

# PARENT HANDBOOK



**ELEVATE**  
**PRESCHOOL**

PHONE: 469-287-6773 / FAX: 469-385-8886 / WEBSITE: [WWW.ELEVATEPRESCHOOL.COM](http://WWW.ELEVATEPRESCHOOL.COM)

A ministry of Elevate Life Church

*.....to provide the atmosphere and the experience  
necessary for children to grow spiritually, mentally,  
emotionally, socially, and physically so they can become  
the leaders God destined them to be!*



## ***Elevate Preschool***

469-287-6773

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[www.elevatepreschool.com](http://www.elevatepreschool.com)

**Director: Keri Smith – [keris@elevate.life](mailto:keris@elevate.life)**

**Assistant Director: Liz Strobl – [lizs@elevate.life](mailto:lizs@elevate.life)**

## **Elevate Life Church**

8500 Teel Parkway

Frisco, TX 75034

214-387-9883

[www.elevate.life](http://www.elevate.life)

## **Welcome from your Director**

As the Director of Elevate Preschool, it is my honor to be a part of your family's decision to help build the biblical foundation for your child's bright future through this ministry of Elevate Life Church. It is my passion to see the development of each child as they grow spiritually, emotionally, socially, mentally, and physically while they are here with us. The real joy and fulfillment comes from seeing them after they have left us and getting to see their divine fingerprint they are leading the next generation with.

In my 17 years of working in child development, I have been a director with Elevate Life Church going on eight years; 4 years being with the preschool. Before my endeavors here with ELC, I managed my own private childcare facility, experienced being a professional au pair, and assisted with special needs children in a local elementary school; all before starting a family.

The most important thing to me is my family. I had the highest honor when I got to marry my high school sweetheart. Of the 20 plus years of doing life together, we have been active members of our church family here at ELC since 2003. We knew this is the place where we would grow and build our families spiritual foundation, leadership culture, and our core values. As extremely proud parents of five kids, we find it most gratifying when we get to experience, teach, and learn from all the new milestones of each one of our uniquely made children. Thank you choosing to be a part of our preschool family. We are so excited for what this year has in store.

Be Blesses & Be a Blessing-



**Keri Smith**  
Preschool Director

## A Letter from our Pastors

Dear Parents,

Pastor Keith and I want to extend a warm welcome to you and your children. Your children are your most precious possessions and we are honored that you have chosen us at Elevate Preschool to impart into their lives.

God uniquely creates each child, and each has been given a unique fingerprint to leave an imprint that no one else can leave. We want to help develop your child's God given uniqueness. This will happen as we provide the atmosphere and experiences necessary to help each child grow spiritually, mentally, emotionally, socially and physically to become the leaders God destined them to be.

Preschool years should be filled with happy, memorable, and destiny shaping experiences. Through these experiences we will teach your children devotion to God, love and kindness for others, respect for authority, obedience to divine commandments, self-discipline, self-control, humbleness of spirit, and their worth in the kingdom of God.

Thank you for allowing us to partner with you in raising God's next generation!

Many Blessings –



**Keith & Sheila Craft**  
Lead Pastors

## Our Beliefs

### MISSION STATEMENT:

The Mission of Elevate Life Church is to elevate Jesus, equip families and empower leaders.

### VISION STATEMENT:

Our vision is to lead people to discover God, develop themselves, and be deployed into leadership with a biblical worldview.

### CORE VALUES:

**Relationships** // We want to love people the way that God loves them.

**Personal Growth** // We want to become the people God has destined us to be.

**Servant Leadership** // True leadership begins from the bottom-up, not the top-down.

**Generosity** // We believe we can never out give God.

**Biblical Success** // All physical, mental, material and spiritual wealth comes from God.

**Positive Attitude** // A good attitude is more important than ability, talent or calling.

**Innovation** // Effectiveness is more important than tradition – we readily embrace change.

## Elevate Life Pastoral Team



**Josh Craft**  
Executive Director of  
Ministry Environments



**David Stroud**  
Executive Director of  
Business Operation



**Keela Craft Ambrose**  
ELI Supervisor



**Whitney Craft Jones**  
Service Programming  
Director



**Steve Miner**  
Care Director



**Vickie Flowers**  
Adult Ministries Director



**Clay Jones**  
Service Programming  
Director



**Buddy Flowers**  
Adult Ministries Director



**Jessica Skidmore**  
ELC Kids Director



**Carissa Baker**  
Next Gen Director



**Jeremy Baker**  
Next Gen Director



**Lafe Angell**  
McKinney Campus Director



**Mark Blum**  
Missions and Outreach  
Coordinator



**Greg Briette**  
Small Groups Supervisor

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# Program Information

## **Licensing**

Elevate Preschool will be following all licensing guidelines required by the Texas Department of Family and Protective Services. Elevate Preschool will comply with laws, rules and standards of the Minimum Rules for Licensed Child Care Centers and the Texas Department of Health.

Parents may contact the local licensing office at: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or 940-231-4461.

Notice of Availability: A copy of the most recent licensing inspection reports and a copy of the Minimum Standards are available for review in the main hallway display or see the Director.

## **Program Days**

**9:00 am – 2:00 pm**

2 Day: Tuesday and Thursday.

3 Day: Monday, Wednesday, and Friday

5 Day: Monday – Friday

We follow the Frisco ISD school calendar with the exceptions of the start and end dates. We start the Tuesday after Labor Day and end the week before Memorial Day.

## **Ages**

2 years to 5 years (year prior to kindergarten)

## **Registration**

Elevate Preschool does not discriminate in enrollment or dismissals on the basis of race, color, sex, religion, national origin or handicap. However, if the Preschool feels it is not able to meet the needs or expectations of your individual child/children, we do reserve the right to decline enrollment to your child/children. Registration is open first to those currently enrolled and their siblings, then to ELC Members, then to ELC attendees, following with the public. If you are enrolled with a permanent position in the current school year, you will have priority in enrolling for the next school year. If you withdraw your child before the next year's enrollment period; or drop out before the end of the school year, you will not be eligible to enroll with "currently enrolled." Our currently enrolled students are given an opportunity to register their children for the upcoming school at the end of January. At this time, a new enrollment form must be completed, and a new registration/supply fee collected. Registration is then opened in mid-February to new families. After registration, any remaining spots are filled on a first-come, first-serve basis. We will put a child's name on a class wait-list when a class has been filled. A registration fee is not collected for children on the wait-list until they secure a class spot. Children are placed in classes according to date of birth. Children are not moved into another room when they have a birthday. The group "ages" stay together through the school year.

Please note that when creating our class lists we do not place children in classes from parent requests for teachers, friendships, etc. You are welcome to make a request, but we cannot guarantee your request will be granted.

## **Registration Forms**

The following forms **MUST** be completed and turned into the Elevate Preschool office prior to your child attending:

1. Admission Enrollment Form
2. Immunization Records AND Health Care Statement from child's doctor
3. Child and Family Information Sheet
4. Discipline and Guidance Policy Form
5. School Directory Form
6. Allergy Emergency Plan (if needed)
7. Tuition Express Registration Form
8. **Non-Refundable** Registration, Supply Fees, 1<sup>st</sup> month tuition

## **Withdrawals**

A **three weeks' notice** is required, and **three weeks' tuition** is due **upon the child's withdrawal** from Elevate 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 toward any tuition payments owed. Any withdrawals for the months of September and May will not be refunded. (This would-be July payment for September and the April Payment for May) Any new enrollment throughout the year will have their 1st months tuition non-refundable.*

## **Dismissal from Program**

Elevate Preschool reserves the right, after thorough evaluation, to dismiss or suspend 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.

# **Preschool Tuition**

## **Registration/Supply and Tuition Fee (non-refundable)**

All registration, supply, and first month's fees are **non-refundable** and required at the time of registration to secure placement for each child. This fee is collected each school year. All first and last month's tuition is non-refundable.

### **Registration Fee (non-refundable)**

Per student	\$50
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### **Supply Fee (non-refundable)**

2 Day: Tuesday and Thursday Program	\$100
3 Day: Monday, Wednesday and Friday Program	\$125
5 Day: Monday – Friday Program	\$165

## **Monthly Tuition Rates (September (or 1<sup>st</sup> month) and May -non-refundable)**

2 Day: Tuesday and Thursday Program	\$230
3 Day: Monday, Wednesday and Friday Program	\$310
5 Day: Monday – Friday Program	\$495

**\*\*ALL First month's tuition – whether its paid for September (July 1) or any other month; and Last Month - May (April 1) Tuition Payments are non-refundable\*\***

## **Tuition Discounts**

Sibling Discount – 10% off 1 additional sibling only, all other siblings are regular rate

**Please note:** The tuition rate is the same each month regardless of how many school days are in that month. *We do not adjust your tuition if your child does not attend, nor will refunds be given for missed days due to inclement weather or illness.* Please remember that you are paying for the space reserved for your child, not for your child's attendance.

## **Tuition Payments**

### **Fee Schedule**

Monthly payments are due the first of each month and become **past due after the 5<sup>th</sup> of each month**. Our tuition schedule runs one month in advance for the entire school year except for September. First month's tuition is due on July 1 (this is your non-refundable September payment) and the following months will be due at the regular scheduled time starting in September. The first month's tuition must be paid on or before July 5 or your child's spot will be forfeited. Your account must be in good standing before your child may attend class. Our last tuition will be in April (this is your non-refundable May payment). May tuition is **non-refundable**, so plan vacations and trips accordingly. Any Pre-K student account not in good standing before graduation will not be able to participate in the ceremony or festivities. Any outstanding account will not be allowed to attend any summer program within ELC until in good standing.

### **Payment Methods**

Tuition and Fees will be processed through Tuition Express via Procare. A Tuition Express Registration Form is required upon enrollment. **All payments are Auto Drafted** through your bank account, debit card, or credit card on the fourth of July and September through April. If you choose not to enroll in Tuition Express, a \$5 "Handling Fee" will be charged to each billing cycle, as we will be forced to continue processing your payments by hand.

### **Late Payment Fee**

A **\$15 late fee** will be assessed if payment is received after the **5<sup>th</sup> of the month**. If your account is declined on the 5<sup>th</sup> due to unavailable funds and payment must be processed again, the late fee will be added to your account.

### **Delinquent Accounts**

*A continual problem (3 times) of late tuition payments and/or insufficient funds could result in your child being dropped or suspended 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 funds via check or unavailable funds. (Please see Late Fee Policy as this would apply as well)



## Income Tax Information

Tuition receipts and End of Year receipts will be found in your **Procare** account. We will not print these forms without a written request from you. We will then print within 3 full business days

**Our Tax ID # is: 75-2852673.**

**\*\*Director will notify you via email communication of any changes in our operational policies within 5 full business days of changes\*\***

## Health and Wellness

Elevate Preschool assumes and requires that responsible parents do not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of other children and teachers. Sick children will not be accepted. **If your child has a fever, diarrhea, vomiting or other type symptoms, they need to be symptom or fever free (without medication) for 24 hours before returning to school.** If your child was sent home from school, they will not be accepted the following day. Please be aware that the classroom teacher and Directors are responsible for making the decision to accept or turn away children due to illness.

### Medical Plan Procedures

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

1. Contact BOTH parents 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 parents; and
5. Ensure supervision of other children in the group.

**Please make sure that we have ALL updated emergency phone numbers on file.**

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from the home when any of the following symptoms exist; nor will they be accepted in the school facilities:

1. Fever of 100° or more
2. Vomiting and/or diarrhea

3. Any symptoms of childhood diseases, such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc. – or any infectious contagious diseases
4. Chicken Pox - all sores must be completely scabbed over and dry underneath
5. Common cold - from onset through 1 week
6. Sore throat
7. Croup
8. Fifth Disease
9. Any unexplained rash
10. Any skin infection - boils, ringworm, impetigo, thrush, and Hand-foot-mouth disease
11. Pinkeye or other eye infections. (All eye infections are contagious. The child must be on medication for 24 hours before returning to school)
12. Any communicable diseases or symptoms of a communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain, plus a fever)
13. Cloudy or green runny noses, persistent cough
14. Mononucleosis
15. Head Lice

Please notify the Director if your child has been exposed to a contagious illness such as chicken pox, pink eye, strep throat, or 5th disease. Informing the office helps us keep other parents aware of the situation and lets them monitor their own children for early signs which can lead to a quicker diagnosis and recovery. If an outbreak occurs of a serious, contagious illness, we will post the outbreak, along with symptoms and treatment recommendations with also keeping confidentiality of who has notified the school.

### **Procedure for Dispensing Medicine**

If your child needs medications dispensed during the day, please notify the Directors and sign a request form. All medication must be in a container or zip-lock bag with your child's name clearly written on. Please do not send medicine in your child's backpack.

### **Allergy Emergency Plan**

The Directors and Staff must be informed of any **physician diagnosed** allergy a child may have. This is not for dietary preference or non-diagnosed allergies. The Allergy Emergency Plan must be submitted before your child may attend school, no exceptions.

### **Incident/Illness Report**

Normal bumps and bruises will occur as a child is learning to develop new skills and his/her curiosity and courage increases. However, incidents in which first aid (cuts, scrapes, etc.) was administered will be documented in writing ("Ouch Report") and given to parents to sign then placed in your child's personal file at the desk. All minor or major occurrences to the head will be immediate notification to the parent.

### **Immunization Records**

The child's immunization record must be kept CURRENT always. 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 to begin classes. **We are recommending our staff to be current on TB test, vaccines, and flu shots.**

### **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 15<sup>th</sup> of that year. A copy of the screening must be submitted to the school office by December 15<sup>th</sup> of that school year. Elevate Preschool 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.

### **Hand Washing**

Children and staff will be required to wash hands with antibacterial soap and warm water several times throughout the day in an effort to omit the spreading of germs which could lead to illnesses or communicable diseases. Hand washing will take place directly after hanging backpack, before and after lunch, after diapering and toileting, and when coming in from outdoor play as well as indoor play (and as necessary in the interim).

### **Diapers and Diaper Changing Routines (2-year old ONLY)**

Parents must supply all disposable diapers, wipes, diaper rash creams, ointments, or powder to be used at the time diaper changing.

### **Potty Training Procedures (2-year old ONLY)**

Elevate Preschool will continue to assist children (in the 2-year old room) who are in the process of toilet training at home while in our care. Parents must provide a sufficient number of undergarments, pull-ups, and training pants in the event more than one set is needed throughout a day. There are designated "potty" times in their room and when the child recognizes he/she needs the "potty". Please speak with your child's teacher for concerns or ways to help your child be successful while trying to accomplish this task.

### **All children entering the 3 year old and 4 year old classes must be potty trained.**

Elevate 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.

### **Change of Clothes**

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. When girls wear dresses or skirts, they **MUST** wear shorts underneath (not bloomers or other type of panty cover-ups). 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.

# Safety Procedures

## Entering the Building

For safety reasons, please park in the front of the church and walk your child into the building. We have plenty of parking for everyone. Parking in the handicap spaces unless you have a permit is unpermitted, law enforcement will be called in the event a permit is non – visible.

## Parking Lot Safety

We have a parking/carpool flow that should be followed daily. You must stay off your phone unless you are using a “hands free” device while you are in the parking lot. When you are dropping your child/children off in the carpool lane, you must wait for a staff member to receive your child before you leave the lane. If you park and walk your child in, you may not leave younger siblings in the car alone. Please hold your child’s hand at all possible. Please be aware of your surroundings always.

## Arrival Time

Children are to arrive no earlier than 8:55 a.m. and be picked up by 2:00 p.m. Our class activities begin at 9:00 a.m. so when a child is late, he/she misses out. **Late arrivals can be a disruption to the class. If you arrive after 9:15 a.m. you must check in at the preschool desk. If you arrive during chapel time between 9:15-9:35 you must wait at the preschool desk with your child until chapel is over. After checking in, we will escort your child to their classrooms at the appropriate time.** Please notify us in advance of any appointments or commitments you or your child may have. It is important for the teachers to focus their attention on the children. If you have something important to tell the teachers, please write a note, tell the preschool desk, or schedule a conference.

## Tardies

Our class activities begin at 9:00 a.m. so when a child is late, he/she misses out. Late arrivals can be a disruption to the 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 and must sign a tardy slip. We do understand things will come up occasionally. Because of those rare instances, you are given five (5) tardies each semester. Upon review, habitual tardiness may lead to a tardy fee, suspension, dismissal of your child from our program.

## Checking In/Out Children (Sign In/Sign Out sheet)

Each morning **the child MUST be SIGNED IN** at the classroom door. By your child’s name, enter the time of arrival and your signature. In the afternoon, **YOU MUST SIGN OUT** by entering the time of dismissal and your signature. If your child does morning carpool, the teacher will sign your child in.

## **Leaving Your Child**

Parents, this can be an anxious time for some children. We have found that it is best if you leave and pick up your child at their classroom door. It is also less stressful on the child if you make your “goodbyes” brief. Please, do not go into the classroom or peek in the door, as this can be a distraction to the class. There will be a two-week grace period in September and then you must drop off/pick up at the classroom door. If you are concerned about how your child is doing after dropping off or during the day, you may call or come by the office and we will gladly check on your child during the first two weeks of school. Please keep in mind, in order to give your child our very best, we try to keep classroom interruptions/distractions for the remainder of the year to a minimum. Your child’s Lead teacher will give you daily reviews at pick up time.

## **Dismissal of Children**

Our center will only allow individuals the PARENT/LEGAL GAURDIAN authorizes to pick up the child. The authorized individual must check in with the preschool desk and must have picture identification (i.e.: driver’s license) to show the desk/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. Elevate Preschool dismisses for the day at 2:00 pm. If you are tardy in picking up your child/children from the program, you will be charged an additional \$1.00 per minute fee (per child) from 2:05-2:10 to be paid to the child’s teacher(s). At 2:10, your child will be sent to Club L.I.T. (aftercare) and you will be charged an automatic fee of \$15 to be paid to Club L.I.T. Since classroom clocks vary, the **late fee** time will be determined by the preschool desk clock.

## **Visitors in Classrooms**

Only ELEVATE PRESCHOOL staff should be allowed in the classrooms when children are present. School visitors must sign in at the Preschool desk to 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.

Parents are always welcome at anytime to observe their child/children while their child/children are present at the center. Scheduled visits are always appreciated. Please sign-in at the Preschool desk to receive a visitor’s badge.

## **Emergency Procedures**

Parents are responsible for keeping current the emergency numbers on file at school. Please keep these records current.

In an emergency, Elevate Preschool’s first responsibility is the safety of every child. They will be moved to a designated safe area where Elevate Preschool staff members will supervise them until parents can be notified. In order to assure that our school is a safe place for all children, we have adopted the following policies & procedures:

1. Staff members are responsible for the children in their care at all times.
2. Each classroom is equipped with a battery-operated flashlight. An attendance list is posted close to the door and will be taken by a staff member every time the class leaves the room including when evacuating the children for emergencies.

3. An emergency evacuation plan for fire and severe weather is posted in each classroom.
4. Elevate Preschool has a fire drill every month and a severe weather drill and lock down drill every 3 months.
5. Elevate Preschool will follow all directions required by the Frisco Fire Dept. regarding appropriate evacuations procedures.
6. The Assistant Director will be responsible for assisting the children during the evacuation process and the Director will be calling the appropriate emergency personnel along with our State Licensing Representative. Our Facilities Operator will turn off any needed gas, electricity or water lines.

A copy of our Emergency Preparedness Plan is located at the Preschool Desk and in each teacher's emergency folder in their classrooms. These plans get reviewed and approved through the state and local representatives. We will not share the details of this plan for the safety of our students and staff with any one outside of this.

### **Relocation Plan**

In the event of an emergency requiring evacuation of our building we will take all children and staff to Frisco Trails Montessori, 8600 Teel Parkway, Frisco TX 75034. Each teacher will be responsible for bringing medical release forms, parent contact information and student rosters.

Children will walk next door and the teachers will take a head count before leaving our building during our walk, and upon arrival at Frisco Trails Montessori. Staff cell phones will contact parents after arriving safely.

### **Bad Weather**

If Frisco ISD is not in session due to inclement weather, Elevate Preschool will NOT have school that day. If Frisco ISD has a delayed school start of 2 hours then Elevate Preschool will have a delayed start of 2 hours and will begin at **11:00am**. Listen to your radio or television to hear of Frisco ISD school closings or delays. The Director will also send out a mass email notifying of our closing/delayed start. We will not refund tuition on school closings or delayed starts. It is our policy NOT to make up bad weather days.

### **Reporting Child Abuse**

Elevate 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](http://www.dfps.state.tx.us). To view our prevention of child abuse and neglect please visit the preschool desk.

# Daily Policies and Procedures

## Curriculum

We use the Creative Curriculum as well as resources from A Beka (an advanced Christian-based) curriculum. The Creative Curriculum guides the teachers in how to teach S.T.E.A.M. to preschool children effectively. There are five components to Creative Curriculum and they are:

- 1) How children develop and learn;
- 2) The learning environment;
- 3) What children learn;
- 4) Caring and teaching and
- 5) Partnering with families.

In our Curriculum we also include letters, themes, bible stories and bible verses. Research has shown that young children learn best through active hands-on experiences. Preschoolers will choose from Dramatic Play, Science/sensory, math/manipulatives, writing, library, art, and blocks/transportation, where achievable objectives have been planned to help teach the topic of study. Daily activities are designed to provide appropriate experiences in the following early childhood development areas; social development, getting along in groups, learning responsible behavior such as sharing and more, respecting others, expressing feelings appropriately, providing experiences with math and science, promoting children's curiosity, by encouraging, observing, exploring, and experimenting. We also provide Music, Spanish and Bible classes. Our goal is to groom all the children for the school classroom and have them know what is expected of them in the school atmosphere. The playground is also an educational environment where children learn about their physical capabilities and social interactions.

All 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, be CPR & First Aid certified, and obtain a Texas Food Handlers license.

Formal Student assessments are completed each year in the beginning, middle and end of each school year. Parent conferences are held in April. For any child a teacher and/or the Director observe needing extra help or attention, a parent conference via phone or in person will be set accordingly.

## Snacks

A morning snack is provided each day for the children with water to drink. We are NOT a peanut free environment. Please note all diagnosed food allergies and preferences on your child's registration form. Our snack list is available at the preschool desk if you have any concerns.

## **Lunch**

Elevate Preschool does not supply children with lunches. Children need to bring their own lunch with a drink. Please note food allergies and preferences on your registration form. Please send nutritious foods that do not need to be heated or refrigerated. Send a prepared lunch that your child can handle easily. Follow these simple rules when packing a lunch:

- We suggest that the lunch be made up of primarily finger foods that can be served with little assistance.
- Please cut up all foods that could be a choking hazard (i.e. grapes, hot dogs, etc.).
- Pack any utensils needed in their lunch (i.e. spoon, fork).
- Please be sure your child's name is on his lunch box, cup and all other containers.

## **Nap/Rest Time**

All children will have a rest time. 3 and 4 year old's will have a minimum of 30 minute rest time and the 2 year old's will be a minimum of one hour. If children are not able to nap, they may rest quietly for the state mandated time and then will be provided with quiet activities. Children need this time to restore their energy. A nap mat or beach towel for your child will be needed daily. 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 blanket or stuffed animal he/she needs during rest time, please label it clearly. Security items will be phased out in a parent/teacher timely manner. Due to the spread of germs, we do not allow bottles, sippy cups, or pacifiers during school hours.

## **Supplies Required**

Elevate Preschool will provide all necessary materials for daily projects. All supplies are washable and non-toxic and will be used under the supervision of staff.

## **Schedule**

Please see your child's teacher for your child's class schedule.

## **Items to bring daily to school**

- Backpack large enough to hold multiple items
- Nap Mat or Beach towel
- XL Ziploc storage bag (2 ft. x 1.7 ft.), tote bag or back pack to hold your child's nap mat
- Appropriate change of clothes
- Small jacket during cold weather months
- Take home folder
- Diapers for children not potty trained in the 2 year old classroom

## **Toys**

Elevate Preschool IS NOT responsible for lost or broken toys or games brought from home, so we ask that personal toys not be brought to school. One soft toy for nap/rest time only will be permitted, but will be kept in the cubby before and after nap/rest time. No play guns or swords of any kind are allowed.



## Special Events

We are excited about many different special events planned here at Elevate Preschool. When special events are being planned you will be notified by email. The event is usually planned in advance for parental planning. Also, please follow us on Facebook or with Apple Tree app.

## Birthdays

We would like to share with you in celebrating your child's birthday. Please inform your child's teacher ahead of time of the treat. We welcome any treats you provide and prefer store bought; however, please send enough to share with your child's classmates. Some ideas are: donut holes or cookies – **please no cupcakes**. Please check with the teacher for any food allergies in the class and for the appropriate time to do so.

## Confidentiality

Elevate Preschool knows and understands the importance of trust between parents and childcare providers/Directors. Our door is always open to you and we encourage you to schedule a conference with the teacher or the Director, Keri Smith, should a situation arise to be discussed. It is important for you as a parent to know that all children's records on file, meetings and conferences are extremely confidential. Should you need to schedule a conference please contact your child's teacher and/or the Director, Keri Smith.

## Parental Procedures for Elevate Preschool

- *Enrollment procedures/policy changes:* Notifications will be posted outside each classroom or a written letter will be sent home.
- *Procedure for parents to review any questions or concerns:* Contact your child's teacher first to set up a Parent/Teacher conference. When conferencing with your child's teacher, please be clear on your concern and the desired outcome you would like to see. If you feel the concern was not resolved after the Parent/Teacher conference, then please schedule a meeting with our school Director (469-287-6773 or keris@elevate.life).
- *Procedure for parents to participate in activities:* Sign in and out at the front desk and receive a visitor's badge. Parents are always welcome at anytime while their children are present at the center.
- *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 Elevate Preschool.
- *Parental Notification:* We will post important information and reminders outside each classroom and/or send email.

## **Discipline**

Occasionally it becomes necessary to guide a child to a more acceptable behavior, such as when the child is hitting another child, hurting himself/herself or destroying property. When this happens, we will enforce class discipline by affirming positive behavior, keeping children aware of limits, and re-routing/re-directing a child's interest. Under NO circumstances will teachers or staff strike, spank, shake, verbally abuse or use intimidation tactics with any child. Our three classroom rules are: 1) Be kind to yourself and others; 2) Take care of the classroom; and 3) Listen to the teachers. 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 Policy**

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. Elevate 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.

Biting, disruptive (hitting/pushing), or destructive behavior cannot be tolerated for the safety of other students. The Director, teachers and parents will need to form an action plan. For severe cases, the child may be suspended or removed from the program in order to provide a safe environment for other classmates. Elevate Preschool has the responsibility to protect the children in our care from harm as well as its property.

## **Miscellaneous**

### **Parent Involvement**

Each year a Room Parent helps plan for seasonal activities in their child's classroom at Christmas and Valentine's Day.

Our school also has a Parent Committee where parents are encouraged to help provide lunch for the teachers at Christmas and help during Teacher Appreciate week. This is a week when staff is shown how special they are by receiving goodies and notes of encouragement, praise and appreciation. If you are interested in leading the committee or helping, please contact the Director at [keris@elevatelife.com](mailto:keris@elevatelife.com)

### **Parent Information Changes**

Anytime there is a change of address, email address or telephone number at home, work or cell, the parent needs to notify Elevate Preschool immediately. The change of information on the child's original paperwork must be done by the parent only.

**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 Elevate Preschool's ability to meet any special needs while still providing a quality preschool experience for the entire classroom.

**Fundraiser**

We hold an annual fundraiser each fall for Elevate Preschool. A portion of proceeds from Picture day purchases, Chapel CD, Slideshow DVD will all be processed as fundraisers. These funds help with teacher equipment and training tools.

**Water Activities**

Elevate 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 written permission slip that will need to be signed and returned 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.

**Breastfeeding**

Elevate Preschool will provide a comfortable place with a seat that enables any mother to breastfeed her child. This may include a seating area within a restroom or classroom.

**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.

**Sex offenders**

Persons who are on the Texas Sex Offender Registry may not be in the Elevate Preschool 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.

**Video Policy**

On nice weather days, videos should only be watched if it pertains to the curriculum for that day. Educational videos may not be watched during nap/quiet time for those who don't actually sleep. On occasion (for example bad weather days) other videos may be watched during recess time. This is limited, and Director approved/disapproved per request.

**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 eligible for kindergarten).

Class	Two Teachers To:
2 years	11
3 years	13 - 16
4 and 5 years	15 - 18

**Class Placement**

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

**Example Daily Schedule:**  
**Three Year Old Room**

9:00-9:15	Morning Activity
9:15-9:30	Chapel with entire school
9:30-10:00	Circle Time: Large Group Activity Morning Prayer, Days of the Week, Calendar, Weather, Monthly theme, educational focus
10:00-10:30	Specials: Music, Spanish or Bible Alive
10:30-10:45	Snack
10:45-11:30	Centers & Small Group Activities (One-on-One 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 planned 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.

EXAMPLE 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

Updated 8/1/18