

Alamo Heights Presbyterian Church

Day School

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Andrea Sitterle, AHPC At-large Representative

Alamo Heights Presbyterian Church

Rev. Dr. Richard O. Knott, Jr., Senior Pastor

Phil Lewis, Lay Minister

Our Mission Statement

The Alamo Heights Presbyterian Church Day School (AHPCDS) exists as an evangelistic outreach serving the community on behalf of Alamo Heights Presbyterian Church. The Day School is a non-profit ministry whose purpose is to provide children with a loving, secure environment for educational, emotional, physical, and spiritual growth. The staff & teachers of AHPCDS seek to witness to children and their families about God's love, therefore exhibiting concern for all children, families, and co-workers. We strive to demonstrate our faith and commitment to this ministry in all that we do and say.



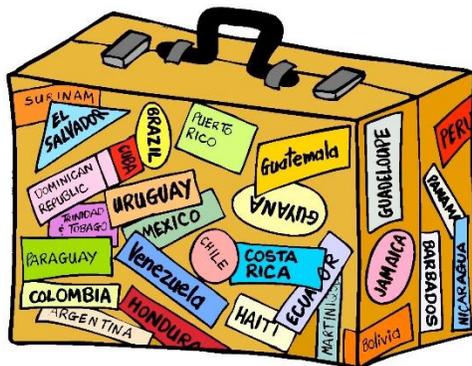
Dear Parents:

Welcome to Alamo Heights Presbyterian Church Day School! This is an exciting time in your child's life, and I am happy you have given us the opportunity to share in it. We have an exciting year planned for your child. Our excellent staff brings fun, creative, and challenging activities into each classroom. As a Christian based school, we strive to give your child exceptional care, an excellent education, with a Christian foundation. Our low child/staff ratio permits us to identify each child as an individual and to better understand and meet their individual needs.

This handbook should answer many of your questions about our program. However, please feel free to ask for any information you do not find here. In case of policy changes, parents will be notified by email.

I thank you for this opportunity to share information about Alamo Heights Presbyterian Church Day School and look forward to a wonderful year together. Childhood is a journey, not a race. Childhood is a small window of time to learn and develop at the pace which is right for each individual child. The staff of Alamo Heights Presbyterian Church Day School is ready to partner with you and your child on this journey. We are ready for a year of engagement and growth! Welcome to the AHPCDS family!

In Christ,
Sharon L. Cruz
Director, AHPCDS





In the beginning... each child will react differently to the prospect of a new school year experience. We invite parents to bring their child for a tour. Classroom visitation/open house is scheduled before the beginning of the school year. If you have any concerns or questions, please feel free to discuss this important transition with your child's teacher and/or office staff. We want to do all we can to ensure the success of your child's time at AHPCDS.

Absences: If your child is going to be absent, please let us know by calling (210) 822-3213 between 7:30am and 9:00am. If your child is absent due to illness, please make us aware so that we may inform other parents and teachers if necessary. There is no deduction in tuition for days absent. If a child is absent the entire week or a day, full tuition is due. We regret this necessity, but our expenses do remain consistent regardless of attendance. We have reserved one space of the licensed capacity of our center for your child, so you are paying for this space not the time your child is in our care. Thank you for your understanding.

Admissions: Alamo Heights Presbyterian Church Day School provides care for children 8-weeks through 5-years of age, after school care for Alamo Heights ISD elementary age children, and a summer camp program for children 6-10 years of age. Children may register for full time care (Monday through Friday) or part-time care (Monday/Wednesday/Friday or Tuesday/Thursday). Days are non-transferable. Infant care and Pre-School classes (for ages three and four) are offered full time only. We do not discriminate on the basis of race, creed, origin, sex, or disability.

A student enrollment packet has been given to you. For registration to be accepted, you must return ALL the following documents and paid non-refundable fees (if applicable) to the school office:

- COMPLETED enrollment form (front and back)
- \$200 Registration Fee
- \$100 Supply Fee
- Special Event Fee

The medical forms must be turned in prior to the beginning of school, complete with doctor's signature and current shot record **AND** a signed discipline and guidance form. For children ages 4 on or before September 1st, a Vision and Hearing test must also be provided. Children will not be able to attend AHPCDS without complete and current records.

If your child is in our After-School Program, please indicate on the enrollment form that medical records are on file with the elementary school. Duplicate records are not necessary.

Children must be re-enrolled each year. Active Church members have first priority in registering. Currently enrolled *students* have next priority during in-house enrollment. Siblings from currently enrolled families who are not already attending will have next priority. New families referred by currently enrolled families will have preference over others during the public registration. Registration, Special Event and Supply fees must accompany each completed application, or they will not be given due consideration.

Please keep us updated throughout the school year with immunization records, special needs or diagnoses, current address, email and phone numbers, and any additional information that is pertinent to your child.

Animals: From time to time, AHPCDS may have classroom pets that meet the requirements by Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a visiting pet is present.

Arrival/Departure: *Parents need to personally escort their child(ren) inside and out the building to sign in and out when their children enter and leave the facility. Your child's day will be most successful when they arrive by 8:30 in the morning. When your child arrives early, they get the benefit of a transition into the day's activities and are more easily able to join in with their classmates. Please help your child wash their hands upon arrival, put their belongings in their cubby, and if eating breakfast please inform the teacher. Circle time in most classrooms begins at 8:30 and it is important for your child to be a part of this special time of coming together and planning their day. **A child may not be brought to school after 9AM without prior arrangements with the school office.** Please do not bring your child to chapel in the sanctuary after it has already started it is very disruptive. For their safety, please do not allow your child to walk in the aisles to their teachers unattended.

Your child's safety and security are our prime concerns. Upon arrival, your child must be registered on the class sign-in/sign-out sheet with your signature and time of drop-off. Each child should be placed directly into the care of their teacher. Children must never be dropped off in the parking lot, in the sanctuary, playground, at a doorway, or in the hallway. Children should never be allowed to walk around the building or grounds by themselves **at any time.**

Upon departure at the end of the day, please indicate on the sign-in/sign-out sheet the time your child is picked up along with your signature. Please do not allow your child to separate from you after you have signed him/her out. Running in the hallways or up and down stairs or climbing up the bannister is dangerous and prohibited.

Additionally, as we are establishing routines for the children that help them feel more secure and competent, please take your visits with other parents outside of the classroom. If you would like to stay in the classroom and visit, we will ask for your help with an activity.

Arrival and departure can be a hectic, confusing time for parents, children, and teachers. Although communication is very important, we ask that parents refrain from lengthy conversations with teachers and understand when teachers need to end a conversation to tend to and supervise the children. Extended discussions between parent and teachers should be reserved for telephone contact, parent-

teacher conference, or at a scheduled time when the teacher is not responsible for the supervision of children.

Only authorized persons listed on your child's enrollment form will be allowed to pick up your child. If the person is on your list but unknown to the teacher, the individual will be asked to stop by the school office and a driver license/photo ID will be requested for identification. We do realize that sometimes emergencies arise; therefore, if someone other than those initially listed on the enrollment form will be picking up your child, please stop by the office that morning and give us written authorization with signature or fax to (210) 822-2196 to release your child into the individual's care.

Classrooms may be combined in the morning at drop off and at pick up or as needed due to staffing. Please check the binder or doorway sign.

Bed Times: Children should be in bed at a reasonable time. If your child consistently has a challenging time in the mornings, you may need to re-adjust their bedtime. A consistent bedtime also helps the child to adjust more easily to a full day of activities at school. Naptime is between 12:30-2:30 pm daily for ages 1 and up. Rest period is mandatory for child care licensing; sleeping is not. Please do not ask teachers to keep your child up during nap time. If your child is tired your child needs to rest.

Birthday Celebrations: Birthdays are very special and may be celebrated by sending a special store-bought snack for the entire class on or near your child's actual birthday. Please decide with your child's teacher. Please make sure to bring an AM or PM snack in addition to a special birthday treat. Party invitations may be distributed in the classroom ONLY if ALL children are invited. Otherwise, please mail invitations. Please do not ask the office for parent email addresses; we use parent email addresses for school purposes only and do not distribute to anyone.

Biting/Behavior Incidents: AHPCDS recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke or elicit this behavior, so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior. Children older than 3 years of age, may occasionally be involved in a biting or behavior incident. For children in this age group, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents may have their child's services terminated. Furthermore, children, in the older age groups, with 3 incidents in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of AHPCDS.

Parents will be notified by incident/accident report that a biting/behavior incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of AHPCDS cannot discuss the medical history of any child involved in a biting/behavior incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

Blankets:

(For Preschool and Toddlers, Only) Blankets can be helpful to children at naptime. Blankets will be kept with the children's nap mats and sent home at the end of each week to be washed. Please be sure to label your child's blanket and nap mat.

(For Infants 12 months of age and Younger Only) Licensing prohibits blankets in cribs for children younger than 12 months of age. (Licensing standard 746.2415 (6) *Soft or loose bedding such as blankets, sleep positioning devices, stuffed toys, quilts, pillows, bumper pads, and comforters must not be used in cribs for children younger than 12 months of age.*)

Breakfast: Please provide a healthy breakfast for your child at home. Sugary foods do not lend themselves to a successful day for most children. If you are running behind schedule, your child may bring his/her breakfast to school prior to 8:00am. After 8:00am, any unfinished breakfast will be picked up due to transitions in the classrooms. A mid-morning snack will be served.

Calendar: An AHPCDS calendar will be provided to each family at registration. Classroom calendars will be sent home monthly indicating specific activities pertinent to your child's class and school. If changes to the calendar become necessary, you will receive an email, a hard copy and one will be posted in your child's classroom. AHPCDS school year begins in August and ends the week before AHISD begins. There is no "summer break"; therefore, there is no tuition break during the summer months.

Cell Phones: We ask that parents do **not** use their cell phones within the school building. Children being dropped off or picked up want and need your undivided attention. There are times when a teacher may need to talk to you about your child and hesitate to interrupt your phone conversation.

Teachers are not permitted to use their cell phones on school premises, but you may always reach them through the school office.

Texas Department of Family and Protective Services prohibits the personal use of cell phones in the classrooms. Please help us stay in compliance with this standard. Teachers are not permitted to use their cell phones in the classroom, but you may always reach them through the school office. Please do not call or text teachers' cell phones during school hours, please call the front office.

Chapel: Chapel is held every morning at 9:00am in the Sanctuary for children 1 through 5 years of age. During this time, the children experience the love and joy of the Christian faith through stories, songs, and various age appropriate activities. Chapel is led by AHPCDS staff. It is a special time together and gives the children a strong foundation for faith development. We ask that all children arrive prior to 9:00 am to participate in our daily chapel activities.

Child Abuse: All AHPCDS teachers are trained to recognize common signs of child abuse. Under law, we **MUST** report any suspicion of abuse. The abuse hotline is 1-800-52-ABUSE.

Texas Department of Protective and Family Service intake line is 337-3399. The Texas Department of Family and Protective Services web site is www.tx.childcaresearch.org.

AHPCDS 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. Our staff receive annual training on recognizing and preventing abuse and neglect, including sexual abuse.

The staff may not notify parents when the police or CPS is 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.

If parents feel they need assistance with possible child abuse, neglect or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

If a child is questioned as part of the investigation his/her parents will be notified after the visit.

Clothing: Please send children dressed for a fun and active day. We cannot always prevent stains from occurring. A child's day may include messy activities or accidents that may call for a change of clothes. Every child needs a complete change of clothing to be left at school, in a plastic bag, with first and last name on the bag. Please remember to bring extra socks and shoes during toilet training. Please include a sweater and a short sleeve shirt due to changes in weather. This bag will be kept in the classroom until needed. When a change of clothes is necessary, the dirty ones will be sent home in the bag. Please remember to supply another change for future use. Rubber soled, closed toe and heeled shoes are suggested for play. For the safety of the children, boots, sandals, flip-flops, or "Crocs" are not safe on the playground and are NOT permitted. Children will be required to change out of these types of shoes to remain in care for the day. If they do not have another pair of shoes at the center into which they can change, a parent will be called to bring an appropriate pair of shoes to school for their child. Strings in jackets/hoods are extremely dangerous and are NOT permitted at school. Children will be required to change out of this type of clothing to remain in care for the day. If they do not have an appropriate top to wear a parent will be called to bring an appropriate top to school for their child.

Closures: AHPCDS follows the Alamo Heights ISD school calendar for all emergency, weather, or pandemic school closures. Please watch or listen to the radio for Alamo Heights ISD school closures to see if AHPCDS will be closed as well. We will do everything in our power to be open during normal business hours but there might be times we need to close early or not open at all due to severe weather, civil authority closures or other conditions. Should we close early it will be your responsibility to make sure your child is picked up early. Tuition is calculated on an annual basis; therefore, tuition will not be discounted for any center closure, scheduled or unscheduled.

Communicable Diseases: AHPCDS follows all health/communicable disease policies as outlined in Caring for Our Children: National Health and Safety Performance Standards Guidelines for Early Care and Education Programs by the American Academy of Pediatrics, American Public Health Association and the National Resource Center for Health in Child Care and Early Education. A copy of this manual is on file with the Director and is available upon request or review.

Parents are required to pick up an ill child within 30 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 30 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. AHPCDS reserves the right to refuse to allow a child to return if the Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication until the following day. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of 100.4 degrees Fahrenheit or more. (100 degrees Fahrenheit for Infants)

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24-hour period. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the school. This enables our staff to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. AHPCDS will take all measures to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school. **(See also Mandated Reporting of Suspected Child Abuse and/or Neglect Policy)**

Conferences: Parent/Teacher conferences are held for Infants up to our Pre-Kinder 4's. The teachers work throughout the year putting together a portfolio of your child's development. Conferences are held twice a year - once in late fall, and again in late spring. All children are screened in the first month of their attendance. We use the *ASQ, Ages and Stages Questionnaires* tool to assist staff on your child's conference. The teachers will set up conference times directly with you. Other than the portfolio review times, if you would like to visit with your child's teacher, or the Director, at length, please call the school office to schedule a conference time. It is difficult for a teacher to talk with you at length at drop-off or pick-up time because of their classroom duties and supervision of the children. We strongly encourage parents to sign up during conference times.

Court Orders Effecting Enrolled Children: In cases where an enrolled child is the subject of a court order (i.e. Custody Order, Restraining Order, or Protection from Abuse Order) AHPCDS must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with AHPCDS administration, both parents shall be afforded equal access to their child as stipulated by law. AHPCDS cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, AHPCDS suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, AHPCDS is obligated to follow the order for the entire period it is in effect. Employees of AHPCDS cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. AHPCDS will report any violations of these orders to the court.

Curriculum: AHPCDS uses the *Frog Street Curriculum* for Infants through Preschool 4's. *Frog Street* curriculum is a comprehensive, research-based curriculum that integrates instruction across developmental domains and is aligned to the Texas state and national standards. The cornerstones of the curriculum include: integrated lessons with a defined scope and sequence of instruction, social-emotional development using conscious discipline strategies, differentiated instruction to meet the needs of all learners including English language learners and children with special needs, a joyful approach to learning. *Frog Street* centers around 13 thematic activity guides with activity choices categorized by learning domains: Language Development, Social Emotional Development, Cognitive Development, Physical Development and Approaches toward Learning.

For our After-School program, quality staff provide time for students to start their schoolwork; as well as time to have fun with outdoor play, Bible stories, healthy snacks, and games in a Christian environment. Due to the limited time and schedule we have with our after-school children all homework may not be completed, please remember to check your child's folder and homework daily.

Custody Situations: AHPCDS prefers NOT to get involved with custody disputes. AHPCDS will follow a court order exactly as written. If your family has court order related to the custody of your child(ren) you MUST provide us with a certified original copy of the most recent order. PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS. As such it is imperative that all enrollment forms are completed with both parent's information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local 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, AHPCDS has the right to terminate care.

Daily Reports: All children will receive Daily Reports through the HiMama application. The Daily Report consists of information on your child's general disposition, activities, food intake, lengths of naps, and diapering if applicable.. Teachers will also notify parents of anything special that occurred during the day or any supplies your child may need. Check the classroom binders and bulletin boards for additional information pertaining to your child's classroom and school. Parents must sign the parent participation agreement before implementing the HiMama application. Parents may opt out of the HiMama app and receive written daily notes please ask your teacher for more information.

Discipline: AHPCDS uses discipline as a learning experience and a way to self-regulate. Teachers will often point out activities/behaviors that they like to see to build self-esteem and encourage others to do the same.

AHPCDS must follow 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.

For example:

"I like the way Mary and Johnny have cleaned up their center! Way to go! Who else is doing a good job cleaning up?"

Redirection is another important classroom tool.

Example:

“I know you would both like to play with the toy, so let’s take turns. Mary, you may play first, and Johnny would you like to play with the blocks while you wait your turn?”

When positive reinforcement, guidance, redirection, and thought-provoking questions do not resolve the inappropriate behavior, the child may be asked to sit and watch for an appropriate period; they will then problem solve with the teacher. No corporal punishment, humiliation, embarrassment, or punishment involving food, napping, or bathroom privileges are allowed in our school. If your child causes harm to themselves, others or school property on a recurring basis, your child may be sent to the office. Parents must be involved in resolving behavior problems through communication and conferences with the teachers and Director. Enrollment may be terminated if with reasonable efforts to stop dangerous behavior, a child continues to be a safety risk to themselves or others, including staff, or other children.

Emergency Procedures: Inside each classroom door you will find the evacuation plan for the room. We have safety drills once a month to assist the child and staff in evacuating their classrooms quickly and calmly. Fire extinguishers are checked monthly, as are smoke detectors and flashlights which are in each classroom. A first aid kit is kept in the school office. In case of emergency evacuation, we will relocate children to Christ Lutheran Church of Alamo Heights located at 6720 Broadway (across from the Alamo Heights High School). The phone number is (210) 822-3394. In addition to fire drills, we also practice:

- “Duck and cover” drills - this emergency drill is for protection from high winds – as in tornadoes or hurricanes.
- Blocked exit drills – this emergency drill is during a regular fire drill. An exit is blocked on purpose and the staff/children must calmly and quickly find another exit route.
- Stranger Danger – in case of an unfamiliar or threatening person in our building, the staff moves into a lock down time. Teachers/children remain in classrooms, doors are closed and locked, blinds are closed, and children are kept away from window areas.

Field Trips: Many of our studies will be enhanced with field trips for our classes ages three and four. At least one week prior to the field trip you will receive detailed information about the trip. While our enrollment forms provide a place for you to sign giving your consent for your child to participate in field trips, we still require you to sign a permission slip for each field trip taken. Safety is our #1 concern on all outings. Siblings/friends may not accompany parents. Please realize that you are there to help supervise the children in your child’s class; even an infant can be distracting from the children you oversee. If a child needs close supervision, a parent/guardian may be required to accompany the child for the child to go on the field trip. Parents volunteering to drive must provide proof of insurance and valid driver’s license. Children are required to wear a school shirt on all field trips. Shirts are available in the school office for \$15. Adult sizes are also available. If you volunteer to drive on a field trip and find you are unable to participate, we must have 24 hours’ cancellation notice. If not, it is likely the field trip must be cancelled due to lack of transportation. Part time students are welcome to attend the field trip with their parent, family member or chaperone during Field Trip hours on an unscheduled attendance day. We can only have two classes attend field trips at one-time due to our after-school program and space on the bus.

Our Summer Camp program also utilizes the bus for field trips which are ages Kindergarten through 5th grade. Written permission must be authorized and on file prior to transporting all children.

Folders: Every classroom has a place for children's personal folders. Please check your child's folder daily for reports, newsletters, class work, or other pertinent information.

Gang-Free Zone: Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty. AHPCDS is a Gang-Free Zone.

Grievances: Concerns will always be addressed. We ask that you first conference with your child's teacher. If you do not find a resolution, please set up a time that is convenient for you to meet with the Director. If you do not feel that the matter has been resolved or properly handled, please talk with a member of the Day School Committee. We respectfully request that you do not discuss issues or concerns about children or teachers in the classroom or hallways. We want to respect all children, parents, and staff, and maintain confidentiality. We expect mutual respect and open communication between everyone. If blatant disrespect is displayed to our staff or administration, you will be withdrawn from our program. Please do not hesitate to discuss any matter in a conference. We are always looking for ways to improve our program and strive to maintain the high standards of AHPCDS and appreciate and welcome parent input.

Health/Illness: When a child becomes ill at school, he/she will be brought to the school office until a parent/authorized person arrives. We want to separate children who are not feeling well to hopefully prevent the spread of illness. Parents should arrange for someone to pick up their child as soon as possible (within 30 minutes). This is for the health and comfort of your child and the protection of others.

Infants:

Due to the young age of our infants our teachers will call parents if our infants have a temperature of 100 degrees or more and/or accompanied by behavior changes including lack of appetite, diarrhea, rash or other signs that the child may be exhibiting that indicate illness. If infants also exhibit any symptoms of severe illness, communicable disease or are unable to participate comfortably in all activity's teachers will also call parents.

Toddlers-After School Program

Teachers may give a courtesy call to share information if your child has a low-grade temperature but does exhibit behavior changes or other signs or symptoms of illness, such as lack of appetite.

Below are Texas Department of Family and Protective Services (TDFPS) standards that prevent a child from staying at school or coming to school:

- Temperature of 100 degrees
- Symptoms of severe illness (such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting within the past 24 hours, rash w/fever, mouth sores with drooling, etc.)
- Communicable disease (strep, flu, lice, pink eye, impetigo)
- Unable to participate comfortably in all activities including outdoor activities.

If your child exhibits any of the above symptoms, a teacher or staff member will call, and you will need to pick up your child as soon as possible. Your child must be free of fever without medication and all communicable diseases until the following day before returning to school. We ask for your cooperation in adhering to this request for the wellbeing of your child and your child's classmates.

Please do not jeopardize the other children and our staff by sending your child to school if he/she is sick. (Please see Communicable Diseases Policy for additional information)

Holidays: A school calendar is provided indicating holidays and special events. Occasionally we must make changes due to unforeseen occurrences. Changes will be shared via hard copy, email and posted in our classroom.

Hours/Days: AHPCDS is open from 8:00 am until 5:00 pm Monday through Friday. Curriculum classes begin promptly at 8:30 am; therefore, we request that your child be in their classroom by 8:30am. Our policy is children **MUST** be in their class no later than 9:00 am. Your child and our staff have had a full day and are ready to go home by 5:00pm. Late charges of \$5.00 per minute will be assessed for children remaining at the school after 5:00pm. If you are continually late this may not be the program for you, and you may need to find another program that better fits your needs.

You have the option to register for full or part-time care. Infants, Preschool and After School Care do not offer part time care. Once the decision has been made, it cannot be changed until the following school year. Under special circumstances we can allow a child to come to school on an unscheduled day. There will be a \$75 per day charge for any unscheduled day.

Hugs: AHPCDS follows Texas Department of Family and Protective Services regulations on appropriate behavior with children. Your child will become a part of our family and hugs will be given often.

Immunization Schedule: All immunizations must be current for your child to enroll and attend AHPCDS. Failure to keep children current on immunizations may lead to disenrollment. Parents especially our Robinson House families are required to provide the school office with updated shot records after every doctor's visit. Parents are required to keep the school office furnished with updated shot records.

From time to time AHPCDS may have children enrolled that have not received immunizations due to personal belief. A notarized affidavit must be on file for these children.

Incident Reports: An incident report will be filled out in case of minor accident or injury. Incident reports will also include both injuries to a child or from your child. These reports will also include any behavior observed that needs your attention. You are asked to sign an acknowledgement of this report and will be given a copy. In the event of a head or groin injury, parents are called immediately. If your child needs medical attention, we will immediately call 911 and then you. Every AHPCDS staff member is certified in CPR and First Aid.

I-pads: I-Pad, computer or tablet use must be supervised by an adult and any games or apps used must be from a pre-approved selection checked and agreed by the Program Director. Online searching and installing/downloading of new programs and applications is restricted to authorized staff.

Late Pick-up Fees: Picking up your child on time is extremely important. You must pick your child up by 5:30pm. If you pick your child up after 5:30pm, they will be in the office and a \$5 per minute late fee charge will be assessed to your account.

Multiple late charges are indicative that alternative hours of care are needed, and you may be asked to relocate to another center without any type of monetary refund.

Licensing: AHPCDS is a childcare facility licensed with the Texas Department of Family and Protective Services (TDFPS). We are licensed to provide care for 176 children. AHPCDS prides itself in maintaining a high rating with TDFPS over the years. Parents have the right to view the Minimum Standard Rules for Child Care Centers, licensing reports, fire inspections, health inspections, and all other official documents which ensure the safety and care of your child. All licenses and inspections can be found posted on the bulletin board of the school office and in the Robinson House. Minimum Standards may be obtained in the school office or by going on line at www.txchildcaresearch.org. Child Abuse Hot Line is 1-800-52-ABUSE. Texas Department of Family and Protective Service Intake Line is (210) 337-3399.

Lunch: AHPCDS does not have the facilities to prepare lunch for the children. You will need to send a healthy lunch and drink every day along with his/her eating utensils. TDFPS prohibits us from washing plastic utensils and using them again. Please pack the necessary utensils daily. Infant and toddler rooms have access to refrigerators and microwaves. Be sure to mark you child's name on bottles/Sippy Cups/lunch box and/or containers you wish to have returned. AHPCDS does not permit children to share or exchange food items. AHPCDS requires 100% fruit juices for lunches and snacks. The 3- and 4-year old classrooms do not have access to refrigerators or microwaves. Therefore, lunches need to be packed with a freezer pack or items that do not require refrigeration or heating. For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets). AHPCDS never uses food as punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Infant through 2-year-old age groups: Children enrolled in the infant through 2-year-old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes formula/breastmilk bottles, baby food, snacks, and juice bottles. Be sure to prepare more than one bottle than you think your child will consume in a day to assure that your child won't run out. Prepared bottles must be stored in the designated refrigerator and will be warmed in a water bath prior to feeding. No bottles will be microwaved. All bottles must be taken home by the parents each night to be washed.

Parents must provide and label all utensils and bowls necessary for feedings. Children will not be fed directly from baby food jars, nor will the staff use previously opened baby food. Staff will mix baby cereal just prior to feedings. All unused food remaining after a feeding will be discarded.

Parents are required to complete a feeding schedule for their child monthly, or as the child's feeding requirements change. Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. Medication including vitamins may never be put in the child's thermos, sippy cup or bottle per child care licensing standards. Please complete a medication authorization form for all medication dispensations.

Mandated Reporting of Suspected Child Abuse and/or Neglect: Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of AHPCDS are considered mandated reporters, under the law. The employees of AHPCDS are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any

suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reports can be held criminally responsible if they fail to report suspected abuse or neglect. We at AHPCDS take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children. As mandated reporters, the staff of AHPCDS cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child’s body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (i.e. car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Medication: Prescription and non-prescription medicines must be in their original container with the child’s name, date, directions, and physician’s name. Over the counter medicine or vitamins will not be administered without written authorization from the child’s doctor stating the frequency, amount, and medication name. Please sign the medication in on the Medication Form in your child’s classroom. All medicine should be given to your child’s teacher. Medication or vitamins are prohibited in the bottle or Sippy cup. Please let staff know if you gave your child medicine in the morning so they are informed. Please let the staff member know if refrigeration is required. Medication is never to be left in a child’s cubby, diaper bag, backpack, or lunch box. Our procedure is a state health requirement and a requirement of TDFPS.

Outdoor Play: Outdoor Play is a regular part of the daily routine. Children should be prepared to play outside 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.

Parent Code of Conduct: Please understand that young children are present in our building. Some adult language is not appropriate for young children. Please refrain from swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family Protective Services. AHPCDS has the right to terminate care in the event of disruptive behavior from a parent or guardian.

Parent Information: Watch for parent information, important upcoming events and articles on our web site (ahpcds.com), e-mails, DVD, bulletin boards, in the school office, and on your child’s classroom sign-in clipboard.

Parent Involvement: (During the Pandemic-parents are not allowed in the building at this time) AHPCDS has an open-door policy where parents are welcome to come in at any time during the day to observe their child without prior approval. We encourage parents to participate in field trips – for your own enjoyment and for the safety of the children. We also have many events during the year that we try to schedule at a time convenient to our families and work schedules. Each classroom has two

“Room Parents” to help with class parties, Fall Fling, and other class activities. If you would like to share an activity with the class, please partner with your child’s teacher and share information with the day and time so that it can be included in the lesson plan. AHPCDS has the right to refuse service at any time to anyone.

Potty Training: Each two-year-old classroom has access to a bathroom with small, child size potties. We begin potty training in our two-year-old rooms by the Spring of the school year only if the child exhibits readiness behaviors. Some children are ready earlier, and some might seem as if they are not interested at all. However, we have found that when several children begin to use the potty, they all want to join in. Staff will **partner** with parents to ensure consistency at school and at home.

Prayer: Prayer time is a very important and ongoing part of our day. The children attend Chapel every morning. In Chapel, they listen to the daily Bible story, sing songs, and have a prayer for their day. During snack and lunch times, the children give thanks for their blessings. At times children, will ask a teacher to pray for someone or something special. We take the children’s requests and offer them up in prayer.

A prayer the children use at snack/lunch time that you might want to encourage them to say at your dinner table is:

God our Father. (Repeat)
We thank You. (Repeat)
For our many Blessings. (Repeat)
Amen. (Repeat)

Quiet time: All children participate in Quiet Time. TDFPS requires a minimum of two hours quiet/nap time for all children after lunch. Teachers will do everything they can to make this time restful and a pleasant experience. Children are never forced to go to sleep; however, teachers require each child to stay on their mat and remain quiet so that others in the room may rest. After one hour of quiet time, children who have not gone to sleep will be allowed to have a quiet activity on their mat. As all the children begin to wake, other quiet transition activities will be allowed. Each child requires a mat that may be purchased through the school office for \$30 or you may purchase a mat on your own. (No sleeping bags please.) Mats are sent home every Friday to be washed and brought back to school the following Monday.

Registration: In February we begin registration for the coming fall. Students must re-register every year. Church members, current students, siblings and referred members are given priority as set forth above. Families with multiple children shall pay full tuition for their youngest child in our **full-time** program, and one sibling in our full-time program is given a 10% discount. There are no discounts applied to the Infant or After school programs. After the protected enrollment period has ended, any remaining openings will be available to the public. Registration, Special Event and Supply fees must accompany completed applications, or they will not be given due consideration. All fees are non-refundable. Days are non-transferable.

Room Parents: The responsibility of a room parent is very important and a well appreciated role. Room Parents help teachers organize and plan class events. This includes classroom parties, purchasing party goods, setting up for parties, field trips, assist in putting together class baskets for Fall Fling and contacting other parents regarding classroom activities. We ask for two volunteers from each class. This is a way to become even more involved in your child’s time here at AHPCDS.

Severe Weather Closing: There are rare times when the school will be closed due to dangerous conditions on the roads such as ice, snow, or high water. Please understand that this will affect the opening of our school and sometimes call for an early closing. If Alamo Heights Independent School District (AHISD) is closed or closes early, we will as well. Please watch the news or listen to WOAI 1200AM radio for information on AHISD closures.

Special Event Fees

Infants

No Special Event Fees	
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Toddler's and 2-Year Olds

Halloween Party/Trunk or Treat	\$5.00
Thanksgiving Program/Reception/Party	\$10.00
Christmas Program	\$5.00
Christmas Party	\$10.00
Valentine Party	\$5.00
Easter Egg Hunt and Party	\$5.00
Fiesta Parade and Party	\$5.00
End of the Summer Party	\$5.00
End of Year Party	\$5.00

\$55.00

3-Year-Olds

Above	\$55.00
Field Trips	\$20.00

\$75.00

4-Year-Olds

Above	\$55.00
Field Trips	\$25.00
Graduation Celebration, Cap & Gown	\$25.00

\$105.00

Koalas, Giraffes and Whales

Snacks and Transportation \$25.00

Halloween Party	\$5.00
Christmas Party	\$5.00
Valentine Party	\$5.00
Easter Celebration	\$5.00
Fiesta Celebration	\$5.00
End of Year Party	\$5.00

After School

\$55.00

Optional expenditures throughout the year

Class and Individual Pictures
Fall Fling
Scholastic Book Fair
Original Art Works
Extracurricular Programs:
Gymnastics Plus
Kinder Dance
Bricks, Bots & Beakers (STEM)
Soccer Shots
Tiny Tigers/Tae Kwon Do

Special Events: Part time children may attend special events/parties but must be accompanied by parent/caregiver on unscheduled days of attendance during the hours between 9:30 am-12:30 pm or posted in your child's classroom. Due to our ratios, we cannot accommodate more than the scheduled attendance for safety reasons and to comply with licensing standards. We do want all children to experience field trips/special events, but we must consider the safety of supervision and comply with licensing.

Special Needs: Please help us to better meet the needs of your child by discussing with the teacher and/or director any special needs your child may have. Our low child/staff ratios help in meeting the physical, emotional, and/or cognitive development of our children. While we are not medical professionals and will not diagnose, we always refer you to your pediatrician with our observations.

Supply Fee: The annual supply fee covers the supplies in the one year old through the preschool classes for the school year. This fee also includes one tote bag and one t-shirt per child. Parents must indicate t-shirt size at time of registration. Our infant families must purchase their own supplies. Our after-school families do not have a school supply list. This fee is non-refundable.

Termination of Enrollment: A family may be asked to leave the program for any of the following reasons:

- Determination that the program cannot meet the needs of the child or family.
- Lack of cooperation between parent, staff and/or administration.
- Inability of parents/guardians to adhere to AHPCDS policies or procedures.
- Inability or unwillingness to adhere to payment plans.

Toys/Stuffed Animals: It is very hard for a child to share his/her own toy. We ask that you leave all toys and stuffed animals at home or in the car. Exceptions are made for:

- Show-and-Tell
- Items that pertain to the theme of the week
- Nap accessory

AHPCDS will not be responsible for damages or loss to toys brought from home.

Tuition: The Day School Committee of AHPC reviews and sets the tuition for the Day School yearly. Tuition is due on the 1st of the month and late **after the 5th**. Bills are not sent out, only late fee notices. You will be assessed a \$5 per day late fee **after the 5th**. You are responsible for fees every month, even if your child is absent. If the tuition payment is one month late, the school office will send a written notification to both parents. If a payment or acceptable arrangement are not made with the school office in writing within seven days from the notice, the child shall be subject to withdrawal from the Day School. After withdrawal, any outstanding account will be brought to the attention of the Day School Committee for further action. We do not pro-rate tuition fees. If a check is returned, a \$50 fee will be charged to your account. After two returned checks, you must pay by money order for your child's future tuition. All fees are non-refundable. There is no deduction in tuition for days absent. If a child is absent the entire week or a day, full tuition is due. We regret this necessity, but our expenses

do remain consistent regardless of attendance. Tuition will not be discounted for any center closure, scheduled or unscheduled.

Vaccine-Preventable Diseases: While the safety of our employees and the children in our care is paramount, we have elected to highly recommend immunizations for vaccine-preventable diseases but make it optional to each employee.

Alamo Heights Presbyterian Church Day School

Monthly Fee Schedule 2020-2021

Class	Full Time	MWF	TTh	Event Fee	Registration Fee	Supply Fee
Infants	\$905	N/A	N/A	N/A	\$200	N/A
1-Year-Old Class	\$835	\$625	\$500	\$55	\$200	\$100
2-Year-Old Class	\$835	\$625	\$500	\$55	\$200	\$100
3-Year-Old Class	\$775	N/A	N/A	\$75	\$200	\$100
Pre-School Class	\$775	N/A	N/A	\$105	\$200	\$100
School Age	\$850	\$250/week	N/A	\$55	\$200	N/A
<p>After School, Full Day of Care - \$75 additional fee per day when AHISD is closed. AHPCDS After School Care program follows AHISD calendar.</p> <p>After the 5th day of each month, your account will be charged a \$5/day late fee.</p> <p>Pick up is no later than 5:00 pm or a \$5/minute is charged to your account.</p> <p>All payments and fees are Non-refundable.</p>						

Vision & Hearing Screening:

The Department of State Health Services requires vision and hearing screening within 120 days of admission for all children who are 4-years old by September 1st. AHPCDS requires written verification from your pediatrician or other medical professional with the following data reported:

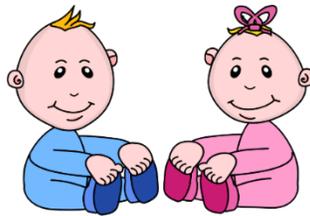
- Child’s name
- Type of Screening
- Date
- Screener
- Screening results

Visitors: AHPCDS has an open-door policy and parents are always welcome in our school. If the visitor is someone other than the parent, we ask that they sign in/out at the day school office when on campus.

Water Play: During the warm summer months, AHPCDS provides an area for the children to play in the sprinklers and splash in the water. During sprinkler/splashing activities child/staff ratios will be adjusted as required by the minimum standards. Permission for your children to participate in these activities is on your enrollment form. However, your child's water day will be indicated on the monthly class calendar. You will be given a reminder to bring swimsuits, towels and water shoes for their special day. Flip flops are not safe for children to wear for water play. Please have your children wear water shoes or a second pair of sneakers.

Withdrawal Policy: Two weeks written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged tuition for two additional weeks. Parents who wish to change their child's days of enrollment at AHPCD you must submit a request to do so two weeks in advance of your proposed change. Changes are subject to availability.





**Alamo Heights Presbyterian Church Day School
Robinson House Lambs
Infant Program**

In June of 2007 we were fortunate to be able to establish the Robinson House, named in honor of Iris and Robby Robinson. The Robinsons have been long time members of our Alamo Heights Presbyterian Church and active in the children's ministry. With the establishment of the Robinson House, the school could offer infant care for an additional 10 children, bringing our infant program to 18 families.

The house provides a homelike surrounding for our little ones. The love and care of the staff is second to none. With low ratios, our caregivers can spend one on one time with each child-holding, singing, reading, playing, rocking and nurturing the development of each. AHPCDS will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care. Bottles and sippy cups must be labeled with first name and initial of last name on all items per child care licensing standards.

We encourage our infant's parents to communicate daily with our caregivers regarding your child's schedule and individual needs. Upon arrival parents are asked to make note of last feeding and any pertinent information that will impact your child's day. We post each child's schedule on the classroom board and ask that parents update it once a month or more as needed if there are any changes. A daily activity sheet is filled out by the caregivers to enable you to share in your child's day, as well as to be informed of their activities, nourishment intake, diaper changes, sleep, etc. Daily reports and other communication can be found in the HiMama communication application or if requested in written format.

Loving, nurturing, and verbal communication are a major part of your infant's security. Bottles will never be propped. Mobile infants are fed in high chairs. Once they are walking, we provide a small table and chair for their lunch time. This helps them to become more independent and to make a smooth transition into the toddler environment. Floor activities and other physical play promote the physical, social, and cognitive development of your child. Because infants are finding their motor skills, most objects will go directly to their mouths. We sanitize all toys and play area twice daily. The entire room is cleaned and sanitized every day before leaving.

Crib padding, blankets and stuffed toys are not allowed at AHPCDS because of current research on SIDS (Sudden Infant Death Syndrome) and Child Care Licensing Standards. All bottles and caps must be marked with your child's name. All food should be covered and marked with your child's name. Bottles and food will be stored in the refrigerator upon your arrival. A cubby is provided for your child's belongings.

If you are breast feeding your child, we ask that you offer them a bottle at least twice a day before they begin their adventure with us. They will not readily accept the bottle, but please keep trying. We want to make sure we can give them all the nourishment needed during their day with us.

Items to be provided and labeled by parents:

Pre-made bottles

Food (Prepared and ready for child to eat)

Bowl (with suction)

Diapers

Wipes

Several changes of clothes

Bottled Water (If your child is drinking water)

Pacifiers (If used)

AHPCDS provides launderers crib sheets twice a week or as needed.

Due to licensing regulations, medications may NOT be dispensed in the bottles, including vitamins. Please do not ask our staff to add anything to the bottles it is prohibited by child care licensing.

The phone number to the Robinson House is (210) 832-0244. Please feel free to call and check on your child any time during the day.

