

Celebration Preschool

8500 Teel Parkway - Frisco, TX 75034 - 214.387.9833

PHONE NUMBER: 214-387-9833 OR 469-287-6773

FAX NUMBER: 469-385-8886

WEBSITE: WWW.ELEVATELIFE.COM/CELEBRATION-PRESCHOOL

OPERATIONAL POLICIES

Days and Hours Our days of operation are Monday through Friday 9:00 a.m.-2:00 p.m. Because teachers are in devotion time from 8:30 a.m.-8:55 a.m., please do not drop off children until 9:00 a.m. We will follow the Fisd school holiday calendar with the exception of our start and end dates.

Registration A non-refundable registration fee is required with a completed registration form for your child to reserve their place in our program. A current immunization record and a health statement from your doctor must be given to the office at the time of registration, even if one is currently on file. These three items **MUST** be complete to ensure a place for your child.

Withdrawal A three week notice is required and three weeks tuition is due upon the child's withdrawal from Celebration Preschool. If tuition is already paid for the current month then you will be charged for the remaining days included in the three weeks. The parent needs to give a **written notice**. No refunds will be given on any tuition payments.

Absences Please notify the preschool office (214-387-9833) as early as possible if your child is going to be absent due to illness or any other reason. If your child is absent you are still responsible for that day's tuition.

Tardies Our class activities start at 9:00 a.m. so when a child is late, he/she misses out. Late arrivals can be a disruption to other students, teachers and overall classroom learning environment. Doors will be locked at 9:15 a.m. If you arrive after 9:15 a.m. you will be considered tardy. We do understand things will come up occasionally. Because of those rare instances, you are given ten (10) tardies each semester. Upon review, habitual tardiness may lead to dismissal of your child from our program.

Dismissal from Program Celebration Preschool reserves the right, after thorough evaluation, to dismiss any child for the following: failure to pay tuition, tardiness, serious illness of the child preventing attendance, the center is unable to meet the needs of the child, or determination by the program that continued enrollment is not in the best interest of the center or other children enrolled.

Fee Schedule Monthly payments are due the first of each month and become past due after the 5th of each month. First month's tuition is due on July 15th and the following months will be due at the regular scheduled time.

Payment Methods Tuition and fees may be paid by check, cash, money order, credit/debit card, or online at www.elevatelife.com/celebration-preschool. We also allow for reoccurring payments to be auto drafted each month. For us to complete the auto draft for you, you will need to fill out a credit card application for Celebration Preschool, initial the bottom line for automatic draft, and turn into the preschool office. Tuition will be deducted by the 5th of each month.

Late Payment Fee A \$15 late fee will be assessed if payment is received after the 5th of the month. *If you will be out of town during the first of the month, please pay your tuition ahead of time.*

Delinquent Accounts A continual problem (3 times) of late tuition payments and/or insufficient funds could result in your child being dropped from the program. Accounts that are 30 days delinquent will require withdrawal of the child/children, unless arrangements have been made with the Director.

NSF Check Fee A \$30 fee will be assessed for any insufficient fund checks.

Illnesses/Procedure for Dispensing Medicine Children may not be allowed into the classroom if they have had any of the illness signs within the previous 24-hour period: fever, nasal discharge other than clear, constant cough, vomiting or diarrhea. Our wellness policy requires children not to attend school if they have pink eye, lice, or any skin infections such as ringworm. A parent will be asked to come get a child if symptoms occur during the day. Please note-you will still be responsible for that day's tuition. Please notify the Director if your child has been exposed to a contagious disease. If your child needs medications dispensed during the day, please notify the Director and sign a request form.

Immunization Records The child's immunization record must be kept **CURRENT** at all times. If your child goes to the physician and receives another required immunization, you must resubmit the most current records. Your child **MUST** have a current immunization record in order to begin classes.

Medical Plan Procedures

If a child becomes ill while in our care, we must:

- 1) Contact the parent to pick up the child. The designated person responsible for pick up will need to do so within one hour of the time called;
- 2) Care for the child apart from the other children;
- 3) Give appropriate attention and supervision until the parent picks the child up; and
- 4) Wash and sanitize if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, we must:

- 1) Contact emergency medical services or take the child to the nearest emergency room;
- 2) Give the child first-aid treatment or CPR when needed;
- 3) Contact the physician identified in the child's record;
- 4) Contact the child's parent; and
- 5) Ensure supervision of other children in the group.

Potty Training All children entering the 3 year old and 4 year old classes must be potty trained. Celebration Preschool staff will not be able to change diapers or pull-ups in these classrooms as it takes teaching time away from the other children. A child that is not potty trained upon entering these classes will be asked to leave the program and no refund will be given for fees or tuition.

Clothing Dress your child in appropriate clothing. Please select clothing that is washable and free of complicated fastening. Sandals and open toed shoes are not appropriate and can enhance the risk of injuries as a result of trips and falls, so we ask that you send your child in playground appropriate shoes. Please keep a change of clothes in their backpack at all times (just in case) which is appropriate for the season. Weather permitting (40 degrees and higher in winter/lower than 100 degrees in summer), children will always go outside each day. Therefore, always send a coat or sweater in cooler weather.

Labeling Please make sure everything your child brings is clearly **labeled** with their name. This includes lunches, mats, coats, hats, etc. We will not be responsible for non-labeled items.

Procedures for Release of Children Our center will only allow individuals the PARENT authorizes to pick-up the child. The authorized individual must check in at the front desk, and must have picture identification (i.e. driver's license) to show the teacher. If a parent has sole custody, a copy of the court order **MUST** be on file in the office showing the other parent is legally **NOT** authorized to pick-up the child. The parent or authorized individual must sign the child out from his/her classroom.

Park and Walk The parent should park in the parking area and walk their child or children to their classroom at 9 a.m.

Sign-In and Sign-Out Sheet This sheet is located in the child's classroom. The parent, authorized pick up person, or the teacher must sign in/sign-out the child every school day.

Visitors in Classrooms Only CELEBRATION PRESCHOOL staff and ELC staff should be allowed in the classrooms when children are present. Visitors must enter through the main church entrance and visit our church office before entering the school area. School visitors must go to the director's desk to sign in, receive a visitor's badge, and sign out. Under NO circumstances should children be left alone with a visitor. We are state regulated and have high standards we strive to meet.

Parental Procedures for Celebration Preschool

- 1) Enrollment procedures/policy changes: Notifications will be posted outside each classroom or a written letter will be sent home.
- 2) Procedure for parents to review any questions or concerns: You may email the director or call for an appointment at kims@elevatelifelife.com or 214-387-9833 or 469-287-6773.
- 3) Procedure for parents to visit and/or participate in activities: Sign in and out at the front desk and receive a visitor's badge.
- 4) Procedure for parents to review a copy of the minimum standards and the child-care center's most recent Licensing inspection report: Located on the main desk at Celebration Pre-school.
- 5) Parental Notification: We will post important information and reminders outside each classroom.
- 6) Procedure for parents to contact the local Licensing office, DFPS child abuse hotline, and DFPS website are as follows:

Megan O'Brien (Licensing Specialist)	DFPS Child Abuse Hotline/Website
3600 Suite B East McKinney St. Denton, TX 76209	1-800-252-5400
940-231-4461	www.dfps.state.tx.us

Emergency Preparedness Plan This plan is available for review at the preschool desk. It is designed to ensure the safety of children during an emergency by addressing staff responsibility and facility readiness with respect to emergency evacuation and relocation. The plan includes written procedures for: evacuation of children to a safe area during an emergency, how children will be accounted for, how the preschool staff will communicate with parents and local authorities, and how staff will evacuate with the proper documentation for each child.

Special Needs It is our desire to meet each child's special needs. Every effort will be made to provide for each child. Prior to enrollment, the parent, Directors and teachers will assess Celebration Preschool's ability to meet any special needs while still providing a quality preschool experience for the entire classroom.

Bad Weather If the FISSD is not in session due to inclement weather, Celebration Preschool will NOT have school that day. Listen to your radio or television to hear of Frisco ISD school closings. If Frisco ISD has a delayed school start of one hour or more, Celebration Preschool will NOT have school. The Director will also send out a mass email notifying of our closing. We will not refund tuition on school closings. It is our policy NOT to make up bad weather days.

Gang-Free Zones Under the Texas Penal Code, child care centers are required to inform parents that the center is located in a gang-free zone. A gang-free zone is any area within 1000 feet of a child-care center, where gang-related criminal activity or engaging in organized criminal activity is a violation of the law and is therefore subject to harsher penalty under state law.

Reporting Child Abuse Celebration Preschool is appreciative that you have entrusted us to care for your child. We do not tolerate physical or verbal abuse of any kind towards children by employees or parents. If we suspect a child is being neglected or abused we are obligated to report it. If you suspect a child is being abused or neglected; please report it by calling the Child Abuse Hotline 1-800-252-5400. The website is www.dfps.state.tx.us. To view our Prevention of Child Abuse and Neglect Policy please visit the preschool desk.

Sex offenders Persons who are on the Texas Sex Offender Registry may not be in the Celebration children's area, attend school functions or participate in school events during the school hours. Please make arrangements for an alternate person to drop off and pick up your child.

Curriculum Our curriculum is designed to meet the needs and interests of young children. Numbers, colors, shapes, basic precepts, Bible thoughts and stories will also be taught. We use "A Beka" curriculum (an advanced Christian-based curriculum) as well as the Creative Curriculum. The Creative Curriculum guides the teachers in how to teach preschool children effectively. All of our teachers meet or exceed what is required by the State of Texas to be a Child Care Employee. They are required to attend orientation, pre-service training, obtain continuous education hours, and be CPR & First Aid certified. Formal assessments are completed each year in the beginning, middle and end of each school year. Conferences are held in January.

Video Policy On nice weather days, videos should only be watched if it pertains to the curriculum for that day. Educational videos may be watched during nap/quiet time for those who don't actually sleep.

Teacher/Child Classroom Ratios To create the best teaching environment for your child, we try to limit our class ratios to the following. We accept children ages 2 years -5 years (not yet in kindergarten).

Class	Two Teachers To:
2 years	11
3 years	13
4 and 5 years	15

Class Placement Your child will be placed in a classroom determined by their age. They will need to be the appropriate age by or on September 1st. If your child turns 3 on September 1st, they will be placed in the 3 year old classroom.

Late Fee If you are tardy in picking up your child (ren) from the program, you will be charged an additional \$1.00 per minute fee after 2:05 to be paid to the child's teacher. Since all clocks vary, the teachers will go by the clock located in their individual rooms and will extend 5 minutes before they charge the fee. Therefore, when the classroom clock says 2:10, the late fee will begin.

Snacks and Lunch A morning snack is provided each day for the children with water to drink. We are NOT a peanut free environment. Please note food allergies on your registration form. Children need to bring a sack lunch with a drink. Please send foods that do not need to be heated or refrigerated.

Rest Time All children will have a rest time. 3 and 4 year olds will have a 30 minute quiet time and for the 2 year olds it will be one hour. If children are not able to nap, they may rest quietly or will be provided with quiet activities. Please provide a nap mat or beach towel for your child. Nap mats/beach towels must be contained in your child's backpack, a tote bag, or an XL Ziploc bag (2 ft. x 1.7 ft.) They will be sent home daily. If your child has a security item he/she needs during rest time, please label it clearly.

Personal Toys We ask that you leave your child's toys at home. If brought, we cannot be responsible for lost or broken toys. No play guns or swords of any kind are allowed.

Photographs We will occasionally use photographs of your child for Celebration Preschool use only (i.e. class room crafts, end of the year scrapbooks, Spring Program and/or Graduation).

Discipline Problems Under NO circumstances will teachers or staff strike, spank, shake, verbally abuse or use intimidation tactics with any child. If a child is having continual discipline problems and is a threat to other classmate's safety, there will be a parent conference that will determine the child's enrollment. This will include biting problems.

Biting The bitten child will be calmed, held, prayed for and loved. The area will be washed with soap and water. Ice will be applied if needed. If the skin is broken, mild antiseptic will be applied. Parents will be notified with an “Incident Report” and the date that the bite occurred.

Children may bite because they are frustrated, because their gums hurt and it feels good, or sometimes just by accident. Celebration Preschool will work with the child who is biting. A firm “no biting” will be spoken to the child and he/she will be removed from the incident. The teacher will handle each case individually and may ask for the parents to work alongside the school to help the child learn other ways of communication. If the child begins to endanger other students, the director, teachers and parents, we will need to form an action plan. For severe cases, the child may be removed from the program in order to provide a safe environment for the other classmates.

Water Activities Celebration Preschool may have shallow water activities. These activities may include sprinklers, splashing pools with water 2-3 inches deep, and slip and slides. We will give you notice prior to any water activities.

Transportation/Field Trips We will not go on field trips and will not provide any transportation to or from our school.

Hearing and Vision Screening Children four years of age or older must be screened for possible vision and hearing problems within 120 calendar days of enrollment. If the child is enrolled within 60 days of the date a facility closes for the summer, the child’s vision and hearing must be tested by December 31st of that year. A copy of the screening must be submitted to the school office by December 31st of that school year. Celebration Pre-School will provide an opportunity for you to have your child screened at our school if your doctor does not provide the services. The fee charged will be determined by the screening agent.

Breastfeeding Celebration Preschool will provide a comfortable place with a seat that enables any mother to breastfeed her child while in our care. This may include a seating area within a restroom or a classroom.

Example Schedule:

**Three Year Old Room
Schedule**

9:00-9:15	Free Play at Centers and Check-In
9:15-9:30	Chapel
9:30-10:00	Circle Time: Large Group Activity Morning Prayer, Days of the Week, Calendar, Weather, Monthly theme, education focus
10:00-10:30	Music or Spanish or Bible Alive
10:30-10:45	Snack
10:45-11:30	Centers: Small Group Activities (Teacher Table) Art, Letters, Numbers, Colors & Shapes
11:30-12:00	Playground Time
12:00-12:30	Lunch
12:30-1:00	Rest Time
1:00-1:20	Wake up Activities/Small group Activities
1:20-1:40	Playground/Gym Time
1:40-2:00	Creative Play/Story Time/Dismissal

**Children may use the restroom any time they need too.

MONTHLY THEMES

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Theme	I’m Special	Family and Friends	Give Thanks	Jesus’ Birth	Community Helpers	God made all things	Seasons/Easter	Farm Animals	Bugs
Concepts	The 5 Senses	Family and Friends	Being Thankful	Jesus’ Birth	Being a Helper	Creation	Resurrection	Bible Stories	Plants, Insects