

# *Aggieland Preschool Parent Handbook*

---

## **Welcome!**

Dear Parents,

Thank you for choosing Aggieland Preschool for your child's early care and education needs. We believe children deserve high quality care, education, and we believe children develop to their highest potential when they are allowed to explore and experience the world through hands-on activities and interactions. The center staff has chosen this field as their profession and strives to maintain best practices in early care and education. Communication between your family and the center is vital; therefore, we practice an "Open Door" policy and welcome your visits, comments, and suggestions. This handbook has been prepared as a resource and reference guide to the center's policies and procedures. Please read it thoroughly and keep it handy as you may need to refer to it from time to time. Upon completion of reading, please complete and sign the Parent Orientation Form found at the back of the book. Please return one copy of this form to the center office. We look forward to working with your family.

Sincerely,

The Staff of Aggieland Preschool

## **MISSION STATEMENT**

Aggieland Preschool exists to promote educational and personal development of every child and staff member who enters our doors. We will respect every child, parent, and coworker by keeping lines of communication open and confidentiality a priority.

## **PHILOSOPHY**

Aggieland Preschool believes in high quality care and education for each child. Our program is based on the philosophy that:

- Children grow and develop through active exploration in a warm and nurturing environment.
- We believe in the uniqueness of each child, and strive to meet the individual needs of each child.
- We provide a variety of educational experiences that place emphasis on child involvement and decision making.
- Activities are focused to enhance social, emotional, cognitive and language development

## **Aggieland Preschool Staff**

All of our teachers here at Aggieland Preschool are carefully selected from a variety of applicants who have a background and experience in early education. We maintain a low student to teacher ratio ensuring that your child is always adequately supervised, enabling our teachers to better get to know the children.

## **Aggieland Preschool ADHERES TO**

### **10 Standards of High-Quality Early Childhood Education**

1. Promote positive relationships for all children and adults to encourage each child's sense of individual work.
2. Implement a curriculum that fosters all areas of child development: cognitive, emotional, language, physical, and social.

3. Use developmentally, culturally, and linguistically, appropriate and effective teaching approaches.
4. Provide ongoing assessments of a child's learning and development and communicate the child's progress to the family.
5. Promote the nutrition and health of children and protect children and staff from injury and illness.
6. Employ teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests.
7. Establish and maintain collaborative relationships with each child's family.
8. Establish relationships with and use the resources of the community to support the achievement of program goals.
9. Provide a safe and healthy physical environment.
10. Implement strong personnel, fiscal, and program management policies so that all children, families, and staff have high-quality experiences.

### **ADMISSION POLICY**

Aggieland Preschool is committed to a policy of nondiscrimination in relation to ancestry, national origin, religion, gender basis prohibited by law in all aspects of operation including, but not limited to enrollment and termination of enrollment. The center respects diversity and incorporates it into the daily curriculum. The center is open to all families in the community of Bryan/ College Station.

### **DAYS and HOURS OF OPERATION**

Aggieland Preschool is a year round program (September to September)

Monday - Friday, 7:15 am - 6:30 pm.

## **DAYS CLOSED**

New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve, and Christmas Day.

## **WEATHER CLOSINGS**

Aggieland Preschool will pay close attention to any severe weather conditions. In the event of severe weather causing Bryan ISD or College Station ISD to close or have a delayed starts, Aggieland Preschool will also close or have delayed starts. ***No refunds or exchanges are given under these conditions.***

## **VISITING OUR AGGIELAND PRESCHOOL**

We encourage you to visit our Preschool and observe your child or have lunch with them. However, young children often have difficulty understanding that when parents come to visit, they must go back to school or work. Please use good judgment when visiting your child, children do outgrow this separation difficulty, and our staff is here to assist you with these transitions.

\*Our best times to come for visitation are open play time and lunch.

\*If visiting while at Aggieland Preschool, you must sign in at the front desk. We do ask that while visiting your child you do not distract from any activities going on.

\*By State law excessive visitation within a period of time (longer than 30 minutes) is not allowed, unless you fill out and pass a criminal background check. We strive to provide a safe and secure environment for your children, this is why our staff are thoroughly screened and trained. If you would like more information on filling out paper work please see the director or front office.

\*Throughout the year we host events that require parent volunteers. If you are volunteering for a special event you must fill out the event sign up form when it is available. Volunteers are utilized on an as needed basis. We do not accept volunteers as walk-ins.

## **ITEMS TO BRING WITH YOUR CHILD ON THE FIRST DAY**

ALL children need:

### **Forms** (required by the state of Texas)

- Current health statement
- Current Immunization record
- Signed consent from the doctor to attend public childcare
- Four and Five year olds DO NEED hearing/vision screening

**\* Toys: Aggieland Preschool has a wide variety of games and toys. Personal toys are not permitted in the preschool, as they can cause disputes and can be broken or lost. Aggieland Preschool is not responsible for stolen, lost, or broken toys or personal effects.**

## **DIAPERS AND TOILET TRAINING**

If a child is not toilet trained, disposable diapers and wipes are to be supplied by the parent. Regulations state that children under 12 months may not be toilet trained in a group care setting. The teachers will inform you when your child's diapers are running low.

Learning to go to the toilet is one of the most complex and developmental tasks of early childhood. Toilet learning requires specific neurological and physical maturations in the child. When the child is ready, parents and staff discuss the child's individual toilet learning program and work through the process together. While potty training your child, you will be required bring at least two sets of extra clothing so that we can change your child in case of an accident.

By law we are not allowed to apply any ointment during changing without a written consent from the parent. (Please see the front desk if this form is needed and then also, please notify your child's teacher).

Our program does recommend that in order for your child to be in the 4's or 5's class, they MUST be potty trained.

## What to Wear

Please keep in mind our program is always on the go teaching the children through several different methods. We have different types of sensory bins that could get messy from time to time, crafts involving glue and paint, and other day to day activities that could possibly get on your child's clothing. With that in mind, please make sure that you are sending your child each day in clothing that you will not mind them getting messy in. Also, remember if you have girls, skirts and dresses are fine but please put shorts on underneath their dresses.

Outside time is just another activity that the children really enjoy and weather permitting; each class will have two separate times for outside play. We require that all children have:

1. Shoes and socks to play outside. Do not wear sandals, flip-flops, soccer shoes, cleats, boots, or shoes that have slick soles. These kinds of shoes may cause twisted ankles, stubbed toes, and lots of trips/falls.
2. Sunscreen in their bags labeled with their first and last name.
3. Mosquito spray in their bags labeled with their first and last name.
4. Spill proof water bottles WITH their name labeled clearly.
5. Jacket when cold outside WITH your child's name clearly labeled on the tag.

## CHILD SIGN-IN/OUT

### Drop-off:

Each morning children must be accompanied by a parent or authorized adult. When signing in your child we ask that you please follow these steps:

1. Sign your first & last name, and time you arrived. Please note: **WE WILL NOT RELEASE YOUR CHILD UNLESS THE PICK UP PERSON IS AUTHORIZED ON THE CHILD'S INFORMATION SHEET.**
2. Make sure your child's belonging are together with their name clearly labeled on it.
3. Accompany your child all the way to their classroom and make sure their teacher is aware they have arrived. **(PLEASE DO NOT LEAVE YOUR CHILD IN A CLASSROOM UNATTENDED BY STAFF!!)**
4. By State Law, children must be signed in/out on the attendance record.

### Pick-up:

When picking up your child we ask that you please follow these steps:

1. Sign your first and last name in the appropriate space provided on the sign-out sheet. If someone is picking your child up and are not listed as an authorized person to pick up on their registration form, then written notification for the parent/guardian must be provided to the Director or Assistant Director of Aggieland Preschool. All persons picking up children must have a valid photo ID. **We will not release your child to anyone not authorized on his/her registration form and each authorized person MUST be at least 18 years of age or older.**
2. Make sure all of your child's belongings are together and accounted for, and most importantly belong to your only your child. Our staff will assist in gathering your child's belongings, but please note that you as the parent are allowed to come back into the facility and assist your child in packing up their belongings as well as helping our staff find any item that may have been misplaced throughout the day.
3. By state law children must be signed in/out on the attendance record.

### **LATE PICK UP POLICY**

If you will arrive later than your scheduled pick up time, you must do the following:

- Notify the office by telephone. If you do not speak to an administrator, leave a clear voice message.
- Failure to notify the office will result in a \$1.00 per minute late fee, charged directly to your account.

### **KEEPING EMERGENCY CONTACT INFORMATION CURRENT**

It is important that parents keep Aggieland Preschool aware of changes in contact numbers; home, work, and cell- as well as changes of address or email addresses. We will also need updated emergency contact numbers, changes in designated pick-up people, or pertinent medical or educational information. Please give these changes to the front desk in writing or by email. **Because of our need to contact you immediately concerning the well-being of your child it is essential all information be kept current at all times!!**

## GUIDELINES FOR EXCLUSION OF SICK CHILDREN

Our teachers are alert to any sign of illness in your child. Should your child become ill while in our care we will do the following;

- Isolate the child from the rest of the children, but within sight and sound of a staff member.
- Notify the parent immediately of the child's condition. If unreachable, the designated emergency contact will be called.
- Children must be picked up immediately if their temperature is 100 degrees or higher, if vomiting or if diarrhea occur more than twice in an hour. If there is evidence of lice or any communicable disease or if a child exhibits behavior that indicates they are unable to function within the program.

We understand it is difficult to balance school, work and family. We are here to help in every way we can; but we do not have the facilities to care for ill children. Please keep your child home if you observe any of these symptoms:

1. A temperature of more than 100 degrees Fahrenheit in the morning. Children should be free of fever for 24 hours (without medication) before returning to school.
2. Conjunctivitis, an eye infection commonly referred to as Pink Eye. The eye is generally red with some burning and there is thick yellow drainage being secreted.
3. Bronchitis; hoarseness in the throat, cough, and slight fever.
4. Rashes anywhere on the body that you cannot identify or that have not been diagnosed by a physician.
5. Impetigo of the skin (reddish pimples). A blister may form and then burst leaving the skin surface irritated and raw.
6. Vomiting/Diarrhea must not have vomited nor had two consecutive loose stools in the last 24 hours before returning to school.
7. A severe cold with fever, sneezing, and/or runny nose.
8. A contagious disease (measles, chicken pox, Mumps, etc.) Please let us know if your child becomes ill with a communicable disease, we are required by law to notify the parents of other children attending our program. (Privacy will be kept)
9. Been diagnosed by a doctor as having an ear or throat infection. Children must be medicated for at least 24 hours before returning to school.
10. Head Lice; a child must be free of **head lice/eggs** before returning to class. A doctor's not and assessment by the Director or Assistant Director will be required upon your child's return. This also applies to **ringworm**.



**\*\*It is required by law that any child sent home due to illness may not return until they have been symptom free for 24 hours!!**

### **MEDICATION POLICY**

Aggieland Preschool staff has been trained in the administration of medication to children. All medications must be clearly labeled and in their original containers. You must provide your own medicine dispenser utensil. Before we can administer any medication, which also includes ointments, parents must complete a "Permission to Dispense Medication" form for each prescriptive or non-prescriptive medication. Forms are available at the front desk. We will not exceed recommended dosages (per label) of any medications. MEDICATION MAY NOT BE STORED IN YOUR CHILD'S backpack or cubby. This includes but is not limited to:

Sunscreen	Creams/Lotions	Cough drops
Hand Sanitizer	Hair care products	Bug spray repellent

### **Medical Emergency Procedures:**

Aggieland Preschool is extremely concerned and cognizant of our role in correctly managing situations that require first-aid and/or emergency care. Our staff is required to be certified in CPR and basic first-aid training. Specific safety and emergency procedures are posted throughout our facility and within the staff handbook. Fire drills occur once a month and severe weather drills are held each session.

**Medical Emergency:** In the event of an actual medical emergency, EMS (911) will be called and first-aid protocol will be followed. If transportation is necessary, the program director or director's assistant will accompany the child to the hospital. Parents will be notified by phone at the number specified on the enrollment form and/or sign-in sheet.

**EMERGENCY PREPAREDNESS:** In the event of an actual evacuation due to fire, severe weather, flooding, terrorist attack, etc., all parents will be notified and given one hour to pick up their children. All children left after one hour will be transported to our emergency shelter located at \_\_\_\_\_. Once at \_\_\_\_\_, the staff will do a name to face roll call every 15 minutes using the daily attendance records brought from our facility and the director will communicate with CCL, local authorities, and parents using a personal cell phone or landline provided by our place of shelter. In addition, all parent

emergency contact numbers, authorizations for emergency medical care, and registration forms will be transported and available for use.

### **Parental Notification Procedures:**

**Medical Notification:** Parents are notified of any accidents. Accident reports are filled out by the attending staff member and signed by the director or assistant director. Parents are also asked to sign the accident report as proof that they were notified of the accident. Although accidents do unfortunately occur, safety is our number one priority in our childcare facility.

**Notification of Policy Changes:** Parents will be notified in writing of any changes to our operational policies and enrollment agreement. Once changes have been enacted, parents will need to sign a form indicating they are aware of the changes that were made.

### **DISCIPLINE and POSITIVE REDIRECTION**

Aggieland Preschool goal is to help develop and build a child's self-esteem and confidence. We believe that every child should learn to take ownership of their actions and learn to make appropriate choices before acting. Our staff will attempt to avoid discipline problems by:

- Making rules clear and simple
- Being consistent when dealing with children

The staff is trained in the emotional make-up of young children and will be flexible in their approach to discouraging a potential problem. Specific techniques used by all staff for discipline will be to:

- Speak to the child at his/her level while maintaining eye contact and using a calm voice;
- Listen to the child's explanation of his/her behavior;
- Remind the child of rules at school;
- Speak to the child in positive, not negative terms;
- Remove the child from the group and placing in time out for one min of their age (example; 2 year old=2 minutes, 3 year old=3 minutes, 4 year old= 4 minutes, and 5 year old= 5 minutes)

**\*\*Aggressive behavior will be handled immediately**

### **Write- up Policies:**

Aggieland Preschool directors and staff will try every means possible to avoid having to write a child up, but unfortunately there are times that it may come to that process when necessary. After a child's initial write-up, the consequences for further misbehavior are as follows.

Dismissal may occur for an inappropriate behavior of a child which violates the rights of theirs and/or which shows no improvement after the following steps are taken to change such behavior. (We understand that many toddlers go through developmental stages of hitting, biting, etc. Parents and teachers will work closely to resolve these stages while protecting the other students).

Our teachers follow a 4 step process when it comes to write-ups for a child.

1. Parents are notified about the child's behavior by a note and/or phone call.
2. A conference is held with parents, teacher, and the director to develop a plan to deal with inappropriate behavior.
3. A second conference is held between the parents, teacher, and director to reevaluate the inappropriate behavior.
4. One week suspension from school (If they child is sent home on a Monday, they may not return back to school for one week until the following Tuesday).
5. The child is dismissed from the program when no improvements are seen within the time period that is to be set by the director, teacher, and parent of the child.

\*During each parent conference, the parent is expected to work with the director and other teachers in helping to address the behavioral issues of the child, so as to avoid any further suspensions and ultimately expulsion from the program. Aggieland Preschool is deeply committed to seeing your child grow in their time in our facility and we want to avoid having to use these more serious discipline actions. Please be aware that we do hold the right to bypass any of these steps and act immediately with the more severe consequences such as a suspension and expulsion.

### **BITING**

Biting is a very common problem with younger children. Toddlers often bite out of frustration. Although biting is a natural behavior for young children, we do everything possible to prevent it. When a biting incident occurs, we calm the child who has been bitten, clean the area thoroughly with soap and water and apply a cold compress to the area. The parents of the

bitten child are informed of the bite via the accident report; the parents of the child who bit are also informed.

We talk to the child who did the biting and calmly but firmly explain that biting hurts and that biting is not allowed. We then explain that when we touch someone it must be a gentle touch. When biting continues, we plan a more concentrated program of intervention:

- Meet with the parents of the child who is biting to discuss possible reasons and plan together to change the biting behavior.
- The child will be closely monitored in order to carry out the plan determined by the parents and staff with the aim of intervening before a biting incident. Staff will give positive attention for acceptable behavior.
- When the child bites, staff will use the techniques listed above and remove the child from the area where the biting took place. Staff will tell the child he or she cannot play in that area when he or she bites. Staff will redirect the child's activities to another area. When it is time to allow the child into the area where the biting occurred, they will say "You may try again to play in the block area. You may not bite our friends."

\*\*Older preschoolers who continue to bite will be referred for more assessment and help.

## **OUTDOOR POLICY**

Outdoor play is an integral part of the daily curriculum. The American Association of Pediatrics recommends and State Licensing requires that children play outside daily. Children who attend are expected to participate in all scheduled activities, unless a physician's medical instructions of limited duration indicates otherwise.

### **Age and weather guidelines:**

Children under two years of age will go outdoors if the temperature is above 30 degrees or below 100 degrees.

Children over two years of age will go outdoors if the temperature is above 20 degrees and below 100 degrees.

Heat index warnings and wind chill factors are taken into account.

## Meals and Food Practices

**Lunch:** Aggieland Preschool does not provide a meal during lunch time. Parents are responsible for providing a nutritional lunch for their child. Your child's lunch should include easy-to-eat foods such as finger foods. Please pack foods that your child enjoys. Teachers will encourage children to eat healthy foods first and then dessert foods.

**Children will not be allowed to share lunches or items.**

Do not forget to pack a drink/water bottle with your child's lunch. For your child's safety, we also ask that you DO NOT SEND any gum, hard candy or any other foods they may have trouble eating.

**Snack:** During our mid-morning activities, Aggieland Preschool will serve a small pre-packaged snack. Our snacks include a variety of items. Please see the bulletin board for a complete weekly menu and listing of snack times.

\*\*Note that during snacks and meals, Aggieland Preschool will provide children with water to drink.

\*If a child has not packed the appropriate number of meals, the parents will be contacted and instructed to come and provide them with the appropriate food. If a parent cannot be reached, a snack or meal will be provided for the child at the cost of the parents.

### **Food Allergies:**

The safety and well-being of our participants is our number one concern. We must not only keep this in mind during our planned activities, but as well during our meal times. Due to some children's severe allergic reactions to nuts and other food allergens, all children will be required to wash their hands before and after each and every meal time. **If your child has a food allergy please make sure to note it on their registration form as well as provide Aggieland Preschool with any medication meant to treat a reaction (i.e. Benadryl, Epi-Pen).**

\*During meal times children with food allergies will be sat separately at a table without any food that is harmful to them.

## **Aggieland Preschool Enrollment**

### **Enrollment Information:**

During the enrollment process parents **must completely fill out their child's registration form.** If you have any questions you may ask the front desk or director. The parent handbook must be read, signed, and returned, along with other items such as; all other registration fees and electronic paperwork must be completed before your child may attend our programs.

During the enrollment process, we ask that all parents provide a copy of their child's most current health status including shot records. It is required by law that all students must show a current shot record indicating that they have received their Immunization shot, TB, and hearing and vision tests (ages 4+).

If your child is unable to take these tests we ask that you have a signed form from the department of health stating that your child was unable to take these tests.

### **Exemptions for shot records:**

The law allows (a) physicians to write a statement stating that the vaccine (s)) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)

\*Note that Aggieland Preschool is for children no younger than 1 year old and no older than 5 years old.

\*It is extremely important that you list any medical issues your child has so as to better keep our staff informed about any potential complications.

## **Tuition / Fees**

Registration Fee: \$30 per year

Supply Fee: \$50 per Semester

Monthly Tuition: September- August. All tuition must be paid by the 1st of the month. Any tuition not paid by the 10th will result in your card being charged automatically.

**\*There will be no refunds for missed days of preschool nor will we transfer credit from one day to another.**

### **ENROLLMENT DISMISSAL PROCEDURE**

Failure of parents to abide by our facilities policies and procedures may result in termination of your child's enrollment. Disregard of Center policies and procedures may include, but is not limited to, the following circumstances:

- Not paying bills on time.
- Repeatedly leaving a child past closing time.
- Refusing to accompany child into the Center.
- Failure to return requested forms by due date.
- Endangering the well-being and safety of children (e.g. leaving medicine in child's locker).
- Continually bringing child in early or picking up late.
- Failure to submit or update medical forms by due date.
- Arriving or departing with a child while under the influence of substances/leaving apparently incapable of safely caring for a child.
- Failure to update Enrollment/ Health History and Emergency Care Plan form.
- Hostile disrespect to a Center employee (which could include sexual harassment).

### **Questions/Concerns:**

Something we value greatly is feedback from parents. If you have a question or concern regarding your child please communicate them through the following contacts:

1. If you have questions about your child's class please contact your teacher, or call (979) XXX-XXXX to speak directly to the director or assistant director.
2. If you have questions or concerns about Aggieland Preschool Program you can contact the Childcare Director at (979) XXX-XXXX.
3. If you have questions about tuition or payments please contact the front desk or the director at (979) XXX-XXXX.

### **State Licensing Contact:**

\*It is our top priority to keep your child free from harm. In Texas each person is required by law to report even the suspicion of abuse or neglect. The Child Abuse Hotline is 1-800-252-5400. The local licensing office number is (979) 774-6779, and the website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us). Please remember anytime you see something that appears suspicious, makes you feel uncomfortable, or violate policy; please bring it to the attention of the Aggieland Preschool director.

### **Viewing of the Minimum Standards Rules and Licensing Reports:**

A copy of the Minimum Standard Rules for Licensed Child-Care Centers and the latest report from the Department of Child Care Licensing are available for review at any time. If you would like to review these documents, please visit the front desk and we will direct you to the appropriate locations.



## Parent Orientation Agreement Form

- I have read the Handbook and have been oriented to Aggieland Preschool policies and procedures. I agree to abide by them.
- I have read and understand the Late Pickup Policy on page 8.
- I have read the Policies on Illnesses on pages 7-8

I agree to keep all information on the Enrollment/Health History and Emergency Care Plan current. Change of information forms can be found at the front desk.

Yes \_\_\_\_\_ No \_\_\_\_\_

I give permission for my child to be photographed by Center staff. The photographs will be used only within Aggieland Preschool and/or Aggieland Preschools website.

Yes \_\_\_\_\_ No \_\_\_\_\_

---

**Parent/Guardian Signature**

---

**Print Name**

---

**Date**