

# Early Learning Place

Established 1982



Westminster Presbyterian Church

## Parent Handbook Operational Policies

**Westminster Presbyterian Church**

**Early Learning Place  
7001 Trail Lake Drive  
Fort Worth, TX 76133  
817-292-1155**

Director: Debra Bell  
Pastor: Dr. Don Hogg

Parent Handbook &  
Operational Policies

**Table of Contents**

**Statement of Purpose ..... 4**

**Curriculum and Hours ..... 5**

**Arrival and Release ..... 5**

**Health Requirements ..... 6**

**Illness ..... 6**

**Notifications/Communications ..... 6**

**Daily Morning Health Checks ..... 7**

**Emergency (see Emergency  
Response Handbook) ..... 7**

**Evacuations..... 8**

**Abuse and Neglect ..... 8**

**Class Schedules ..... 10**

**Registration/Supply Fees ..... 11**

**Discipline/Guidance ..... 12**

**Lunch and Snacks ..... 13**

**Field Trips/Pets  
Transportation ..... 13**

**Waterplay ..... 14**

**Clothing for Preschool..... 14**

**CPSC Recall Info/Gang Free  
Zone Info ..... 15**

**Parent Signature (required)..... 17**

**Please detach and sign page 17 to complete Registration Process**

**Early Learning Place**  
Westminster Presbyterian Church  
7001 Trail Lake Drive, Fort Worth, TX 76133  
Phone: 817-292-1155

**Statement of Purpose**

The Early Learning Place preschool of Westminster Presbyterian Church is a part of an outreach ministry of the church to the surrounding community. We provide creative early learning experiences, which help children develop intellectually, morally, emotionally, physically and socially. We endeavor to lead each child to find a wholeness and completeness in all of life.

**Early Learning Place Goals**

- To provide an opportunity for children to learn new things
- To provide a safe, secure and loving environment that makes each child feel special
- To build children's self-esteem by providing activities that are age appropriate
- To stimulate each child's creativity and self-expression

## Curriculum

Our curriculum includes age-appropriate activities for children aged 18 months thru 4 years. We include activities in language, art, music, computers, science, socialization and math. Children are placed in class by their age as of September 1 each preschool year.

## Program Hours and Procedures

Program: September thru May  
Daily Hours: 9:00 a.m. – 2:00 p.m. (Monday-Thursday)

*ELP follows the Fort Worth ISD school holiday schedule.*

During inclement weather we follow Fort Worth ISD school closings. Please note that school closings are announced on TV and Radio stations in our area.

Please notify the Director when absent from preschool due to illness or other considerations.

All admission records must be completed before you child can be admitted into the preschool.

*There is no tuition adjustment or switching days of attendance for illness/vacation/bad weather.*

## Arrival and Release Procedures

*ELP front doors are unlocked from 9:00-9:30 a.m. and 1:30-2:00* Parents must accompany children to their classrooms. Parents must sign-in and sign-out each day on the sheet provided at each classroom. Please make sure you include a phone number where you can be reached during the day.

AVOID PROLONGED GOOD-BYES; they cause a chain reaction and often upset entire classrooms.

## Release and Late Pick-up Procedures

There is a late fee for those picking up children after 2:00. *The charge is \$5.00 for every five minutes you are late. The fee is due upon late pick-up. Please pay the person waiting with your child.*

***Release of Children*** - *In the event that another person is picking up or delivering your child to preschool, it is the responsibility of the parent to inform the teacher and make sure this person is listed in your child's admission records. A photocopy will be made of the authorized person's photo ID and is required to be signed and dated at the time of pick up. ELP will not release your child to people not listed in your child's admission forms.*

***Please inform all those authorized to pick up your children from preschool about all ELP policies for arrival, release and late pick-up fees.***

## Health Requirements and Immunizations

- Complete record of immunizations up to date
- A health form signed yearly from your child's physician stating your child is in good health and able to participate in our program
- Four-year-olds must have a vision/hearing form on file at ELP upon their fourth birthday. This screening is required from your physician, or a reputable screening service. ***This is required by law and is the parent's responsibility.***
- *All children three years and older must be potty trained. Definition:* Your child is in cloth underwear (not pull-ups) and has the ability to use the bathroom without assistance.

Your child may not attend preschool until all admission documents are on file at the preschool. Admission records are required before the first day of preschool or, in the case of vision and hearing, on your child's fourth birthday.

It is the responsibility of the parent to keep all records current at the preschool.

All teachers are required to have yearly TB and Influenza Vaccines. Documentation is kept in the Director's office.

## Illness

A child may not attend preschool with the following:

- Fever (oral 100.4, rectal 101.4, auxiliary 99.4)
- Undiagnosed/treated rash
- Diarrhea, vomiting, difficulty breathing
- Unusual lethargy, uncontrolled coughing, green or yellow constant running nose
- Inability to join in regular preschool activity due to illness
- Communicable Disease (chicken pox, etc.)
- Infestation (lice)

Parents will be notified in writing upon exposure of communicable disease and infestation.

Parents will be notified to pick up sick children immediately from preschool. Children cannot return to preschool until all contagion has passed.

Parents should notify the preschool when a child is absent due to illness or communicable disease.

ELP staff does not administer medication.

## **Notifications to Parents**

Parents are notified in writing for all injuries, communicable disease, infestation, damage to facility due to severe weather and any situation that places their child at risk.

## Daily Morning Health Checks at ELP

A Daily Morning Health Check is performed every day your child attends preschool. The Morning Health check is a visual and physical assessment of your child to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in a child's behavior since the last date of attending preschool.

ELP Staff has annual training on how to conduct health checks in order to identify problems for the purpose of preventing the spread of illness in the preschool setting.

*Health Checks are conducted every morning by your child's teacher by using the following guidelines:*

**Listening** to what the child and parents mention about how the child is feeling. Is the child's voice hoarse, is he having trouble breathing, or is he coughing? Has a fever, vomiting or diarrhea been noted in the previous 48 hours? Are other family members sick at home?

**Looking** at the child from her level. Observing for signs of crankiness, pain, discomfort or being tired. Does the child look pale, have a rash or sores, a runny nose or eyes? Is there swelling, cuts, or bruising?

**Feeling** the child's cheek and neck for warmth, clamminess or bumps

**Smelling** the child for unusual odor in their breath, diaper or stool.

If children appear sick or not well enough to attend preschool we will ask parents to keep the child at home until they are well enough to attend preschool.

Teachers will document concerns about illness, behavior or appearance daily, for the purposes of preventing the spread of illness and early detection.

**Please do not bring sick children to preschool.**

## Emergencies

***Please review our Emergency Response Handbook for details about all emergency situations.***

- Emergency medical services (**911**) will be contacted *for all children that require medical attention by a physician* and it will be the responsibility of the parents/legal guardians for assuming the cost of the ambulance service.
- First Aid or CPR will be administered when needed. Teachers are all First Aid and CPR certified
- Physician identified on child's record will be notified
- Child's parents will be notified immediately
- We will follow all recommendations by Public Health in the event of a Pandemic

## **Fire/Tornado/Complete Evacuation**

Fire drills are practiced monthly.

Lock-down drills are practiced monthly.

Severe Weather Drills are practiced three times each preschool year.

In case of building evacuation due to fire or other severe conditions we will re-locate to the Church of Latter-Day Saints at: *5001 Altamesa Boulevard, Fort Worth, TX 76133*  
*(817) 292-4230 by supervising and walking children to the church.*

Tornado/Severe Weather drills are practiced every three months. Our safe rooms are the conference room adjacent to the Director's Office.

In the case of complete area evacuation due to a toxic spill or gas leak, the Fire Dept. evacuates our preschool to this evacuation remote location:

*Edge Park United Methodist Church*  
*5616 Crowley Road, Fort Worth, TX 76134 (817) 293-5140*

**Please see our Emergency Response Handbook for a detailed account of all procedures.**

## **Abuse or Neglect**

State Law requires that the school immediately report all suspected/observed cases of child abuse or neglect.

### **What Are the Signs of Abuse?**

Children who are abused might show physical signs or sudden changes in their behavior or school performance. These signs don't prove that children are being abused, but they could be a signal that the children or their families need help. When children talk about being abused, take them seriously. Take steps to get help!

### **General Signs of Abuse**

Abused children might seem:

- Nervous around adults or afraid of certain adults.
- Reluctant to go home (coming to school early or staying late, for example).
- Very passive and withdrawn or aggressive and disruptive.
- Tired a lot, or they might complain of nightmares or not sleeping well.
- Fearful and anxious.

### **Signs of Neglect**

- Missing school a lot.
- Begging for food, stealing food, or stealing money for food.
- Lacking needed medical or dental care.
- Being frequently dirty.



- Using alcohol or other drugs.
- Saying there is no one at home to take care of them.

**Signs of Physical Abuse**

- Unexplained burns, bruises, black eyes, or other injuries.
- Apparent fear of a parent or caretaker.
- Faded bruises or healing injuries after missing school.

**Signs of Sexual Abuse**

- Difficulty walking or sitting, or other indications of injury in the genital area.
- Sexual knowledge or behavior beyond what is normal for the child's age.
- Running away from home.

**Signs of Emotional Abuse**

- Acting overly mature or immature for the child's age.
- Extreme changes in behavior.
- Delays in physical or emotional development.
- Attempted suicide.
- Lack of emotional attachment to the parent.

**Reporting Abuse**

Anyone having cause to believe that a child’s physical or mental health has been adversely affected by abuse or neglect should contact the Department of Family and Protective Services (DFPS) Child Abuse Hotline 1-800-252-5400.

**1-800-252-5400** Abuse Hotline toll-free 24 hours a day, 7 days a week, nationwide.  
**1-800-252-5401** [TxAbuseHotline.org](http://www.txabusehotline.org) - Report with a secure website and get a response within 24 hours

**Parents at Risk:**

Abuse and neglect can be prevented. Don't lash out when you are angry with your child— instead:

- Take a deep breath.
- Call someone or ask a friend to watch your kids while you calm down.
- Call Texas Abuse and Neglect Hotline 1-800-252-5400 for help to find someone to talk to.
- Find a parenting class in your community to learn about ways to handle the stresses of dealing with kids.

Catholic Charities, Diocese of Fort Worth	817-413-3919	Parenting classes, in-home parent education
---	--------------	---

- Visit: <http://www.helpandhope.org> for more information on how to get help.

## Minimum Standards and Licensing

*Parents are entitled to the following information:*

Minimum Standards for Licensed Day Care  
Licensing Inspection Forms and Reports

Located in the Directors Office

### Contacting Agencies

- Local Licensing Office 817-321-8604
- DFPS 1-800-862-5252
- DFPS Child Abuse Hotline 1-800-252-5400
- DFPS Website: <http://www.dfps.state.tx.us/Default.asp>

*Please feel free to contact the ELP Director anytime with any and all concerns about policies and procedures at ELP. Feel free to make an appointment or visit the preschool anytime it is convenient.*

### Class Schedules

All classes are offered the same schedule each month:

- 4 day class (Monday - Thursday)
- 2 day class (Monday - Wednesday or Tuesday -Thursday)  
Hours: 9:00 a.m- 2 p.m.

*Preschool year runs from September - May*

*We follow FWISD Holiday School Schedule*

## Tuition

Tuition is paid monthly and due on the first three days of each month.

**Tuition is considered late after the first three days of the month; tuition increases by \$25 per each week you are late** and your child is subject to being dropped from the program.

*There is a \$35 dollar fee for returned checks.*

Please place your tuition in the ELP Logo Drop board on the red table in the hallway, or in the mail drop box in the church parking lot. Make sure to place tuition in a sealed envelope with your child's name on it marked ELP. Envelopes are date stamped by church staff. (Note your child's name in memo).

*Checks payable to: Early Learning Place or ELP*

Tuition is subject to change upon notification by the preschool. Current rates are as follows:

- 4 day class \$390
- 2 day class \$250

Discounts are offered to families with three or more children in the program (\$10).

## Registration /Supply Fees

Supply/Registration Fees are collected twice per preschool year. The first half of the supply fee is due with enrollment. The second half of the supply fee is due the first of December.

*Supply fees/Registration fees are not refundable.*

*Supply/Registration Fees due*

- 2 days - \$75 collected twice per preschool year –upon enrollment and each December
- 4 days - \$100 collected twice per preschool year–upon enrollment and each December

There is no tuition adjustment made due to inclement weather, illness, vacation or holiday schedule.

*Donated by parents: boxes of kleenex, zip loc baggies, paper towels, hand sanitizer, copy paper*

## Inclement Weather

Sometimes it is necessary to close or start preschool late due to severe weather. Please tune in to local radio/TV for announcements and the most current information. Our Facebook page will also post closings as soon as they are determined. If FWISD opens late ELP will open late (10:00 a.m.)

### **Withdrawal Notice for ELP**

A thirty (30) day notice in writing is required for withdrawal from our program. This notice must be submitted to the preschool Director and requires tuition to be paid through the month's end. This will enable the preschool to fill the vacancy from the preschool waiting list.

### **Conferences and Communication**

- Parents are welcome to schedule a conference at any time.
- Please contact the Director so a time can be arranged that is suitable for all parties.
- Concerns that need to be addressed will be conducted through teacher-parent conferences.
- Teachers will send home monthly notes and calendars to keep you informed.
- The Director also provides a monthly newsletter each month.
- ELP has a website: <https://www.wpcfwd.org/earlylearningplacepreschool>. The website has the following available to you:  
Interactive Preschool Calendar, Registration Forms, Operational Policies and Handbooks, Newsletters, and Current Openings at the preschool.
- Parents will also receive written notice about any change to our operational or enrollment policies. Acknowledgement that you have been informed of any policy changes requires a parental signature on file in your child's preschool records.
- *We have an open-door policy. Parents may visit the preschool at anytime. Please check in with the Directors office when you visit our preschool.*

### **Discipline and Guidance**

Our goal is to build self-esteem by setting appropriate limits necessary to learning self-control and responsible behavior in a preschool environment.

A variety of techniques may be used to help children with appropriate classroom skills.

Some of the following techniques are implemented at ELP:

- Redirection: offering choices to eliminate difficult behavior
- Conflict Resolution: asking children to verbalize their needs by talking about the event
- The "Listening Chair" asking children to sit in a chair and take time out to think about appropriate classroom behavior.

If inappropriate behaviors, such as hurting others and disrespect for authority continues, parents will be consulted, and a plan of action agreed upon. If unacceptable behavior continues, parents will be required to remove the child from our program.

*Corporal Punishment is never used at ELP*

### Lunch and Snacks

Children bring lunch and beverage (not to be refrigerated) from home. Prepare simple food items your child can eat easily. Make sure food is cut into bite sizes when necessary. Package food appropriately and *label lunch boxes*. Include napkins and appropriate eating utensils.

Admission records, including the preschool enrollment agreement, state that parents agree to provide lunch, beverages and snacks from home for their preschoolers. This agreement also clearly states that parents do not hold the preschool responsible for nutritional value of these foods or for meeting their child's daily food needs.

Suggested food items: fresh vegetable sticks, fresh fruit, crackers, bite-size cheese blocks, yogurt, sandwiches, cut up lunchmeat etc. Drinks that contain added sugars are not allowed at preschool (check your fruit juices for added sugar).

*Children are encouraged, but not forced to eat.*

*Food is not shared during lunchtime.* Peanut awareness is important at ELP and we encourage parents be aware of peanut ingredients for those children that are highly allergic.

### Rest time

Toddlers and Twos participate in a rest period every day following lunch. *Two's must purchase their own rest mat to leave at school.* This mat should be clearly labeled.

If you do not want your child to participate in rest time, you are welcome to pick them up at 12 o'clock.

### Field Trips

We do not take field trips. We invite special community helpers to visit our preschool each year (Fire Dept., Police Dept., Ambulance, Cowboy, Dentist, etc.)

### Pets

Pets visit by special arrangement with the Director and classroom Teacher. All pets must have current vaccinations and be free of disease/infestation of any type. A signed release form from a veterinarian is required for pets visiting preschool.

Parents will be notified in writing if a pet will be visiting their child's classroom.

### Transportation

We do not offer transportation services.

### Water Play

We have a water table at ELP. Parent permission is required for play activities at the water table and is part of the preschool parent agreement and admission record.

We do not go swimming or use wading pools.

### Celebrations

Holiday Parties: A sign-up sheet will be posted for each classroom celebration. Parent participation is important in these celebrations and is what makes them enjoyable for our preschoolers. Classroom teachers will keep you informed.

Birthdays Celebrations: Please check with your teacher for a suitable time to celebrate your child's birthday. Birthdays are typically celebrated during lunch. Parents may provide cookies or cupcakes that have been commercially prepared (as required by state law). Please include plates, napkins and forks.

### Clothing

Each child must have one change of clothing at the preschool at all times in case of accidents or spills. This clothing should be clearly labeled. Include a plastic bag for wet clothes!

Dress your child in comfortable clothing suitable to outdoor play and messy art projects. Shoes should be closed-toed; no sandals please. If your child is potty training, please dress your child in loose fitting clothing that is easy to get in and out of in order to prevent fewer accidents.

LABEL ALL BELONGINGS INCLUDING DIAPERS, BACKPACKS, LUNCH BOXES, CLOTHING OR ANYTHING ELSE YOU WANT RETURNED IN CASE OF LOSS.

**All children three years and older must be potty trained.**

*Potty trained is defined as having independent bathroom skills.*

### Volunteer Opportunities

We have lots of talented parents and would love for you to share your talents with our preschoolers. Please let us know if you would like to help in any way. Your participation is greatly appreciated. Look for sign-up opportunities.

### Concerns or questions

Your questions and concerns are important to us and we encourage all parent-staff communications to take place the moment the concern arises for a speedy resolution.

### **CPSC Recall List**

The recall list is available to parents and placed on the red table in the ELP entrance.

Parents call also check the weekly items posted at [www.cpsc.gov/](http://www.cpsc.gov/)

CPSC Recall Hotline (800) 890-3366  
Firm's Recall Hotline (800) 638-2772

### **Gang Free Zone**

All gang related activity is prohibited and is subject to extreme penalty under Texas Law. Any gang related activity within 1000 feet of the preschool is a violation of law. All gang activity around the preschool is reported to law enforcement immediately.

Please report any criminal activity as soon as possible.





I have read and agree to follow the Early Learning Place preschool guidelines and policies for:

Child's Name (list each child)

Age (s)

_____	_____
_____	_____
_____	_____

Date: \_\_\_\_\_ email: \_\_\_\_\_

Parent/Legal Guardian:

\_\_\_\_\_

This form must be completed on a yearly basis and be on file for each child enrolled in our program.

*Please Check one*

I give my permission for my child's address and phone number to be shared with other preschool families in the form of a classroom roster or preschool directory.

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_

I do not want my information shared with anyone.

Dated: \_\_\_\_\_ email: \_\_\_\_\_

Parent/Legal Guardian:

\_\_\_\_\_

Signed:

\_\_\_\_\_

Dated:

\_\_\_\_\_