



2022-2023

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Department of Health and
Human Services Child-Care
Regulations Service

Parent Handbook

First United Methodist Church Preschool
411 NE Barnard
Glen Rose, Texas
76043
254-897-2572
254-396-2235
243-396-1114
glenrosemethodistpreschool@yahoo.com

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Welcome!

You are a part of God's family and we welcome you to the fun and fellowship shared here at Glen Rose United Methodist Preschool. We are so glad that you have chosen our program! We are committed to providing and enriching experience for your child, and we take your trust in us seriously!

As part of the Glen Rose First United Methodist Church, we would like to invite you to join us for Sunday worship. Sunday School for age 3 and up begins at 9:45 am each Sunday. Worship services are offered in the sanctuary at 8:30 and 11:00 a.m. Nursery care is provided during all services. If you would like more information about the program of First United Methodist Church, please call 254-897-2572

Mission statement

Because we believe that all children are gifts from God, our mission is to minister to their families by providing a quality children's ministry that offers parental peace of mind, and spiritual, social, and academic growth for their children.

Program Philosophy

Parental Peace of Mind

We support parents and collaborate with them to build life skills, responsibility, and respect for self and others in their children, based on the tenets of Christianity.

Promoting Spiritual Growth

Each day our classrooms provide a loving atmosphere with time for songs, prayers, and other activities that acknowledge and foster each child's personal relationship with God. At least once a week, children participate in a chapel program. During chapel, we use songs and books to bring to life many of the Bible's sacred stories. We encourage children to think about the stories by asking open ended questions, and we listen as they develop their own understanding of God.

Promoting Social Growth

Glen Rose First United Methodist Preschool is committed to helping children develop a positive self-image while learning to interact with others in a trusting and respectful way. We help children to understand their emotions and teach them how to use words to express themselves. We are committed to working closely with parents throughout this process. We are always ready to serve as a resource team for any child having behavior difficulties that need to be addressed.

Our teachers use a developmentally appropriate curriculum for each age group, designed to build upon skills learned at the previous level. Our curriculum is developed through a variety of resources. This curriculum offers activities which help young children grow in all five areas of development; intellectual, physical, social, emotional, and spiritual. All children participate in creative art activities with more emphasis placed on process than on product. The curriculum offers an academic and social transition to kindergarten. Screen time is limited to no more than 1 hour a day. Screen time must be related to educational goals.

Specifically, our classroom lessons are designed to help children do the following:

1. Acquire knowledge and an understanding of the world around them.
2. Use language to effectively communicate and to facilitate learning and thinking.
3. Acquire and refine basic physical skills (gross and fine motor).
4. Develop an awareness of good health and safety practices.
5. Develop a sense of curiosity, creativity, and imagination which will promote a lifelong love for learning.

Teachers will provide opportunities for children to participate in vigorous and moderate physical activities. Activity plans and scheduled duration will be recorded in the teacher's activity plan for the week.

Glen Rose First United Methodist Preschool Advisory Board

Glen Rose First United Methodist Preschool is a ministry of First United Methodist Church-Glen Rose (FUMC) with the Glen Rose First United Methodist Preschool Advisory Board as its governing body. The Board is responsible for the development of policies and procedures for the effective operation of the program. Board members are appointed by the FUMC Administrative Council.

Texas Minimum Standards and Guidelines

Glen Rose First United Methodist Preschool operates under guidelines established by the Texas Department Health and Human Services. Glen Rose First United Methodist Preschool seeks to exceed the Texas Minimum Standards and Guidelines in all aspects of its program. These guidelines are referred to in this handbook as TXMSG. If you are interested in learning more about specific guidelines, please see the Director to borrow a copy. You can see the last inspection report on the bulletin board in the foyer of the preschool. As stated in the Standards within 1000 feet of Glen Rose United Methodist Preschool is designated as a GANG FREE ZONE. Any criminal offenses within 100 feet of a childcare center are subject to harsher penalty. The product recall list is checked periodically for any recalls that may affect Glen Rose United Methodist Preschool products and all recalls regarding unsafe children's products accessible to children in our childcare center are posted.

Teachers

Our teachers are an outstanding group of educators. Our teachers have degrees in education and related fields. All of them have experience with preschool children and guide the children with love and tenderness. Our teachers created a stimulating and safe learning environment. TXMSG requires that teachers be at least 18 years of age with a high school diploma. We strive to exceed these standards.

Child/Staff Ratios

Glen Rose First United Methodist Preschool will provide quality care by skilled staff with low child/staff ratios. Glen Rose First United Methodist Preschool will continue to exceed TXMSG in order to ensure quality care. Please see the director for specific requirements and how we exceed them. We think you will be impressed!

Calendars and Schedules

School Calendar Events and Holidays

Glen Rose First United Methodist Preschool follows the Glen Rose ISD public school calendar for major holidays, breaks, and summer vacation. The annual school calendar for Glen Rose First United Methodist Preschool is distributed to parents at the beginning of each school year.

Special events, school programs and class parties may not be printed in the calendar. Information regarding these events will be included in your weekly parent newsletters and on classroom FaceBook pages.

All students are requested to arrive at school no later than 10:00 am. If you arrive after 10:00 am, your child will not be admitted to preschool that day.

Bad Weather School closings

Glen Rose First United Methodist Preschool follows the same bad weather closing policy as Glen Rose Independent School District. You may listen to area radio stations or www.nbc51.com for information. If Glen Rose ISD is closed, so is Glen Rose First United Methodist Preschool. We do not make up for bad weather changes.

Daily School Schedule

Our teachers welcome your children Monday through Friday from 9:00-2:30 pm. Glen Rose United Methodist Preschool clocks are set weekly in accordance with the U.S. Navy Time

Services Department. You can set your own clocks to match via <http://tycho.navy.mil/time/html> or simply synchronize your watch when you drop off your child in the morning.

Each class follows its own schedule that may include the following:

- Chapel: We set aside a special time and place to listen to and talk to God. Children are invited to sing along and ask questions about stories that are shared.
- Circle time: This large group time may include daily lessons, songs, finger plays, etc.
- Stories and Books: Children of all age groups are read to each day.
- Art: We provide creative opportunities for self-expression that promote fine motor development, self-esteem, and creative exploration.
- Crafts: Children participate in specific projects designed to promote skills in following directions, matching, understanding of colors, shapes, etc.
- Learning Centers: Centers may include dramatic play, blocks, art, books, manipulatives, water table, computer, and other opportunities for discovery. The centers allow small groups of children to work together to develop specific skills and behaviors while teachers provide individual attention.
- Music and Movement: Children will participate in fine arts emphasizing expression through song, rhythm instruments, poetry, fingerplays, dance and pretending.
- Outdoor/Playground: Children play outdoors for at least 30 minutes each day. weather permitting. When it is raining we use the FUMC gymnasium. Please send a jacket in case of cooler weather. **We also ask that girls please wear shorts under skirts and dresses.**
- Quiet Time: Rest time or nap as needed.
- Snack: Glen Rose United Methodist Preschool provides healthy morning snacks each day. The snack menu is posted in each classroom and in the kitchen. Please be sure we are aware of all food allergies.
- Lunch: Students bring their own nutritious lunches from home. During mealtime, we work on table manners, dinner conversation, and good hygiene.

General Classroom Information

Lesson Plans and Class Grouping

Teachers create weekly lesson/activity plans that include specific skills and activities. Parents receive a weekly newsletter highlighting the skills for the week. It is our goal to provide a range of developmental opportunities; therefore, the curriculum includes all areas of development through a wide range of activities.

Children are grouped according to age and developmental maturity to provide each child with the best possible learning environment.

Activities are age-appropriate within a consistent and predictable schedule. Flexible teachers constantly re-evaluate and adjust the lessons to ensure beneficial educational experiences for each child.

There is no gender stereotyping of toys or language. Efforts are made to demonstrated that our society is multi-cultural. Furthermore, we discourage "war play" and or play fighting to promote harmony among classmates and peace within our society.

Discipline and Behavioral Guidelines

It is our goal to work together with parents to create consistent guidance. We believe that parents and teachers must maintain open communication regarding individual situations. If you would like more detailed information on our discipline policy, please see the Director.

- Fairness and consistency are the basic rules for all discipline.
- Good behavior is recognized and encouraged.
- Emotions are validated, and appropriate expression of emotion is taught and permitted.
- Development of a positive self-image is fostered by providing children with opportunities to control their own behavior through choices.
- When possible, inappropriate behavior is prevented with distraction and diversion.
- Disruptive or unsafe behavior is dealt with promptly in loving concern for the children's well-being. If appropriate, this may include time out.
- If necessary, parents will be contacted to assist in difficult situations.

Aggressive Behavior

Our staff uses positive guidance techniques when working with children. Some behaviors are typical developmental issues. However, children over 2 years old are expected to have outgrown behaviors such as biting, hitting, and kicking. These behaviors will be treated as serious disciplinary offenses.

Biting Policy

We recognize that biting is a terrible thing for the victim, the parents of the victim, the teachers, and the parents of the biter. Our staff is trained to give all their attention to the child who is bitten. The child who did the biting will be told how biting hurts others. If a child has bitten more than 3 times in a day or if the skin is broken, you will be notified and asked to pick up your child for the day. We will also ask for support at home to help end the biting. If the situation does not improve, a plan of action will be formed during a parent conference. With all parties working together, the situation should be resolved. If the issue is not resolved, parents may be asked to find alternate care for their child.

Toilet Training

All children that attend Glen Rose First United Preschool are required to be toilet trained. We understand there will be occasional accidents. If the child has 5 accidents in a one month period, they are not toilet trained and will need to be withdrawn from the program until they are fully toilet trained.

- Toilet habits are never discussed negatively.
- Children MUST be able to take care of their own toileting needs.
- **NO pull-ups will be allowed. Children must wear underwear.**

Change at Home

A child's behavior may change due to unusual circumstances at home. Please let us know of any uncommon events with may be occurring at home so that we can help your child's school experience be positive. By keeping your child's teacher informed, we can accommodate any change in your child's behavior.

What to Bring to School

All Children should bring:

- Extra change of clothes including socks and underwear. Children will be involved in a variety of indoor and outdoor play. Please do not expect your child to be spotless at the end of the day.
- During spring and fall months, we ask parents to send layers of clothing as the outdoor temperature can unexpectedly go up or down.
- Appropriate footwear.
- Lunch is provided by the parents. Please pack a nutritious meal including a drink (soda and candy are not permitted). Include all necessary supplies such as utensils, forks, and napkins. Do not send food that requires refrigeration or heating. We do not allow any glass bottles or containers. Please avoid beverages that may stain the carpets such as chocolate milk or red punch. A healthy snack is provided by Glen Rose Methodist Preschool and posted in the classrooms..
- Nap pad and blanket.
- Refillable child friendly water bottle (one that your child can open)
- **A LARGE, school sized, backpack (large enough for and 9 X 12" folder, extra clothes, a lunch box, water bottle, blanket, etc.)**

PLEASE LABEL ALL OF YOUR CHILD'S THINGS.

Personal Belongings

Children may bring a special nap-time blanket and stuffed toy or doll. All other toys, candy, etc. should be left at home.

Medical and Health Information

General Health

Each child must be examined and have a current health statement signed by your physician each year. This statement says that your child is current on immunizations and healthy enough to attend preschool. This documentation is due the first day of school. Your child will not be allowed to start class until we have these important papers.

Immunizations

All children enrolled must be vaccinated in accordance with the TXMSG and provide a copy to Glen Rose First United Methodist Preschool **by the first day of school**. No TB test is required for students or teachers. Hearing and vision screenings must be administered to 4-year-olds.

Illness and Health Conditions

The protection of all students is of utmost importance; therefore, strict guidelines regarding illness have been established in accordance with the TXMSG and will be always followed. State law requires that we notify children who become exposed to certain contagious disease. This will be done ;through a notice sent home in the communication folder.

A child may not participate in the program is any of the following conditions exist:

- Oral temperature of 100 degrees or higher.
- Vomiting.
- Diarrhea.
- Any suspected contagious or severe illness.
- General illness which prevents normal participation in activities.
- Lethargy or fatigue due to side effects of medication.
- Symptoms of communicable illness requiring medication to control (I.e. coughing, sneezing, congestion, etc.).
- Sinusitis or allergies with chronic, discolored nasal discharge unless a doctor's note is on file.
- Presence of head lice or nits.

If your child has any of the above symptoms, please do **NOT** bring him or her to school. Controlling the symptoms with medication such as Tylenol does not eliminate the possibility of communicable disease. See readmission criteria below.

If a child is injured or becomes ill during the school day, the school will attempt to notify the parents immediately. If they are unavailable, we will try to reach the child's emergency contacts. Please come promptly if you child has to leave. A sick child needs a parent. Waiting for Mom or Dad can be exceedingly difficult to explain to an ill child.

Criteria for Readmission after Illness

Readmission to school after an illness is determined by Glen Rose Methodist Preschool policy and TXMSG,

- The 24 hour Rule: A child may return to school when free of all signs and symptoms of illness WITHOUT MEDICATION for 24 hours. In other words, if your child needs medication to control any symptoms, do NOT come to school.
- Some illnesses require a doctor's note for readmission, specifically conjunctivitis (pink eye) and bacterial meningitis.
- Head lice cases must be checked by the Director, after treatment, before readmission will be allowed.
- Please see the Director for more detailed information regarding specific illnesses.
- If you have any doubts regarding your child's condition, please call us for advice or simply keep him or her home.

Medications

We strongly encourage parents to administer medications at home. We discourage parents from bringing medicine to school. However, in the event that it is unavoidable, please adhere to the following guidelines;

- All medications must be given to the Glen Rose First United Methodist Preschool Director each morning with a signed note authorizing Glen Rose United Methodist Preschool staff to administer medication.
- Each child must have signed waiver on file before any medication will be dispensed.
- Teachers must also sign the medication chart in the Glen Rose First United Methodist Preschool office each day the medication is administered with time administered and dosage information. All medication must be in its original container and labeled with the child's name, dosage, and time to be administered.

Bug Repellent and Sunscreen

Parents are asked to apply sunscreen and or bug repellent to their child if either is desired for outdoor activities and field trips. Sunscreen and bug repellent are not kept at the facility.

Emergencies, Injuries, Accidents

First aid is provided by a qualified staff member as needed. The school will attempt to notify a child's parent and/or physician immediately in the event of a serious injury or medical emergency. An emergency medical release is required of all students. If necessary, the child will be transported by ambulance to the nearest emergency room and will be accompanied by a staff member. Please be sure to provide us with current emergency contact phone numbers so that we can reach you quickly. Glen Rose Methodist Preschool staff members complete an incident report for all significant injuries, accidents, and incidents. When another child is involved, it is our policy to keep personal information confidential. Therefore, you will receive all details regarding the event except the names of the other children involved.

Physical Activity procedures

Physical education deals with the child's ability to move in relation to their environment. Physical education provides a structured method for developing and refining a child's skills. Repeated practice develops proficiency and retention. Motor control and physical activity are essential elements of a healthy mental and physical life. Because Methodist Preschool believes that physical activity is the way to overall health, we provide a minimum of 90 minutes of indoor and outdoor active and quiet play including caregiver-initiated activities, two of which promote movement. The times and activities will be listed in the daily activity plan.

Fire and Emergency Plans

Fire routes are posted in each classroom. Fire extinguishers are available at school and are examined each year. A plan for the protection of the children has been developed in case an emergency situation occurs. This Emergency Plan is on file in the preschool office and is distributed each year at the beginning of the year.

In case of evacuation of the building, the students will be taken to the First United Methodist Church Sanctuary.

Child Safety-Abuse and Neglect Information

Suspected cases of child abuse or neglect will be promptly reported to Child Protective Services in accordance with the law. The required teacher training, including Child Abuse and Neglect training, is mandated annually. Certificates of completion are kept on file for each staff member in the preschool office for review. Parents may contact their local child protective services office, law enforcement agency or at the 24 hour abuse/neglect hotline 1-800-252-5400, Parents may also contact DFPS at www.dfps.state.tx.us/Contact_US/report_abuse.asp.

Enrollment

Registration

A child may register for enrollment if a position is available in the desired classroom. Please see the Director, assistant director, or Glen Rose United Methodist Preschool website for registration packets and availability. If a position is unavailable, you may choose to be placed on a waiting list. After a position is confirmed, a child is considered enrolled upon receipt of completed registration forms and fees. If you are currently enrolled and would like to change your weekly schedule, please check with the Director for space availability.

We do allow children to enroll before they turn 3 years old, but they cannot attend until they turn 3 and tuition must be paid each month, before they start to attend, to hold their spot.

There will be NO NEW enrollment after the first full week of the second semester.

Tuition Payment

Your child's tuition may be paid in full at the beginning of the school year or may be paid in monthly installments. Please make checks payable to Glen Rose First United Methodist Preschool. Checks are preferred to cash. You can also pay by Venmo @Angie-Piscacek.

Receipts are issued for all cash transactions, and upon request.

Monthly tuition installments are due the first class day of each month. Bills are issued monthly; however, parents are still responsible for payment regardless of whether or not a bill has been received. If payment is not received by the 10th, a late fee of \$15.00 will be charged. If tuition is not paid by the 15th a late fee of \$30.00 will be charged. If not paid by the 20th of the month, a late fee of \$50.00 will be charged. If not paid by the end of the month, a review by the Advisory Board will occur, and the child may have to relinquish his or her position in the program.

Please plan ahead for your financial commitment to Glen Rose United Methodist Preschool. If you expect any problem regarding your payment, please make arrangements with the assistant director in advance.

Tuition Rates

Click to add text

<u>Weekly Schedule</u>	<u>Annual Tuition</u>	<u>Monthly installments</u>	<u>Sibling 10% Discount</u>
Mon/Wed/Fri	\$3000	\$300.00	\$270.50
Tues/Thurs	\$2350	\$235.00	\$211.50
Monday- Friday	\$4500	\$450.00	\$405.00

Extended Care Fees

Extended care is available from 7:00-9:00 am and 2:30-5:30 pm for an additional fee. For under 3 hours of extended care the fee is \$12.00 a day. For over 3 hours of extended care the fee is \$17.00 a day. If your child needs extended care on a regular basis (more than 3 days a month), you will be charged monthly and your fees are due at the first of each month along with your tuition. The fee is non-refundable. If your child does not use extended care on any day during the month, you will be charged for the entire month's extended care.

If your child needs care on a day they are not registered, they may "drop in" but, arrangements must be made through director to check for availability. If there is available space, there is a \$50 charge per day plus \$20.00 flat fee for ANY extended care which must be paid at the beginning of the week your child is in drop in service. **This service is only available for registered students.**

In addition, any drop in extended care will incur a fee of \$20.00 flat fee, no matter how long the child stays.

First time Enrollment Fee and Mid-year Supply Fee

\$125 (registration and supply fee for ½ of the year)

This non-refundable fee secures a position for children the first time they enroll in our program. We will be charging an additional **\$50** for the second semester supplies. This fee will help us with the high cost of especially cleaning supplies. It is also applied to art supplies, educational supplies, and snacks.

Early Drop off and Late Pick up Fees

If your child arrives before 8:50, and is not signed up for regular extended care, this is considered drop in extended care. A charge of \$20.00 will be applied for each day morning drop in extended care is used.

At 2:30 pm, children remaining in our care are taken to extended care. Parents arriving right at 2:30 pm or before will not be charged a fee. After 2:30 pm, the charge for late pick-up is \$5.00. After 2:35 pm, the late fee is \$5.00 per minute. If your child is signed up for extended care and he/she is not picked up before, or right at 5:30, the charge will be \$10.00 per minute. Children left for more than one hour after we close at 5:30 pm will be released to Child Protective Services.

AUGUST TUITION WILL NO LONGER BE PRO-RATED

Late Tuition Payment Fee will be \$15.00 after the 10th of the month, \$30.00 after the 15th and \$50.00 after the 20th. Tuition is due by the first class day of the month. **This will be strictly enforced unless arrangements are made with the assistant director.**

Returned check fee is **\$50.00 (\$35.00 returned check + \$15.00 late payment fee)**

Coming and Going at Glen Rose Methodist Preschool

Arrival

To ensure the safety of all our students, we ask that parents please remain outside the building while the teachers welcome the child into the room at the beginning of the day. If the child arrives before 9:00, they will come to the red door for entrance. At 9:00, the older students will come to the front door, the younger two classes will come to the red door. The teachers will sign the child in for the day and make sure the child's belongings are put in the appropriate cubby.

If your child brings breakfast with them in the morning, they will be permitted to eat it up to 8:30 am. After 8:30 a.m., teachers are preparing the room for the day.

Tips for a Smooth Adjustment

1. Use routine and rituals. Try to follow the same lunch and nap/rest schedule at home that your child follows at school.
2. Be consistent about drop-off and pick-up; do the same thing every day.
3. Let the caregiver invite your child into the group.
4. It is important to say goodbye! Do not sneak away. Do not tell your child you will come early to pick him/her up to calm them down if they are crying. They will be fine.
5. If your child seems upset when you leave, do not panic! Let the Director know so she can check on him or her throughout the day. Usually the crying stops as soon as the child understands that it will not bring you back into the room. We will be happy to give you updates on your child's progress throughout the day.

The Four B's of Saying Good-Bye:

- **Be Aware** of your feelings! Do not let your anxieties affect your child.
- **Be Firm** "Goodbye, I am leaving now. I love you. Have fun." Never say, "Is it okay if I leave now?" Avoid lingering.
- **Be Specific** Young children have a hazy sense of time. "I will see you right after nap," is better than, "I will see you later."
- **Be there!** Do not betray your child's trust. If you must be late or if someone else will pick up, be sure to let your child know.

Departure

Children will depart from the playground, on days when the weather permits, and at the preschool dismissal time (2:30 p.m.). For the extended care students, departure will occur at the red door. Please let the teacher know when you arrive and wait outside the classroom for your child and his or her belongings. When possible, one of the teachers will be available at the door to answer any questions you may have at this time.

Children are ABSOLUTELY NOT released to persons who are not authorized on the enrollment form. We require proof of identification; specifically, a photo ID card. Please be sure to inform your relatives and friends of our safety protocols so that they will bring a current photo ID. Inform the director of any situations which could result in an unauthorized person attempting to pick-up the child. Thank you for your cooperation in this serious matter.

Bus Service

GLEN ROSE UNITED METHODIST PRESCHOOL NO LONGER PROVIDES BUS SERVICES. PLEASE CONSIDER OUR EXTENDED CARE OPTIONS.

Parent Participation

Classroom Visitors

Parents are encouraged to visit any time to observe or participate. We hope you will feel welcome to visit your child's school. We appreciate parental cooperation and understanding of classroom dynamics; visitors can have strong effect on the normal routine. To ensure the best experience for all, discuss visits with the teacher.

Volunteers

If you have a special talent or skill to share or extra time to help, we would love to have your share it with us! Please make arrangements with the Director or classroom teacher.

Parent Information Board

Please check the Glen Rose First United Methodist Preschool Bulletin Board in the foyer of the building for important messages and information.

Celebration of Birthdays

We love celebrating birthdays at Glen Rose United Methodist Preschool. It is a special day deserving of extra attention and we want to help make your child's big day a special one. However, please remember that birthday gift exchanges are not appropriate in a classroom setting. If your child wants to bring a gift for a classmate's birthday, please have them present it privately after school.

Please plan ahead with your child's teacher if you would like to bring a special treat for your child's class. All food items must be served in coordination with lunch and snack.

We would be happy to help you distribute party invitations for an away from school party if you are inviting every child in the class. Please understand we cannot release addresses.

Field Trips

We have several field trips planned throughout the school year. We will do some walking field trips early in the year. Later, we will be using transportation. The registration papers include a general field trip permission form that covers all trips throughout the year. However, for bus rides, we will send home a "trip specific" form that will need to be signed and returned to the child's teacher before the child will be allowed to attend.

This is another opportunity for parent participation. When possible, parents will be invited to come. We will not be able to transport parents on the buses, but will encourage parents to join us at the site, or follow the bus to the destination. Parents will be allowed to transport their own child to and from the trips and check their child out for the day from the field trip site if desired. However, parents can only transport their own children.

With-drawl or Expulsion from the Program

With-drawl

With-drawl from Glen Rose United Methodist Preschool requires written notification at least two weeks prior to the intended date of with-drawl. Parents are responsible for payment during the final two weeks of care. If notice is not given, parents are still responsible for payment of two weeks. This policy is enforced to ensure the financial ability of Glen Rose United Methodist Preschool to meet payroll and material requests. Thank you for your cooperation in this matter.

Expulsion

Expulsion rarely happens, but if a child's behavior becomes unmanageable, even with consistent and loving interventions, parents will be asked to remove the child until the child is able to respond to rules and regulations set by the preschool program. A review of the child's behavior and a probationary period can be scheduled six weeks following the expulsion date. The probationary period will last 2 weeks. Depending on the results and probationary period review, it is possible to readmit the child in the program. Expulsion is an extreme measure and would only be used in the most extreme set of circumstances.

Absences

Occasional absences due to illness and family activities are expected. These absences do not reduce your annual tuition. Please call your child's teacher to let us know your child will be out.

Open Door Policy

We are here to serve you and your family. Please share any and all questions, concerns, suggestions, and ideas. Our goal is to improve and grow in every possible way. Communication is the key, and we are ready to listen! We pledge to notify you with any and all policy changers upon adoption of the new policy.

Parent Concerns

Daily concerns may be taken care of before or after class. Please be aware that this is a busy time for teachers. More serious questions or concerns should be discussed with your child's teacher during a scheduled meeting. If you feel that your concern has not been appropriately addressed, please discuss the situation with the Director.

Grievance Policy

If there is a problem, please discuss it with the child's teacher and/or Director. If a problem remains unresolved within a reasonable amount of time, please submit your concern in writing to the Glen Rose United Methodist Preschool Advisory Board Chairperson or the Children's Ministries Director. It is our goal to meet your needs so that your experience with us will be positive for you and your child.

Special Needs Students

Glen Rose United Methodist Preschool welcomes all students. Our staff is highly trained and teachers are all certified educators. We do not, however, have the staff, training, or accommodations and equipment to meet the needs of all special needs students.

TSMMSG Standard 746.501

Instructions on how parents may contact:

1. The local Health and Human Services Child Care Regulations Office:
1501 Circle Drive, Suite #310
Fort Worth, TX 76119
2. Intake number for Health and Human Services Child Care Regulations:
817-321-8604
3. 24 hour abuse/neglect hotline
1-800-252-5400
http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp

We are Just the Beginning

Preschool experiences are just the beginning of a lifelong journey through education. We are privileged to be a part of this critical time in your child's development. Thank you for the opportunity to share in the life of your precious little one. Please know that we feel blessed to have the honor of participating in your child's early years. We are so glad that you are with us. God bless you!



I have received the Parent handbook containing the Operational Procedures of the Glen Rose First United Methodist Preschool and agree to follow all procedures for the 2022-2023 school year.

Parent Signature _____

Child's Name _____

Date _____