

FOOTPRINTS PRESCHOOL & KINDERGARTEN



A Christian Education Ministry of the
Lake Cities United Methodist Church

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Parent Handbook

2023-2024



Welcome to Footprints

Thank you for choosing and trusting Footprints to help your child grow in a child-oriented environment through a good balance of education, play and social interaction with their peers. Footprints has been serving the Lake Cities community since 1995, and since then, we have had the pleasure of educating and loving over 1500 students!

Our mission at Footprints is to provide a children's Christian education ministry where children develop emotionally, intellectually, physically, socially, and spiritually and receive positive care in a loving, Christian environment.

When your child is in our care, they will have opportunities to learn through language, literature, music, art, fitness, and social interactions with peers and lots of PLAY! These avenues are used to teach character development, gross and fine motor skills, language and communication, creativity and imagination, and Biblical values.

Footprints is proud of our tenured staff and the genuine love they have for children and their families. Because of this quality care and assurance, we trust that you will be at peace leaving your child at Footprints during the day knowing they are being enriched, having fun and being loved and cared for by highly trained and qualified teachers.

We look forward to an exciting year and getting to know you and your child. Please feel free to come by my office, email me, or call me at 940-497-4267.

Sincerely,

Abby Allison
Director



This handbook is your guide to our program, our staff, and our daily operating policies. If you have any further questions, or we can serve you in any other way, please let us know.

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The Recommended Immunization Schedule for the State of Texas is at the back of the handbook and a copy of the sanctuary building floor plan.

Our School

Mission Statement

A children's Christian education ministry where children develop emotionally, intellectually, physically, socially and spiritually and receive care in a loving Christian environment.

Goals

Parents, teachers, and experts in the Early Childhood Education professions are becoming increasingly aware of the importance of early childhood experiences. What the child learns during their early years strongly influences their future development.

At Footprints, emphasis is placed on the needs of the individual child. The child is helped to achieve success at their individual level of maturity and is given many opportunities to grow, learn and develop a love of learning through experiences that are new to them. Therefore, it is our purpose to provide a program in which children are given loving care and guidance in forming basic attitudes toward themselves, their peers, their teachers, and their environment. We are interested in discovering the child's personality and most importantly, in giving them the opportunity to grow and develop physically, mentally, emotionally, and spiritually. It is our goal to provide opportunities for children to:

1. Learn about God, the Bible, and His love for us.
2. Learn new skills and expand interests as individuals and as a group.
3. Engage in self-initiated, spontaneous play and from teacher-planned and structured activities.
4. Laugh together; work together; help each other.
5. Learn to make meaningful choices from having a clear understanding of their boundaries.
6. Work alone to experiment with new materials and to develop individually.
7. Establish a routine of physical habits, work habits, discipline, self-direction, and self-control.
8. Develop social values and acquire a feeling of security for self and develop a sense of responsibilities for personal actions in a group setting.
9. Develop readiness in reading, speech, mathematics and writing according to individual maturity.
10. Learn coordination through creative self-expressions in music, rhythm, dramatic play, art activities and games.

Hours of Operation

- Monday - Friday 9:00 am – 2:00 pm.
- September to May
- We follow the Lake Dallas ISD calendar for holidays and weather closures. In the event of a delayed start, Footprints remains closed for the entire day.

Provisions and State Licensing Contact Information

1. Footprints accepts children ages 24 months through 4 years of age by September 1st of the current school year. Junior Kindergarten is for children who will be age five by November 1st of the current school year.
2. Footprints is licensed by the Texas Department of Family and Protective Services and meets all the requirements in the Minimum Standards to operate as an educational and childcare facility. We have guidelines in place that puts your child's safety and learning first. If you would like a copy of the Minimum Standards, we have one in the office, or you can look online at www.dfps.state.tx.us. In addition, all forms from the most recent Licensing inspection are posted on the bulletin board in the fellowship hall. Our area representative is Kyona Clark and can be reached at Kyona.Clark@hhs.texas.gov or at 817-899-9907.
3. An annual renewal application and fee are submitted each year to the TDFPS for approval. The facility is inspected periodically, without notice, by a licensing representative throughout the school year.
4. The program is offered each Monday-Friday, beginning in September and ending in May. Students will come only on their selected days. There is a daily "drop-in" rate for Tuesdays and Thursdays for emergencies and is based on availability. Please call Footprints to make sure there are openings that day. Footprints follows the LDISD school year calendar for all holidays and closings. Major school holidays and all-weather closings will be observed. Refer to the official preschool calendar for these closings. If Lake Dallas schools are delayed or closed, there will be no preschool program for that day. If a student is absent from school, "make-up" days are not available. **Tuition discounts are not given for holidays, vacation, closings (including district forced closings...ex. Covid-19), illnesses or the months of December or May.**
5. Children may enter their classrooms at 9:00 A.M. and must be picked up by 2:00 P.M. A \$10.00 late fee will be added to the following month's tuition invoice for any child not picked up by 2:01. However in the month of May, late fees will be charged immediately.
6. A quiet place to nurse your infant is available upon request.

Requirements for Footprints Staff

Our staff is experienced, trained and committed to providing excellent care for your children. Education is ongoing and the staff participates in continuing education hours throughout the year. Some, but not all the requirements for our staff as stated in the Minimum Standards, are FBI fingerprint background checks, CPR and first aid training, and a minimum of 24 hours of yearly training. Some of the yearly training includes topics such as spotting abuse, developmental stages of children, age-appropriate activities, positive guidance and discipline, supervision, and safety practices as well as training on current curriculum we offer at Footprints. As a ministry of the Lake Cities United Methodist Church, our staff not only has the educational qualifications to promote children's learning and development but also has a strong faith and desire to share Christ's love to our students and families.

Enrollment and Tuition

Non-Discriminatory Policy

Enrollment in Footprints is open to any child without discrimination regarding disabilities, sex, race, ethnicity, creed, or political belief, provided the program meets the needs of the child.

Children with Special Care Needs

Research has shown that children with special needs and/or disabilities benefit from learning alongside their peers in high-quality inclusive settings. We will follow any IEP from a school district, early childhood intervention program or health-care professional.

Registration/Enrollment

There is an annual, non-refundable registration fee of \$100.00 per family. This fee must be paid in full for the child's name to be placed in a class for the current or following school year.

Supply Fees

There is a one-time supply fee of \$150.00 per child per year due at the beginning of the school year. This cost covers the entire year. The supply fee pays for all curriculum materials, materials in and out of the classroom, snacks, manipulatives, furniture, etc.

Returned Check Fee

There is a \$25.00 fee for all returned checks.

Late Payment Fees

There will be a late charge of \$5.00 per school day per child after the second school day of each month.

Tuition

- There are no tuition discounts given during holidays, student vacations, preschool closings, or during the month of December or May.
- Tuition is due on the first school day of each month.
- Additional children in the same family have a \$20.00 discount per month.
- Unless payment arrangements have been agreed to by the director and/or assistant director, your child may be denied attending Footprints Preschool until payment is received.
- The assistant director collects all fees at the preschool. Please contact her for any questions regarding tuition, registration, supply fees or late fees.

2 & 3-year old's

\$280.00 per child, per month, for M, W, F
\$340.00 per child, per month, for 4 days
\$395.00 per child, per month, for M-F

¾'s & Pre-K

\$295.00 per child, per month, for M, W, F
\$355.00 per child, per month, for 4 days
\$410.00 per child, per month, for M-F

Junior Kindergarten

\$425.00 per child, per month for M-F

Late Pick Up Fees

There is a \$10 late fee for all children picked up after 2:01pm. The fee will be billed on the next month's tuition bill, unless it happens in May, and then will be billed immediately.

Classroom Ratios

State Guidelines allow:

2-year old's	1:11
3-year old's	1:15
4-year old's	1:18
Kindergarten	1:22

Footprints allows:

2's and Young 3's	2:12
Older 3- & 4-year old's	1:13
Pre-K	1:13
Jr Kindergarten	1:8

Requirements for Children

1. Each child must have completed enrollment forms submitted at pre-registration or before the first day of attendance at Footprints. These forms include:
 - Registration, Admission, and Medical Release Forms
 - Physician's Statement of Health
 - Discipline & Guidance Policy
 - Copy of Immunization Record or current exemption form
 - Hearing & Vision results for all children ages 4 and older
 - Signed Parent Handbook Contract
 - Tuition Agreement
2. Children must be 2 years old before they begin at Footprints. As a guide, children are placed in classes according to birth date and/or age. Your child's age as well as their developmental milestones will be considered as we place your child in the best environment for success.
3. The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children aged 4 by January 1, 2024. Footprints Preschool needs a copy of the hearing and vision results from your doctor. We will provide a time for your child to get the necessary screening during school hours for a low fee if needed.
4. If your child has special needs we must have a statement from a health-care professional or qualified professional affiliated with a local school district or early childhood intervention program that includes any reasonable accommodations or modifications, any adaptive equipment for the child, including how to use it, and any symptoms or indications of potential complications related to a physical, cognitive, or mental condition that may warrant prevention or intervention while the child is in our care and any medications prescribed for continuous, long-term use.

Operational Policies

Clothing

We want to make sure your child has fun while playing and learning at Footprints. Our days are full of fun activities such as painting, playing, crafts, shaving cream activities, and of course snack and lunch time. Here are some suggestions to make attending preschool a little easier on the child and the parents.

- We recommend easy fitting, comfortable, washable clothes. Be sure shoes are rubber soled and comfortable for recess and outdoor activities.
- Dress appropriately for cooler or warmer weather. In cooler weather, provide layered clothing to create insulation, including mittens or gloves, hats or hoods, sweaters or sweatshirts, socks, and warm waterproof jackets and shoes.
- Send an extra set of clothing that is appropriate for the current season in your child's backpack every day. Spills and accidents do happen so please make sure you send extra clothes and review them often as seasons change and your child grows.

Personal Belongings

We provide fun, educational toys that your child can play with every day. Because children often find comfort in special objects from home, your child may bring a blanket, special stuffed animal, etc. for them to use during rest time. Please do not send toys from home to school with your child. Special toys from home can get lost or misplaced, and even broken. All personal belongings brought from home should be clearly labeled with your child's name. This includes cups, thermoses, and all containers and utensils used at lunch. All personal belongings, except the nap mat, are required to fit in your child's backpack. When picking up your child please make sure to have all his/her belongings because many other activities go on at the church during the week.

Birthdays

Seasonal celebrations and birthdays are special days for children. Parents are encouraged to allow their children to share their birthday with the class. Parents may send or bring a birthday treat. You may send doughnuts, chocolate chip cookies, and Rice Krispy treats. **Please do not send cupcakes or anything with icing and no candy.** Snack time or after lunch are the best times to share birthday goodies with their class. Please take consideration when planning a treat to share. We do have students with food allergies. Check with your child's teacher regarding possible food allergies in your child's class.

Snack Time/Lunch

A nutritious snack and drink will be served to the children each morning. A snack menu will be posted each month. Bringing extra food for snack is not permitted unless the child has an allergy to the food being served. Parents will provide snacks for their child requiring special menus. Children are required to bring a nutritional lunch including a drink everyday unless the teacher has notified you of other plans. Please do not send sodas, candy, or gum. Keep in mind refrigeration and microwaves are not available for your child's food items.

Positive Guidance

At Footprints, keeping a structured, yet flexible schedule for the children minimizes chances for misconduct. At Footprints, inappropriate behavior will always be handled in a Christ-like manner, is positive in nature and guided by our belief that no matter what action or deed may occur by a child, we will always love and accept the child. We always use the following methods when guiding the child to make appropriate choices:

1. Praise for demonstrating good behavior.
2. Change the environment.
3. Redirection.
4. Quietly removing the child from the group to allow time for the child to reflect upon his/her actions, followed by a discussion with the teacher and/or director on how to solve the situation. If a child does visit the office for a time out, a note will be sent home explaining the incident or behavior and the action taken, if any.

All children are expected and encouraged to participate in activities with a good attitude and positive behavior. If a child consistently causes disruptions that harm themselves or another student, or if a child cannot adjust to the classroom or preschool policies, and all avenues to help the child succeed have not been successful, the director along with the child's teacher and parents will evaluate the child's continued enrollment at Footprints.

Withdrawals

If you find it necessary to withdraw your child from the program, **two weeks' written notice is required.** Tuition, for the two weeks, is due immediately and is non-refundable.

Suspension/Expulsion

When it is determined that it is in the best interest of the child to terminate childcare, Footprints Preschool will provide parents with a written notice and a final statement of monies due. If termination is necessary, it will be on a case-by-case basis and reviewed by the director and/or board of directors. The director retains the right to dis-enroll a child when that is in the best interest of the child or other children at Footprints.

Diapering and Toilet Training

Each child begins toilet training at different ages and progresses at an individual rate. Toilet training is most easily accomplished when you, your child, and the teacher work together. Children learn toileting skills through consistent and positive encouragement from adults. Please discuss any toilet training concerns or questions with your child's teacher, and we can work together to help your child meet their goal of toilet training. Until your child is ready to be toilet trained, our staff will provide frequent diaper changes on a regular and as needed basis throughout the day. Please send enough diapers for the week every Monday to school in your child's backpack. Please label them with your child's initials or name, and we will keep them at the preschool.

Biting

We know that biting is common among young children. During early childhood, children are sensory learners and often explore orally. In addition, children at a young age have not fully developed their language skills. Impulse control can lead children to bite, as a way of making their needs known. We realize that biting is a concern to families, and we strive to minimize biting at our preschool. If you have any concerns or questions regarding a biting incident involving your child, please talk to your child's teacher or the director.

Arrival/Dismissal

To ensure the safety of the children, we have established the following procedures:

- Children must be brought into the classrooms at 9:00 A.M. by the parent, or adult responsible. Please notify the teacher then if someone different is picking up, provide a telephone number to contact parents, and any other important information the teacher might need to know.
- Dismissal is from 1:40 P.M. to 2:00 P.M. Children look forward to the arrival of their parents at the end of the day. **Please make every effort to pick up your child on time. Parents are considered late at 2:01 pm, and at that time, a late fee will be enforced. If you arrive late, you must come inside to pick up your child. A late fee of \$10.00 will be added to the following month's invoice. Any child still at Footprints after 2:01 will be charged a fee of \$10.00.**
- If a child is to leave early, please notify the teacher at the beginning of the day, call the school office at 940-497-4267 or send a message via brightwheel.
- If another person is to pick up the child at the end of the day, that person's name must appear on the child's admission form. This person must have written authorization from the child's parent and show proper identification, such as a Driver's License, before the child will be released. This procedure is for the protection of your child and follows state guidelines.

Rest/Quiet Time

It is important for young, growing children to have rest time during the day. Depending on the child's age, a scheduled rest time is incorporated into your child's daily schedule. We understand that not all children will sleep while at school. All classes will observe a rest/quiet time after lunch. The length of rest/quiet time depends upon the age of the child. Sleep is not required but is encouraged. A plastic mat should be sent to school and labeled with the child's name. If a cloth mat or cover is chosen, it will be sent home every Friday to be washed by the parent.

Physical Activity/Recess

The benefits of physical activity in early childhood development are extensive. Playing outside directly impacts a child's weight, strength, and ability to fight off illness. Children who spend active time outdoors in their early years are more likely to continue to exercise regularly as they get older. Each class will participate in a minimum of one thirty-minute recess per day, weather permitting. During this time, they can choose their own outside activities such as climbing the play structures, riding bikes, throwing balls, playing tag with friends, or even drawing with chalk. Recess is a time for not only physical learning and growth, but also social, cognitive, emotional, and intellectual growth as well. In addition to recess, the classes will engage in Fit & Fun which is a weekly structured exercise time led by the teacher in a large group setting which will include fine and gross motor skills practice such as jumping, throwing a ball, crawling through tunnels, obstacle courses and parachute play. (Please see page 18 for more information on Fit & Fun.) They will play games and do movement activities while learning about the importance of being healthy. Please send your child to school in comfortable, washable clothing that is weather appropriate and can get dirty. Rubber-soled, closed-toe shoes work best for both indoor and outdoor recess.

Conditions and Plans Prohibiting Outdoor play

We use NBC channel 5 for all weather related information. If the temperature is below 40 degrees children will remain indoors. We will consider the wind chill factor when taking children outside between 40-50 degrees. If the temperature or heat index is above 100 degrees the children will stay inside. If the temperature is between 95-99 degrees children should only be outside for brief increments of time of 20 minutes or less. In the event of a red zone air quality day all children will remain inside. In the event of extreme temperatures, severe weather, or air quality days the children will engage in motion and movement activities in their classroom or larger area if available for a minimum of thirty minutes.

Social Media Policy

Footprints has a Facebook and Instagram page. It is listed under 'The Footprints Preschool' on Facebook and Instagram. Parents can "like" the page and keep up with what is happening at Footprints. We will post pictures of the classes doing fun things on a weekly basis. No children's names will be used on Facebook or Instagram. We will list the pictures under class names such as 'Ms. Sally's Class.' Included in your registration paperwork, there is a Photo Release Form. This must be signed by the parent or legal guardian stating that we will never use names or give out any personal information. I know you will enjoy getting updates about the daily activities at Footprints in which your child can participate.

Changes to School Policies and Procedures

Footprints reserves the right to change or amend at its sole discretion this Parent Handbook at any time and without notice to comply with governmental requirements or for any other reasons necessary. In the event of a policy change, parents will be notified in writing.

Closures

- **Loss of water**
 1. Bottled water will be provided to drink, wash hands, and flush toilets.
 2. Parents will be notified of the situation.
 3. If water cannot not be restored within 2 hours parents will be contacted for pick-up, and school will remain closed until the situation is resolved.
- **Loss of power**
 1. All teacher walkie talkies are equipped with flashlights for emergency use.
 2. Parents will be notified of the situation.
 3. If the power cannot be restored within 2 hours parents will be contacted for pick-up, and school will remain closed until the situation is resolved.
- **Loss of A/C or heat**
 1. Children will be made comfortable by putting on or taking off layers/coats.
 2. Parents will be notified of the situation.
 3. If the temperature rises above 85 degrees or drops below 65 degrees the school will then close, and parents will be contacted for pick-up.
- **Holidays**

We follow Lake Dallas ISD for all school holidays and breaks.
- **Inclement Weather**

We follow Lake Dallas ISD for school weather closures. In the event of a public-school delayed opening, Footprints will remain closed for the day.

Special Enrichment Activities

Preschool Sunday

Each year, the preschool is asked to join one of the Lake Cities United Methodist Church's Sunday services. This is an opportunity for the church members to see some of the great things the preschoolers learn and gives them an opportunity to connect with the preschool. The children will sing, and the families are welcomed and encouraged to stay and worship with LCUMC that day.

Chapel

The preschool students participate in Chapel, once a week, led by the church Pastor or ministerial staff. We hope to increase the children's awareness of God's presence in our lives and His loving care all around us. Chapel is on Wednesdays, 9:30-9:50 am.

Spanish

Each class will have Spanish class once per week. Basic Spanish words and greetings, colors, numbers, basic commands, and songs are taught depending upon age level and appropriateness to each age group.

Music

The preschool students will have music class once per week. The music teacher spends time with each class, on a rotation basis, teaching age-appropriate material. The children also partake in a performance at Christmas time and at the end-of-the school year program.

Fit & Fun

Each class will participate in Fit & Fun once per week. Fit & Fun offers an exciting program for kids that teaches them lifelong healthy habits. Fit & Fun specializes in large motor group activities and games that get the children involved in their personal health and fitness individually and as a group. Please send your child to school in tennis shoes and comfortable clothing on this day.

Health Information

Daily Health Check

Footprints will conduct daily health checks on every child that enters our care. This will be a visual and/or physical assessment of each child to identify potential concerns about a child's health, including signs or symptoms of illness and injury. When we greet the child we may look for breathing difficulties, severe coughing, discharge from ears or eyes, bruises, swelling, cuts, sores, rashes. We might give the child a hug or gently feel the child's cheek, forehead or neck (to see if the child feels unusually warm, cold or clammy). If the child can talk then we ask questions. We might also talk with the parent/guardian to find out about changes in sleep, eating/drinking, mood or behavior at home.

Immunizations

Footprints is required by the Texas Department of State Health Services to obtain a copy of the child's immunization record or notarized exemption form. Immunizations must include the child's name, date of birth, number of doses and vaccine type, date they received the vaccine, and signature or stamp of the physician or health care provider.

Physician's Health Statement

A health statement from the child's physician or health care provider stating they are well to attend school and free of any communicable disease.

Allergies and Allergy Action Plans

Whether foods, environmental influences, or insect stings trigger your child's allergies, it is VERY important that the director and the classroom teacher are aware of all allergies your child may have. Please make sure to list the allergy(ies) on the Registration Form so that we can take precautions to keep your child safe. Inform the director of specific details and/or instructions regarding your child's allergies. **If your child has a food allergy, a food allergy emergency plan prepared by your child's physician is required to be on file at the preschool. It must be signed by the physician and parent.**

- ❖ EPI PENS- If your child requires an epi pen to be used if exposed to an allergen, please make sure to leave an epi pen in the office with the director. We will keep it in the office and return it on the last day of school.

Medication

Medications will be administered in accordance with individual state childcare licensing regulations and as described below.

- **All medication must be left with the preschool director or assistant director.**
- **Footprints staff members are not permitted to administer prescription medications. Only the Director and/or Assistant may administer prescription medication.**
- All prescription medication must be in the original container with the prescription label that shows the current date and specific dispensing instructions.
- All prescription medication must be accompanied with a written statement from your child's physician and a Medical Administration Authorization Form must be completed and on file in the preschool office.
- Non-prescription medicines must accompany a Medical Administration Authorization Form that is completed by the parent or guardian before the director is able to dispense the medication.
- Insect repellent and/or sunscreen may be applied as needed by your child's teacher after completion of Medical Admission Authorization Form.

Illnesses

If your child becomes ill while at Footprints Preschool, we will move your child to a quiet, supervised area until arrangements have been made to pick your child up from school. If a student is feeling ill, or comes to the office for any medical reason, we will inform parents with a note home or through Brightwheel. **A child should not come to school if he/she shows signs of the following within 24 hours prior to class time:**

- Eyes, ears, inflamed throat, or has discharge.
- Signs of a cold - runny nose, cough, or temperature of 100° or higher.
- Stomach ache accompanied by vomiting and/or severe cramping or diarrhea.
- Skin rash or eruption.
- Mucus or colored drainage from ears, eyes, nose, or throat.
- General appearance of listlessness, irritability, flush or pale complexion.
- Any symptoms of usual childhood diseases (Ex.: Chicken Pox, Measles, Mumps).

Parents are asked to inform the preschool if a child becomes ill. If a child is not well, an extra day of rest at home will surely help with recovery. If every family keeps in mind how their sick child could affect other children and vice versa, then we can keep Footprints Preschool as healthy as possible. Your help is greatly appreciated in this matter.

Contagious Diseases

Your child's health and safety are our priority. We care about your child's health and recognize that preventing the spread of infectious diseases is an important and necessary component of quality childcare. Footprints will stay current and follow all guidelines and protocols published by the CDC, HHSC, and TDFPS. If we see that a child is recognized as having a communicable disease or is ill while at school, control measures may require:

- Isolation in a specified area of the preschool.
- Sending your child home from the center.
- Documented evaluation and treatment by the child's healthcare provider.
- Notification of the families of the other children in the center.
- Notification of local health authorities.
- Notification of staff members.

We will keep all families informed of any instances of contagious diseases affecting children who may have had direct exposure at the center.

Hearing and Vision

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children aged 4 by January 1, 2024. Footprints Preschool needs a copy of the hearing and vision results from your doctor. We will provide a time for your child to get the necessary screening during school hours for a low fee if needed.

Involvement and Communication

Open and frequent communication between the staff and parents is very important to Footprints. Parents are encouraged to consult with the director and/or the classroom teacher whenever special joys or concerns arise regarding the child, whether having happened at home or in the preschool. The better we understand the child, the more effectively we can work together to ensure a positive preschool experience for your child. Communication is the key to success. We have the following information networks in place:

- Brightwheel communication app
- Facebook and Instagram pages
- Communicating with teacher to share and discuss your child's progress
- Daily "What I did today" notes
- Monthly newsletters
- Frequent emails
- Notices sent home in your child's folder
- Bulletin boards and classroom postings
- Text messages to or from the director

The teacher will contact parents if anything needs to be addressed. Please make sure we always have your updated and correct contact information on file. Footprints uses various forms of communication throughout the school day including email, phone and Brightwheel. If you are unable to reach someone in the preschool office during the school day, please call the church at 940-321-6100.

Conferences

A positive relationship between the home and the school is imperative to help the child perform to the best of his/her ability. We encourage open communication between parents and teachers. There is not a set time of the school year when conferences are held, however; a conference may be scheduled at the request of either the parent or the teacher at any time. We will send home student evaluations in the fall and again at the end of the year. **Please address any questions or concerns with the classroom teacher first. If you are not satisfied, contact the director.** If you feel a need for further assistance, the preschool board chairperson may be contacted.

Parent Involvement/Open-Door Policy

We encourage parents and grandparents to participate and bring and share their interests, skills, talents, and family culture to the preschool. Getting to know each other helps build strong family-teacher child raising teams. A parent may visit the school any time during regular operating hours to observe your child, Footprint's program activities, the building, the premises and the equipment without having to secure prior approval. A Criminal History Form must be filled out by every volunteer and/or parent that wishes to help and be active in their child's classroom and returned to the director to submit online through the TDFPS. If you do visit the preschool, please sign our visitor's log upon your arrival and departure at Footprints. If visiting your child's classroom, please talk to your child's teacher regarding the best times to visit and/or assist in the classroom.

Parental Responsibilities

Parental Responsibilities

- **Have all required information on file:**
 - Provide necessary information on registration forms on or before the first day of classes for the school year.
 - Ensure the child's immunizations are kept up-to-date and provide a copy to the preschool office along with the child's physician's signature as required by state regulations.
- **Pay tuition promptly:**
 - Pay tuition either in full at the beginning of the year or in equal monthly payments due by the first school day of each month.
 - Payments received after the second school day of each month will be assessed a late fee of \$5.00 per day per child.
- **Comply with rules/regulations in Footprints Handbook:**
 - Deliver and pick up child within specified times.
 - Always leave the child with an adult.
 - Keep the child home when displaying signs of illness.
 - Arrange to get the child promptly if he/she becomes ill during school.
 - Notify the school if the child has a communicable disease.
 - Notify the school promptly of any planned changes in attendance.
 - Attend conferences as scheduled to discuss child's progress

Building and School Safety

Emergency Procedures and Drills

Keeping your child safe and secure is our number one priority. Fire drills, lock down drills and tornado/disaster drills are routinely practiced, and procedures are followed as outlined by the state guidelines. Emergency evacuation plans, and directions are listed in every classroom. Teachers are well prepared and ready to follow guidelines in case of an emergency.

- If an evacuation is necessary and should occur due to fire, tornados or natural disasters, children will be relocated to Lake Dallas Elementary.

Lake Dallas Elementary
412 Main Street
Lake Dallas, 75065



- Parents will be contacted immediately, and children will be available for pickup as soon as we are given permission by local authorities.
- If a volatile person enters the school and we are locked down, your child will remain in their classrooms with their teacher/floaters and follow all precautionary measures until the school has been cleared by local law enforcement or officials. Parents will be contacted by phone or text as soon as we are given permission by local authorities. If needed at that time, we will relay any special information given to us by authorities. Please help us keep your child safe by following our instructions exactly as requested during an emergency.
- The state of Texas Minimum Standards for the TDFP says that all volunteers must have a background check before entering the classroom. Please fill out a Criminal History Check, and we will turn it in to the state for verification. This process may take up to a week.
- **According to 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.**

Accidents and Medical Emergencies

We take all necessary precautions to make sure your child is safe. This includes a comprehensive safety awareness program, daily inspections of the building, playground and our equipment. If a medical emergency should arise during school hours, every effort will be made to contact the parents of the child, a relative or friend listed on your child's Registration Form, or the child's physician. Our staff is CPR and First Aid trained and if necessary, they will call 911 and promptly administer CPR/First Aid. If we are unable to reach you or your designated emergency contacts, we will make sure your child receives any necessary emergency treatment until we can reach you.

Preventing and Reporting Child Abuse

It is our responsibility and our number one priority to ensure that all children in our school are safe and well cared for not only while at Footprints, but always. Anyone working directly with children are required by law to report evidence of child neglect and/or abuse to individual state childcare licensing agencies. All Footprints staff trains annually to detect abuse and neglect as mandated by Texas Child Care Licensing and Ministry Safe. Anyone who fails to report child neglect and/or abuse according to individual state childcare licensing regulations can be held accountable under law. If a parent needs resources or assistance with child abuse and neglect, we will work with them accordingly with the church pastor and local reporting agencies to assist them. It is prohibited by law for anyone to interfere with an individual's attempt to report child neglect and/or abuse. In the event you need to contact and/or report child abuse, you may do so at 1-800-422-4453.

Parents will be Notified When:

1. Child abuse, neglect or exploitation allegations involving their child while in our care.
2. Their child has been involved in any incident that places their child at risk.
3. Their child has been involved in any situation that renders the center unsafe such as fire, flood or any damage, loss of electricity or water.
4. Any less serious injuries such as cuts, falls, scratches, bites, etc.
5. When their child was included in a group of children when lice or other infectious disease outbreak has occurred.
6. Licensing finds a deficiency in a safe sleeping standard within 5 days using Form 2970.
7. Licensing finds a deficiency related to abuse, neglect, or exploitation within 5 days using Form 7266.



Footprints Preschool

Contract of Agreement of Operational Policies

We, as Parents or Legal Guardians of the student(s) have read the Footprints Preschool Parent Handbook and will comply with the guidelines stated. We have read and understand the Tuition and Fees schedule and will fulfill our financial responsibility to Footprints Preschool.

By signing/initialing below, we, as Parents or Legal Guardians, do give our pledge to all items as stated in the Parent Handbook.

1. When my child is ill, I understand that my child will not be accepted into Footprints Preschool. Your child must be symptom and fever free for 24 hours before returning to Footprints.

Parent Initial _____

2. I give permission for Footprints Preschool to publish or give out my child's name, parents' names, addresses and phone number to other students attending Footprints Preschool. (This is done primarily for birthday parties and play date invitations.)

Parent Initial _____

3. I understand that I need to give two weeks' notice if I withdraw my child(ren) from the program.

Parent Initial _____

4. I understand that Footprints ends at 2:00 P.M., and I will be charged a \$10 late fee if my child is picked up after 2:01 P.M. I realize I must walk inside for my child after 2:01 P.M.

Parent Initial _____

5. For birthdays, parents may send treats for their child's class. You may send doughnuts, chocolate chip cookies, Rice Krispy treats, etc. Please do not send cupcakes or anything with icing and no candy.

Parent Initial _____

6. I understand that tuition is due the first school day of each month. An invoice will be sent home each month via Brightwheel. A \$5 non-payment fee will be charged each day/child that the payment is late. Failure to pay tuition in a timely manner is cause for dismissal from Footprints Preschool.

Parent Initial _____

Student's Name

Parent or Guardian Signature

Date

**This Contract of Agreement will be included in your child's student file for our records in accordance with The Minimum Standards.*

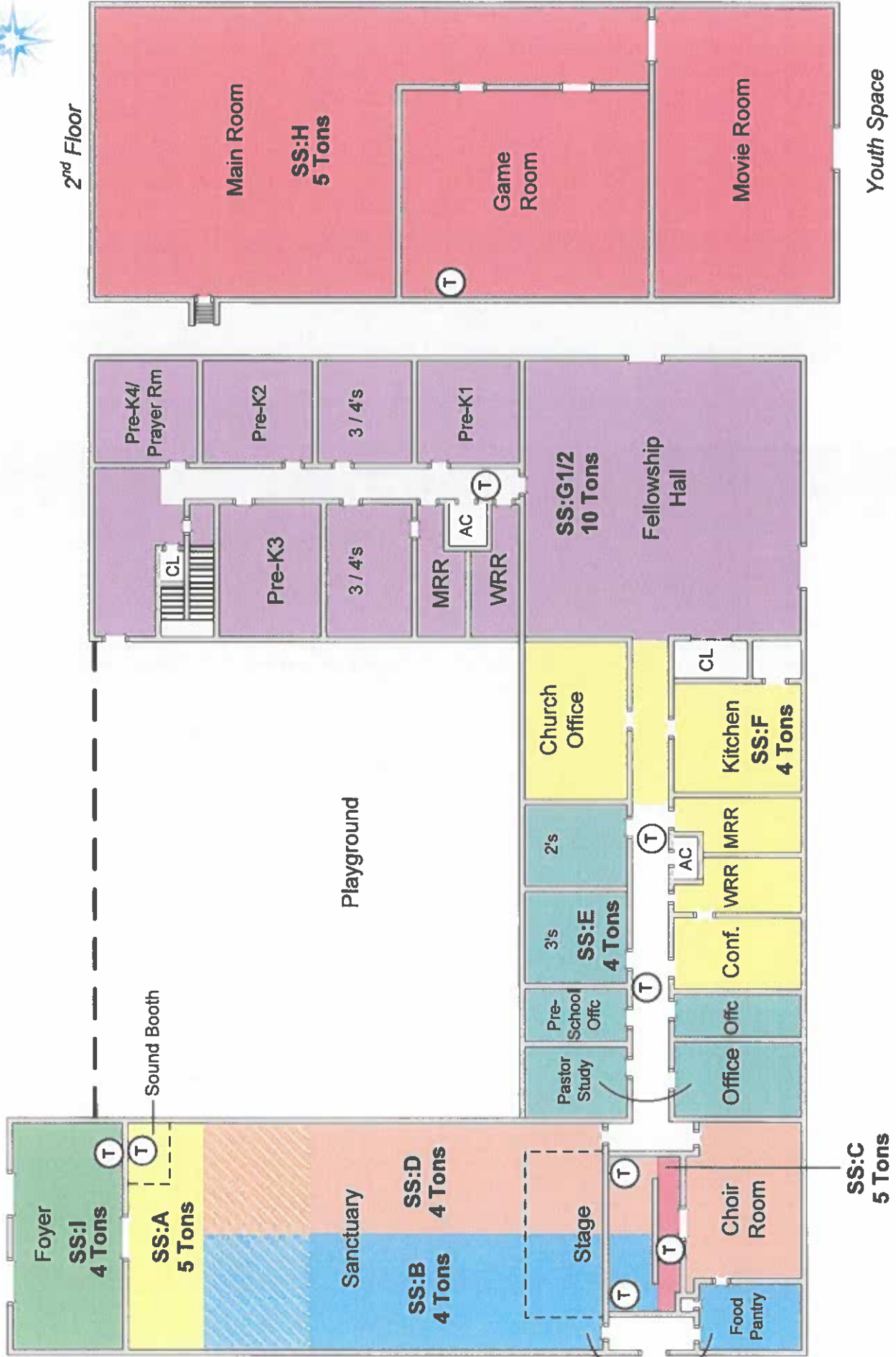
Table 1

COVID-19 vaccination recommendations have changed. Find the latest recommendations at www.cdc.gov/covidschedule Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2023

These recommendations must be read with the notes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars. To determine minimum intervals between doses, see the catch-up schedule (Table 2).

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19–23 mos	2–3 yrs	4–6 yrs	7–10 yrs	11–12 yrs	13–15 yrs	16 yrs	17–18 yrs
Hepatitis B (HepB)	1 st dose	← 2 nd dose →							← 3 rd dose →								
Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)	1 st dose			2 nd dose	See Notes												
Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)	1 st dose			2 nd dose	3 rd dose				← 4 th dose →			5 th dose					
Haemophilus influenzae type b (Hib)	1 st dose			2 nd dose	See Notes				← 2 nd or 4 th dose, See Notes →								
Pneumococcal conjugate (PCV13, PCV15)	1 st dose			2 nd dose	3 rd dose				← 4 th dose →								
Inactivated poliovirus (IPV <18 yrs)	1 st dose			2 nd dose					← 3 rd dose →			4 th dose					See Notes
COVID-19 (1vCOV-mRNA, 2vCOV-mRNA, 1vCOV-sPs)																	
Influenza (IV4)																	
Influenza (LAIV4)																	
Measles, mumps, rubella (MMR)																	
Varicella (VAR)																	
Hepatitis A (HepA)																	
Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)																	
Human papillomavirus (HPV)																	
Meningococcal (MenACWY-D ≥9 mos, MenACWY-CRM ≥2 mos, MenACWY-TT ≥2 years)																	
Meningococcal B (MenB-4C, MenB-FHbp)																	
Pneumococcal polysaccharide (PPSV23)																	
Dengue (DEN4CYD; 9–16 yrs)																	

Range of recommended ages for all children
 Range of recommended ages for catch-up vaccination
 Range of recommended ages for certain high-risk groups
 Recommended vaccination can begin in this age group
 Recommended vaccination based on shared clinical decision-making
 Seropositive in endemic dengue areas (See Notes)
 No recommendation/not applicable



Floor Plan	Equipment Locations	Meters	Temp Sensors	Zone Areas	Zone Tonnage	Zone Names	Room Names
	Drawn By Betty Johnson	Version 1.0	Revised May 4, 2017	Drawing Title Lake Cities UMC			Description Main Building