

Operational Policies for Covenant Presbyterian Preschool 746.501 (Updated February 28 2025)

Hours, Days, Months of Operation, Closures

1. The purpose of our preschool is to provide our children with the finest in early childhood education and to direct attention to the Christian faith through value education. Though non-sectarian in character, Covenant Presbyterian Preschool seeks to provide a Christian atmosphere for the nurturing of the preschool child. Covenant Presbyterian Preschool will operate daily from 8:30 a.m. to 12:00 Noon. School will begin the Tuesday after Labor Day and will end one week before SISD ends their year. A notice listing scheduled days off from school will be provided to parents. Prompt pickup of the child is expected at all times. There will be a fee assessed for tardiness in picking up (see details in tuition and fees).
2. Lunch Bunch will be offered for all children enrolled Monday through Friday from 12:00 to 2:45 p.m. Lunch Bunch will begin on the Monday of the first full week of school. The fee for this service will be paid prior to the child staying. Prompt pickup of the child is expected at all times. There will be a fee assessed for tardiness in picking up (see details in tuition and fees). A brief rest period follows lunch.
3. A non-refundable enrollment fee will be required at enrollment and supply fee. Tuition is due on the first day of each month.
4. Covenant Presbyterian Preschool generally follows Sherman Independent School District for any bad weather closings. Should SISD have a 10:00 a.m. or later start, Covenant Presbyterian Preschool would not be in session. Should SISD close due to sickness, then Covenant Presbyterian Preschool will also be closed.
5. **Withdrawal Policy**
Parents are welcome to withdraw their child from our program at any time. However, a **14-day prior written notice** is required. If no notice is given, parents will still be responsible for the following month's tuition.

Procedures for Release of Children/Records

1. Children will be signed into the center by teachers taking attendance in the classroom. Parents or those authorized to pick up a child will be required to initial and list the time picked up on a sign-out form for the child each day. A parent may be excluded from picking up their child only if directed by the most recent court order on file with the preschool.
2. Children will be released only to adults over the age of 18 whose names appear on the child's enrollment record. In the event of an emergency, when an adult other than those named on the enrollment record must pick up the child, a written release will be required. The adults named in the release will be required to offer a driver's license as a means of identification and these licenses will be copied and placed in the child's file. If phone arrangements for release must be made after our morning begins, please call 903 893 3839 and ask to speak to the director.
3. Children's records will only be released to parents/guardians or to their designees as indicated on the enrollment application.

Illness and Exclusion from Attending School

The following will prevent a child from the daily participation in the classes at Covenant Presbyterian Preschool:

1. An illness preventing the child from participating comfortably in preschool activities, including outdoor play;
2. An illness resulting in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in the center; and/or
3. The child has one of the following:
 - a. An oral temperature of 100 degrees or greater;
 - b. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever; mouth sores with drooling, behavior changes, or other signs that the child may be severely ill;
 - c. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

Medication

The staff of Covenant Presbyterian Preschool will not dispense medications other than an emergency Epi-pen or inhaler. Insect repellent and sunscreen will not be applied during school hours.

Procedures for Handling Illnesses & Medical Emergencies

1. If a child becomes ill while in our care, we will:
 - a. Notify the parent to pick up the child;
 - b. Care for the child apart from other children;

- c. Give appropriate attention and supervision until the parent or caregiver picks up the child;
 - d. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.
2. If critical illness or injury occurs, we will:
- a. Contact emergency services or take the child to the nearest emergency room;
 - b. Give the child first-aid treatment or CPR when needed;
 - c. Contact the parent;
 - d. Contact the physician identified in the child's record;
 - e. Ensure supervision of other children in the group.

Parental Notification of Changes

Parental notifications of changes in policy will be in writing.

Discipline and Guidance Practices/Suspension and Expulsion

Discipline and guidance practices will be consistent with the Discipline and Guidance Policy provided to the parent in the enrollment packet. This policy is identical to the Discipline and Guidance Policy offered in The Minimum Standards for Child Care Centers provided by The Texas Department of Family and Protective Services. Children may be suspended or expelled if they become a threat to themselves, teachers, staff, or other children.

Food/Allergies

1. Nutritious snacks and filtered water will be served each day. The menu will be posted and may be reviewed by the parent or caregiver daily.
2. Information about foods or substances to which the child is allergic must be in writing in the child's file. Parents must supply an allergy emergency plan that is individualized and prepared by the child's health care professional that includes: a list of allergens that the child is allergic to (foods, insect stings, etc.); possible symptoms if exposed to the allergen; and the steps to take if the child has an allergic reaction. Appropriate documentation will be kept by the Preschool Staff.
3. An annual unannounced inspection from Grayson County Health Department is conducted.

Immunization Requirements

1. Each child enrolled in Covenant Presbyterian Preschool must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary School and Institutions of Higher Education. This requirement applies to all children in our school. Current immunization requirements can be found at <http://www.immunizetexas.com>.
2. 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 who are four years of age or older or submission of a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that they are an adherent or member.
3. A child may be exempt from immunization requirements for a medical reason or reason of conscience, including a religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.

Enrollment Procedures

Parents will be provided a comprehensive enrollment packet to be completed and returned to the center prior to the child being enrolled in Covenant Presbyterian Preschool. Information required will include basic information regarding the child's name, home address, telephone numbers including any cell phones, parents' employers and their phone numbers, the name of the child's physician and his/her address and phone number, any special information you would like to share regarding your child, emergency medical authorization, the child's means of transportation, a liability release, photo release requests, an agreement accepting the policies of Covenant Presbyterian Preschool, a verification from the child's physician that the child has been examined within the past twelve months and is found to be free of infectious and contagious diseases and is physically and mentally able to participate in the preschool program, a copy of the child's immunization record, proof of hearing and vision screening (4's and 5's only); and parental signatures indicating that you have received copies of Covenant Presbyterian Preschool's Discipline and guidance Policy, Operational Policies for Covenant Presbyterian Preschool, and Parent Information on Childhood Abuse and Neglect. These documents must be included in the child's file by the first day the child attends class. A non-refundable enrollment fee will be required to complete enrollment. A homeless child or a child in foster care may be admitted provisionally for up to 30 days.

Tuition and Fees

1. Tuition and fees are set by the Preschool Committee.
2. All tuition is due by the first day of each month (September, October, November, December, January, February, March, April, and May) . Tuition (cash, check, or money order) may be paid to the bookkeeper, director, or church office.
3. Registration fees and Supply fees are non-refundable, and with a completed top page of the application, guarantee a child's enrollment.
4. Late fees: Pick up time is 12:00PM Noon, for morning classes and 2:45 p.m. for Lunch Bunch. Children should be picked up on time so as to not accrue late fees. In case of an emergency, please call the preschool (903-892-1502) to notify the staff. Late fee process: a) First time occurrence, children are picked up 10 minutes late, they will be given a courtesy verbal reminder of pick up times. b) Second time occurrence, children are picked up 10 minutes late they will be given a written warning. c) Third time occurrence, and thereafter, if parents are not in the pick-up line at dismissal times, a late fee of \$20 plus \$1.00 per minute past dismissal time will be charged. d) If a child is picked up 30 minutes or later, verbal and written warnings are bypassed and a late fee of \$20 plus \$1.00 per minute past dismissal time will be charged. Late fees must be paid before child can come back for their next school day.
5. Returned checks: A \$20 service fee will be assessed for returned checks. After two returned checks, only cash or money orders will be accepted.
6. Past due notices will be sent the 10th of the month.
7. Tuition/fee reductions: a) Parent helpers will receive a \$7.50 per day deduction from their child's tuition. Volunteers will not receive monies in exchange for hours worked. There are limited openings for Parent Helpers. See the Director for information. b) For families with two or more children enrolled, the combined monthly tuition shall be reduced by \$5.00 per month, per child. c) A \$10 reduction in registration fee (up to the value of the registration fee) will be given to current families for new students that enroll based on their referral (must be indicated on application of new student)
8. Leaving the program will need a 14 day prior notice. If we do not receive notice full tuition for the next month will be charged. This can be changed at the discretion of the director or board only.

Parent Conferences and Visitation

1. Parents may review and discuss any questions or concerns about the policies and procedures of Covenant Presbyterian Preschool by making an appointment with the director.
2. Parents are invited to visit Covenant Presbyterian Preschool at any time during the school's hours of operation to observe their child, the center's operation, and program activities without having to secure prior approval.
3. Conferences to discuss the progress of the child must be made with the teacher or director in advance.
4. Parents are welcomed to participate in the center's operation and activities.
5. Parents may review a copy of the minimum standards and the center's most recent licensing report by making an appointment with the director.
6. A parent may contact the following: Local Licensing office by calling 1-800-582-6036; The Family and Protective Services child abuse hotline by calling 800 252 5400; and the Health and Human Services Services website at <http://www.hhsc.state.tx.us>
7. Staff members of Covenant Presbyterian Preschool are required to report any suspected child abuse or neglect.

Preventing and Responding to Abuse and Neglect of Children

1. Staff employed by Covenant Presbyterian Preschool receive annual training on prevention techniques, recognition, and reporting of child abuse and neglect.
2. Parents of enrolled children are supplied with information on warning signs that a child may be a victim of abuse and neglect, prevention techniques, the legal responsibility to report those suspicions, how to make a report to the appropriate agencies, methods of prevention and identification, and names of agencies to assist parents of a child who is a victim of abuse or neglect. This document is included in the application packet.
3. If needed, Covenant Presbyterian staff members will make reports to the Child Abuse Hotline at 800-252-5400 or to the Family and Protective Services website at <http://www.tdprs.state.tx.us>.

Drug Free/Gang Free/Weapons Free/Smoke Free Zone

Covenant Presbyterian Preschool is in a drug free, gang free, weapons free, and smoke free zone. Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of our school is a violation of this law and is therefore subject to penalty. As directed in Minimum Standards for Child-Care Centers 746.3707 a) Law enforcement officials who are trained and certified to carry a firearm on duty may have firearms or ammunition on the premises of the preschool. b) For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the preschool. People must not smoke any e-cigarettes, vaporizers, or use tobacco products at the preschool, on the premises, on the playground, in transportation vehicles, or during field trips.

Cell Phone Free Zone

Covenant Presbyterian Preschool is a cell phone free zone. Staff will not use their cell phones while supervising children except in the case of emergency as described below. If you need to get a message to your child's teacher, please call the school phone at 903 893-3839 as teachers will not be able to respond to any texts or cell phone calls.

Emergency Preparedness Plan (746.5202)

1. In an emergency, teachers and staff will evacuate or relocate the children to a designated safe area or alternate shelter. An emergency evacuation and relocation diagram is at the end of this document and posted prominently at the entrance to each classroom and every room the children use. The director, teachers, and staff will be responsible for the orderly movement of children to a designated location during an emergency. Emergencies may include, but are not limited to, fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult.
2. Teachers will carry class rosters for accounting for all children in their class. The director will carry emergency contact information including parent and emergency contact telephone numbers and authorization for emergency care for each child. The emergency telephone number on file with The Texas Department of Family and Protective Services is that of Rhyan McDowell, or Preschool Director. Contact with local authorities and DFPS will be done through the director's cell phone. Teachers, staff, and the director will contact children's parents through the use of their cell phones. The emergency preparedness plan will be implemented by the director. In his or her absence it will be implemented by the teacher acting as director. In the event of an emergency, all parents and guardians identified in the child's admission file will be notified by phone of the operation's status, approximate duration of the emergency and when children will be available for safe pickup. Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication.
3. Children with limited mobility or who need assistance in an emergency will be assigned a staff member for assistance. Emergency epi-pens or inhalers will be brought for those children who may need them. Teachers will care for children with appropriate games and activities until each child is released to a parent or designated person. Parents will sign and date an emergency contact sheet if the daily sign-out sheet is not available. Parents or their designated person must be able to pick up their child/children within thirty minutes after being contacted. If the child is still in care in thirty minutes, the school will notify the first person listed on their transportation list to pick up the child/children. Late fees will still apply if pick-up is past normal dismissal times.
4. Fire drills are practiced monthly and children will exit the building within three minutes. Severe weather drills and lock-down drills are practiced every three months. Each drill is documented with date of the drill, time of the drill, and length of time for evacuation, sheltering, or lock-down to take place.
5. In the event the building must be evacuated, teachers and staff will direct children to: a) exit through the north and south doors of the preschool wing and reassemble in the southeast end of the far parking lot which is east of the preschool wing, b) In the event of inclement weather and if safety permits, children and staff will exit through the north or south doors and reassemble in the Community Center building located on the north east corner of the property, c) In the event these exits are not available, children and staff will exit through the north doors of the church building and reassemble in the gazebo or ballroom directly across West Pecan Street of the Sherman Municipal building, 405 N. Rusk Street.
6. In case of serious inclement weather or a lock-down (if safety permits), children and staff will assemble in the hallway between the nursery and the fellowship hall in the main church building or in centrally located bathrooms.

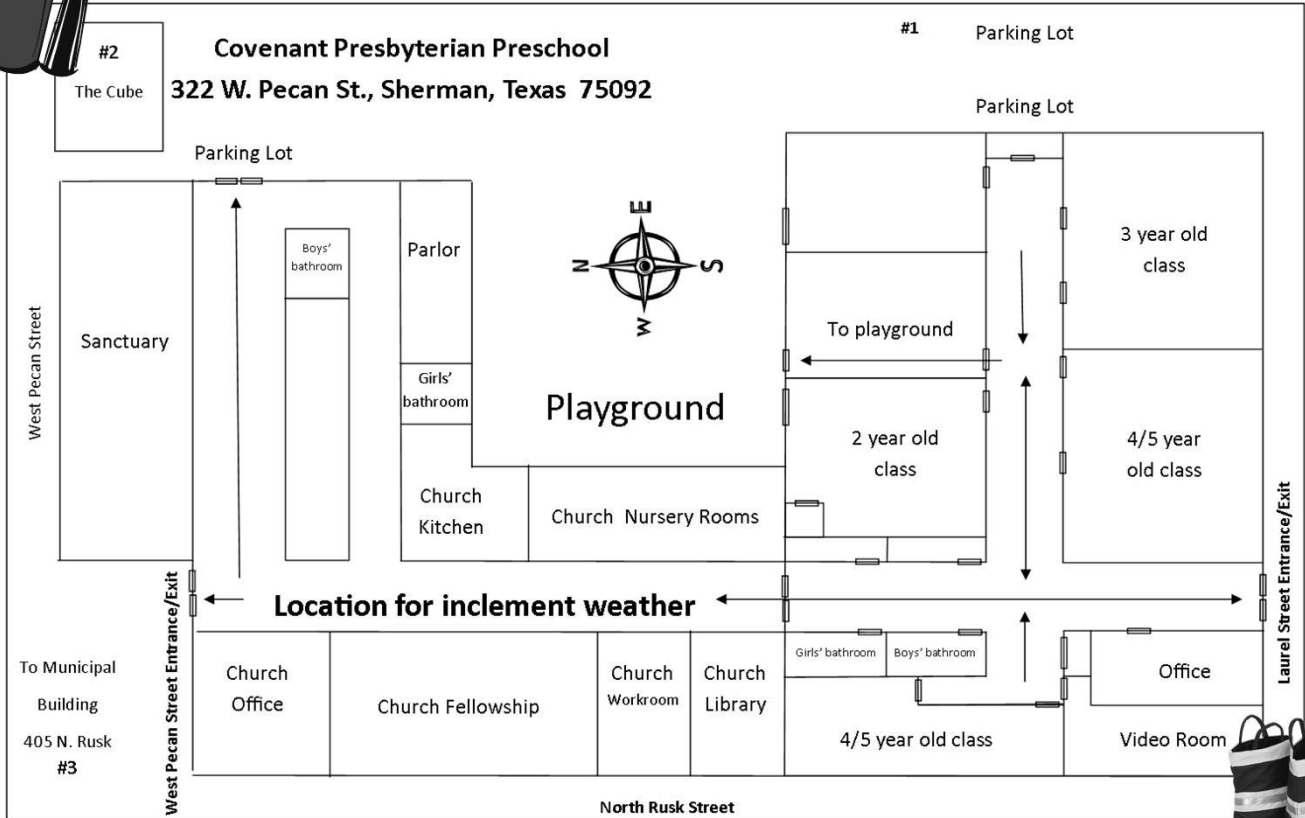
Staff Training, Class Placement, Expectations

1. Our staff members are carefully selected and approved by the committee of Covenant Presbyterian Preschool and also receive approval from the Session, the Governing Body of Covenant Presbyterian Church.
2. Staff will be trained and certified in CPR and First Aid, keeping such training and certifications current. In addition, staff will receive initial training in the childcare center's procedures as well as participate in approved training sessions obtaining 24 CEU's each year for staff, and 30 CEU's for the director.
3. Staff will receive at least one hour of annual training on prevention, recognition and reporting of child abuse and neglect.
4. Preschool staff will be required to have a TB test in their personnel file.
5. All children are expected to behave in a respectful manner to their classmates and preschool staff.
6. Children in the 3 year old and 4/5 year old classes will be expected to be able to use the bathroom independently.

7. Children must be at least 2 years of age by September 1 (of the year to be enrolled in Covenant Presbyterian Preschool) to attend.
8. We are a church sponsored preschool and the presence of God in our daily lives will be acknowledged and real. Chapel will be a part of each child's weekly experience.
9. At the beginning of each preschool year, a child will be placed in a class according to his/her age on September 1 of that year. Children will not be advanced to another class during the preschool year. Exceptions to this policy will be at the discretion of the preschool director.



EMERGENCY AND EVACUATION RELOCATION PLAN





Discipline and Guidance Policies

- Discipline is:
 - (1) Individualized and consistent for each child;
 - (2) Appropriate to the child's level of understanding; and
 - (3) Directed toward teaching the child acceptable behavior and self-control.

- A caregiver may use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
 - (2) Reminding a child of behavior expectations daily by using clear, positive statements;
 - (3) Redirecting behavior using positive statements; and
 - (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

- There is no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited at Covenant Presbyterian Preschool:
 - (1) Corporal punishment or threats of corporal punishment;
 - (2) Punishment associated with food, naps, or toilet training;
 - (3) Pinching, shaking, or biting a child;
 - (4) Hitting a child with a hand or instrument;
 - (5) Putting anything in or on a child's mouth;
 - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
 - (7) Subjecting a child to harsh, abusive, or profane language;
 - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 - (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.