now offer early drop off (8:15am) and Late Pick up (2:45pm). You may sign up for these separately. The fee structure is listed as follows:

Early Drop:

1 day/week=\$20.00/month
2 day/week=\$30.00/month
3 days/week=\$40.00/month

Late Pick Up:

1 day/week=\$20.00/month
2 day/week=\$30.00/month
3 day/week=\$40.00/month

Drop In: (Based on Availability)

\$10.00 per drop in.

Rules for Tuition

Tuition charges must be paid by the 5th of each month. There is a \$15.00 charge for late payments. If the 5th of the month falls on a day that we are not in service, tuition is due the following day that your child returns to school. There is a charge of \$35.00 for NSF checks which is due immediately upon the return of your check to the office. We reserve the right to request cash payment if this occurs. We accept cash or checks for payment. You may also pay online. There is a payment tab on our website. Please include your child's name and reason for payment (tuition, registration, etc.), when paying online.

Arrivals

Please sign your child into their classroom, listing a contact phone number for the day. Our program begins at 9:00 am. We ask that you arrive on time. If there is a doctor's appointment, we understand, but if you cannot have your child in the class by 9:30, please keep them at home unless arrangements have been made ahead of time with your teacher. We find most children are disappointed when they have missed part of the day's activities. It is also disruptive to the rest of the class. Please do not arrive before 8:50, unless you have signed up for Early Drop off, as the teachers are preparing for the day.

Departures

Our program ends at 2:00 promptly. Please sign your child out for the day, including your name and the time of pick-up. Your child will only be released to the parent or someone who is listed on the registration form as a safe pick up. We will ask for identification until we get to know you. If you have someone other than yourself picking up your child, their full name and Driver's License # must be in your child's application information. We will need to see a picture ID of anyone picking up, until that person is known to us. If someone is picking up your child that is not the usual pick up person (even if they are listed on the registration form), please let us know in advance, if possible. For the safety of your child, it is helpful for us to know who to expect at pick up. **If you have a legal decree that denies the non-custodial parent rights to pick up the child, we must have a copy of this document in our file. If we do not have a copy of the legal decree, we are bound by law to release children to their biological parent.

Late Pick-Up Fees

The program is over at 2:00. If you are past 2:10, there will be a \$5.00 late arrival fee charged per every 5 minutes. The fee will be added to your next month's tuition, and you will be asked to sign your child out through the Director's Office. One late pick up is allowed per semester. Picking up a sibling is not an excuse for a late pick up of another sibling. Please know that when caregivers of young children are late, the children get concerned and upset. Also, please understand, that most of our teachers have their own children they must pick up. Please be on time. If you are running late, please let us know if possible. You may call 214-327-7393 (church office) or 214-616-7309 (director cell).

Withdrawal from the Program

Fourteen (14) days written notice must be given for withdrawing a child from LHBC Kid Connections. You are responsible for all fees and tuition until we receive written notice.

Parent Unscheduled Visits

We have an open door policy. You are allowed to visit your child's class at any time during the day, as long as it does not disrupt the classroom.

Lunches

Please bring your child a sack lunch and drink each day. We ask that the lunch be what is normal for your child. Please send food that the child can easily eat without assistance, i.e. finger foods, etc. **Please put your child's name on the lunch bag, cup, etc.** All allergies must be noted in the child's application.

Clothing

Children should wear washable play clothes and shoes that are not slick. (Closed-toed shoes are suggested.) We use washable crayons, markers and paint during art time, but the children's clothing may get stained from just being kids! Please dress your children in play clothes since PLAY is what we do!! Please leave all valuable items at home, LHBC Kid Connections cannot be responsible for broken or lost items.

Please dress for the weather. We do go outside to play every day with exceptions of temps above 100 and below 40 degrees, as well as Red Alert days.

We ask that you bring a change of clothing for your child each day. Please clearly mark all clothing and belongings with the child's name. Accidents do happen and sometimes school fun can be really messy.

Bug Spray and Sunscreen

Please apply bug spray and sunscreen to your children before coming to school. Most of our classes go outside early in their day. If your child's class has a later outside time, we must have a written request to apply bug spray and/or sunscreen.

Birthdays

Recognizing a child's birthday is a way of letting your child know that the day is special in their life. We enjoy celebrating your child's special day. We welcome you to bring treats for your child to celebrate with the rest of the class.

***If you plan a party outside of our program and you do not plan on inviting the entire class, please refrain from giving out invitations at school. We do offer an address list that is available through the director.

Personal Belongings

Parents must supply all bottles, diapers, and diapering cream for their child. Please label everything with your child's first and last name.

Outdoor Play

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Per the Texas Department of Family and Protective Services, children too sick to go outside should not be at school. Children may not wear flip flops due to the danger these shoes may cause on the playground. Fridays are Fitness Days, please dress your child with running shoes/sneakers.

Nap Time

Supervised rest periods are provided for all children in classes PreK-2/3 and younger, and for all other children who show a need for a rest time. Your child will be provided a mat to rest on for naptime. You are welcome to bring your own nap mat, if so desired. Please provide a clean blanket and/or sheet for naptime and take them home Fridays for washing. You may also bring in a special blanket, pillow, or stuffed animal if desired, but they must be able to fit in your child's backpack.

Discipline and Guidance

LHBC Kid Connections staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self direction. Just a few examples used in this situation are: praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. There may be times during the day when a supervised separation time is needed. This does not always mean a "Time Out". It could mean a time to calm down or think. When a "time-out" is used, it is according to the child's age and development and limited to one -minute per year of the child's age. LHBC Kid Connections staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. LHBC Kid Connections reserves the right to terminate care for the child for discipline problems at any time.

Biting or Other Physical Harm

If biting or continual physical behavior occurs, we will notify the parents of all the involved children. If this is a regular occurrence with 3 documented Incident Reports involving your child, we will have to ask you to remove your child from our program. The child will be invited back when the biting or physical behavior has ceased. This is not our preference and we will do everything we possibly can to teach the children appropriate behavior while maintaining the safety of all of the children in the classroom.

Helpful Tips

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. LHBC Kid Connections staff cannot be responsible for lost or broken personal toys. Two exceptions to this are a stuffed animal/lovey for use during naptime and for Show & Tell purposes. You will be notified by your child's teacher if and when the class will have Show & Tell.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left for you in your child's folder and/or posted outside your child's classroom, in the hall, texts or e-mail.
- Pick up your child's papers/projects daily. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Please do not allow your child to bring gum or candy to the classroom.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.
- Please make sure your child eats a healthy breakfast **before** they come to school. Please do not allow your child to come into the classroom in the morning with their breakfast and cup.

Hearing and Vision Screening

Each child that has turned 4 years of age prior to September 1st of the school year will need to be screened for Hearing and Vision. Most doctors provide this screening at the 4 year old checkup. Please supply us with a written statement from your child's doctor that these screenings have been done. These screenings are required for all 4 year olds!

Crying

Some children have a difficult time adjusting. If your child should continue to cry for a long period of time, we will notify you to return to the school to pick up your child. We will make every attempt to soothe them prior to the call. We realize in the beginning of the year this will happen and we want to work with you. Occasionally, a child is not ready to be apart from his parent for a day. Please let us know if there are concerns or suggestions to make this adjustment easier on your child and you.

Policy Change Notification

If any policies should change during the year, you will be notified immediately by the director of the program. It is not our policy to make changes, but occasionally the state sends updated changes and we must adhere to them. You will receive a new hand-book, like this one, and a letter to sign that you have received the updated version.

Cyber Identity/Social Networking Web Sites

Cyber identity and social networking is very common these days. However, please understand that employees of LHBC Kid Connections are prohibited from participating in social networking with parents and children. This includes, but is not limited to Facebook, Twitter, and Instagram. **Note: Please do not post pictures of any child other than your own on any networking site.**

Custody Situations

LHBC Kid Connections prefers NOT to get involved with custody disputes. LHBC Kid Connections will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. *PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.* With this being said, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate may be requested at the director's discretion. In the event that a custody dispute takes place on our property, the Dallas police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, LHBC Kid Connections has the right to terminate care.

Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. LHBC Kid Connections prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. LHBC Kid Connections has the right to terminate care in the event of disruptive behavior from a parent or guardian. LHBC Kid Connections must follow particular rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Cell Phones

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010 the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this standard. If you need to contact your child's teacher during school hours, please call the church office (214-327-7393) or the Director's cell phone (214-616-7309). If you text or leave a message on the teacher's cell, please know they will not receive the message until their break or after school hours.

Minimum Standard Procedure Book/Licensing Reports

A copy of the Texas Department of Family and Protective Services Minimum Standards guidelines is in the office of the Director and is available to view at any time. A copy of all yearly inspections, tornado drills, fire drills and unannounced inspections by the TDFPS are posted in a notebook in the Director Office and is available to view at any time. If any questions arise, please feel free to see the director.

Room - Parent

It is much appreciated and helpful for each class to have one or two parents designated as the room-parent to coordinate holiday parties, assist the teacher in relaying information to parents or recruiting assistance for special projects and events. There are many opportunities for all parents to be involved. If you are interested in being the room parent for your child's class, please let their teacher know.

Parent Conferences

We believe teachers are an important resource and help for parents as they raise and teach their children. We would like to work as a team as we help children learn and grow. If parent or teacher have any concerns about the child's developmental progress or any other issues that need to be discussed, we feel it is important to meet and work together. Twice a year we will schedule a Parent Conference week. Your teachers will provide you with a selection of times to choose from for you to meet, if needed. If you feel the need to meet with your teacher any other time throughout the year, our teachers will be happy to schedule a personal meeting with you. **Our Parent Teacher Conferences dates are listed on the yearly calendar at back of this handbook.**

Classroom Schedule/Parent Participation

Each classroom has a classroom schedule posted. We try to adhere to that schedule each school day. There are times that we may change an activity time during the day if it is necessary. Please join us at any time to participate in our scheduled activities.

Nursing Babies

If you are a nursing mother, you are welcome to do so here. We have two places with couches that would be comfortable for you; in our Parlor and in the woman's restroom. Both of these locations can be found in our main building.

Safety/Emergencies

Security

Your child's safety is our main concern. Magnetic outside security locks are in place on the Children's Building Entrance and the Main Church Entrance during the hours of 9:30 to 1:30. If arriving after 9:30, you will have to use the outside paging system to gain entrance into the building.

In the event of a substitute teacher, you will be asked to give your child's date of birth as an ID# for your child to be released. Many time substitute teachers are not familiar with our programs' families. This is for your child's safety.

Please notify the teacher and/or director in the event that someone new will be picking up your child. We will require a picture ID until we are familiar with the person.

Illness/Medication restrictions

Please keep your child at home if they show any signs of illness, which includes the following:

- Diarrhea in the last 24 hours
- Vomiting in the last 24 hours
- Fever in the last 24 hours
- Infectious nose (yellow or green discharge)
- A rash of any kind
- Illness that prevents the child from participating in activities including outdoor play
- Lice-bugs and nits must be completely gone to attend school

We feel your child would be much more comfortable in your loving arms than surrounded by noisy, busy children. If your child should become sick during the day and we feel you need to pick him or her up, we will contact you. Please come ASAP. ****WE DO NOT DISPENSE MEDICATION TO ANY CHILD FOR ANY REASON. WE ALLOW YOU TO RETURN TO THE PROGRAM AT ANY GIVEN TIME TO DISPENSE MEDICATIONS. (exceptions are inhalers and epi-pens)**

Medical Emergencies

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. In most cases, the hospital the child will be taken to is Baylor, Scott & White Hospital, 3005 Buckner Blvd, Dallas, TX. **All children must have an emergency medical release form on file in case of such an emergency.** Parents are responsible for all medical fees. If a child ingests or comes in contact with a poisonous substance the staff will contact the Poison Control Center 1.800.222.1222.

Emergency Preparedness Plan

The school has a plan in place for emergencies. The emergency plan is located in the director's office, if you would like to read it. In the event that we are required to evacuate the building, we will relocate to the Family Life Center. If that is not possible, the secondary location is next door at Hexter Elementary School. We will use our mass texting to update parents during the emergency, as soon as it is safe to do so. We practice monthly fire drills and quarterly tornado drills and lock-down drills.

Preventing and Responding to Neglect and Abuse

LHBC Kid Connections is committed to preventing and responding to neglect and abuse. All of our staff completes one hour of training each year dedicated to preventing, recognizing, and responding to neglect and abuse.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

LHBC Kid Connections follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you are able to review the Texas Minimum Standards and our most recent licensing inspection at any time. Please, if you have any concerns, feel free to contact your director. You can also contact our state licensing representative on the internet at www.dfps.state.tx.us, or view the latest report in the notebook in the Director's office. The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect. LHBC Kid Connections' staff are **REQUIRED** by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. The staff may not notify parents when the police or CPS are called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues. Other examples may be found on the Parent Board form entitled "Info on Reporting Child Abuse." It also outlines the steps to take if you suspect child abuse or neglect.

Contact Information

Contact phone #'s to TDFPS, CPS, Child Abuse Hotline are located in the east atrium entrance.

Teacher Vaccinations

Teachers at LHBC Kid Connections are not required to receive voluntary vaccines, such as the Flu Vaccine. However, most choose to receive the vaccine for their own well being.

Gang Free Zone

Per the Texas Penal Code any gang-related activity or engaging in organized criminal activity within 1000 ft of our center is a violation of state law and is therefore subject to increased penalty.

LHCB Kid Connections
642 Brookhurst Dr
Dallas, TX 75218
Phone: (214) 327-7393
Fax: (214) 328-1968

Preschool staff

Director Kari Kloepper 214-327-7393 EXT 8 work
214-616-7309 cell
kari@lhbc.com email

Director's Assistant Tara Titsworth tara@lhbc.com

Teachers phone numbers and emails are available upon request.

Church Staff

Pastor	Mark Farish
Family Pastor	Nik Schatz
Worship/Discipleship Pastor	Trey Groves
Life After School Director	Eric Jones
Children's Director	Tami Groves
Church Secretary	MaryAnn Farish
Church Secretary	Kim Kelley