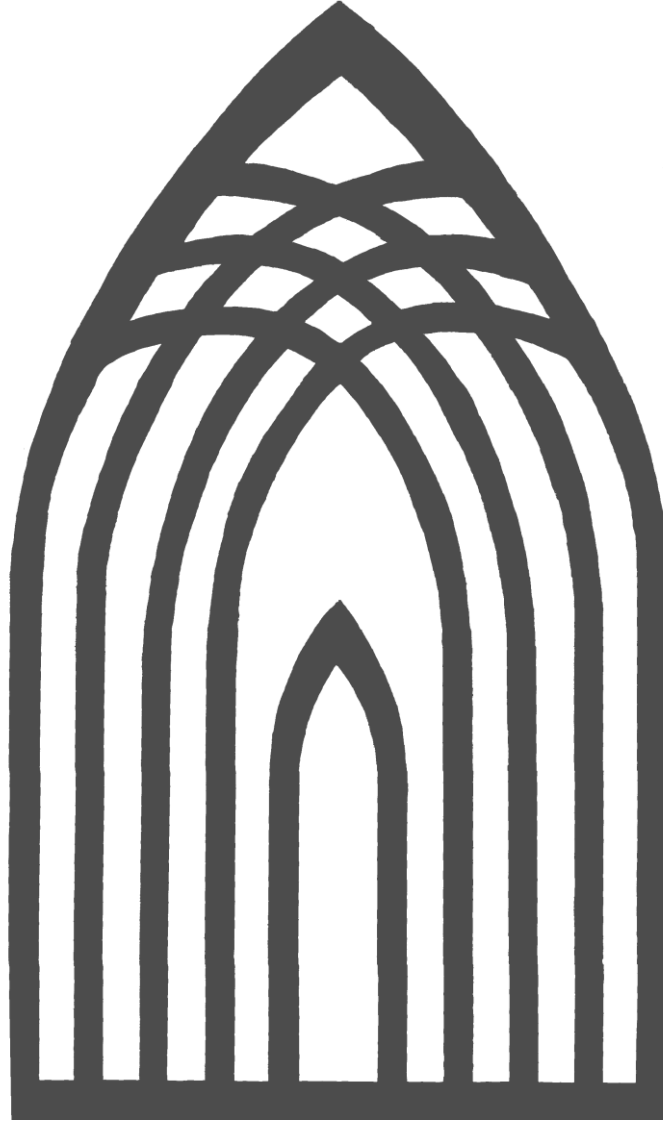


# **Emmaus Catholic Parish Early Childhood Education Program**



## **2018-2019 Parent Handbook**

**1718 Lohmans Crossing      Lakeway, Texas 78734**

**Office Phone: 512-261-8500 EXT 305**

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**Emmaus Early Childhood Education Program - A Ministry of Emmaus Catholic Parish**

## **Our Mission**

The Emmaus Catholic Parish Early Childhood Education Program is a ministry of Emmaus Catholic Parish, which ministers to families and their children ages 2 – 5.

Our program fosters a child-centered approach founded on the stages of early child development where the whole child (physical, spiritual, emotional, social, intellectual) is able to thrive in a positive Catholic environment.

We believe children learn best through play. Based on the most current research on early child development, we offer an environment where authentic learning takes place through hands-on learning centers in the classrooms, helping children learn about God and the world around them.

Our classes are open to any child regardless of race, nationality, or religious beliefs. Priority enrollment is given to registered parishioners.

## **Our Goals**

- To foster a faith in God, with empathy, acceptance, and respect toward self and others.
- To encourage children to think, reason, question, experiment, and develop self-regulation and decision making skills.
- To offer authentic opportunities for children to learn through play.
- To develop centers for learning that nurture a sense of wonder, creativity, problem solving, as well as, spiritual, emotional, intellectual, and physical growth.
- To foster a loving and safe environment.



# **Table of Contents**

Our Mission .....	2
Our Goals .....	2
Overview of the Program	
Our Governing Body .....	5
Our Staff .....	5
Our Facility .....	5
Our Curriculum .....	5
Program Calendar .....	6
Operational Policies and Procedures	
Preparing for Separation .....	7
Arrival .....	7
Dismissal .....	8
Parent Supervision .....	8
Inclement Weather/School Closings .....	9
Student Absences .....	9
Discipline and Guidance .....	9
Health and Safety Policies	
Illness .....	11
Medications .....	12
Immunizations .....	12
Fieldtrips .....	12
Emergencies .....	13
Tornado .....	13
Fire .....	13
Lock Down .....	13
Release of Child to Authorized Person .....	14
Child Abuse .....	14
Clothing .....	14
Food Guidelines .....	15
Severe Allergy Plan .....	16
Water Activities .....	16
Staff Providing Childcare .....	16
Pesticides .....	17
Animals .....	17
Communication and Involvement	
Parent Communication .....	17
Parent Involvement/Visitation .....	18
Tuition Policy	
Program Enrollment .....	19
Tuition .....	19
Returned Checks .....	20
General Policies	
Birthdays .....	20
Parent Pointers .....	20
Withdrawing from Program .....	21

For Your Information

Gang Free Zone.....	21
Infant Feeding Room Available.....	22
Lake Travis Bright Horizon Ministry .....	22
Emmaus Nursery.....	22
ECEP Policy Changes.....	22
Policy Questions or Concerns.....	22

# **Overview of the Program**

## **Our Governing Body**

Our program is a ministry of Emmaus Catholic Parish in Lakeway, Texas. The program is run by the Preschool Director who reports directly to the Pastor of Emmaus.

The program is licensed by the Texas Department of Family and Protective Services. The ECEP Advisory Board reports to the Preschool Director.

## **Our Staff**

Each ECEP staff member receives 30 – 48 hours of training each year. In addition, new staff receive 12-24 hours of training before entering a classroom. All staff are certified in CPR and first aid and have completed the Diocese of Austin's Ethics in Ministry training which includes a background check. Teaching teams meet weekly to discuss such topics as discipline and guidance, curriculum, emotional and social development, health and safety, and more.

## **Our Facility**

Our program is located at 1718 Lohmans Crossing Road on the grounds of Emmaus Catholic Parish. Classrooms are located in the Parish Life Center rooms 101, 102, 103, 104, and 105 B. Our hours of operation are Monday to Friday 9:15AM to 2:00PM. The PLC is a multi-use facility shared by various organizations of the church including, but not limited to, Faith Formation, the Rosary Ministry, Bright Horizons, Adult Formation, and various prayer groups.

Our playground is clean, spacious and furnished with safe and age-appropriate playground equipment. It also has covered shade over the majority of the playground.

## **Our Curriculum**

Our curriculum is based on the High Scope model of intentional teaching whereby teachers and children are active partners in the learning process. Adult-child

interaction is the process of working alongside children and communicating with them both verbally and nonverbally to encourage learning. One of our most important strategies for adult-child interaction is sharing control with children: creating a balanced climate where adults and children are partners in the learning process.



The classroom is divided into interest areas stocked with a stimulating range of materials designed for specific types of play. These materials are arranged in consistent places and the shelves are tagged with child-friendly labels so that children can get out and put away materials themselves. Even the outdoor play area is considered part of the learning environment and is arranged and equipped to support all areas of child development.

There are five main content areas for learning activities: 1) approaches to learning; 2) language, literacy, & communication; 3) social and emotional development; 4) physical development, health, and well-being; and 5) arts and sciences.

Learning is not simply a process of adults giving information to children. Rather, children discover things through direct experience with people, objects, events, and ideas. They learn best by pursuing their own interests while being actively supported and challenged by adults. The five ingredients of this active learning are 1) materials; 2) manipulation; 3) choice; 4) child language and thought; and 5) adult scaffolding, supporting the child.

The daily routine is a consistent framework for the day that provides a balanced variety of experiences and learning opportunities. The most important segment of the daily routine is the plan-do-review sequence, in which children make choices about what they will do, carry out their ideas, and reflect upon their activities with adults and other children.

You will find a weekly development plan posted in each classroom on the parent information board.

## **Program Calendar**

The program runs from Tuesday, August 28, 2018 through Wednesday, May 24, 2019. We follow the Lake Travis ISD calendar for major holidays (Thanksgiving

week, Christmas, and Spring Break). On LTISD elementary early release days, our program will close at 11:15AM to allow our staff the opportunity to pick-up their children from school. Our calendar also reflects 1-2 parent/teacher visits and 1-2 staff training days.

## **Operational Policies and Procedures**



### **Preparing for Separation**

Transitioning into a new environment can be difficult for some children and parents. The staff will help you and your child adjust. The following are suggestions to ease the transition:

- Introduce your child to his/her teachers and friends
- Talk with your child about their teachers and friends
- Develop a routine and follow it each time.
- **Arrive on time** and make good-byes brief.
- In order to help build a trusting relationship between your child and teacher (especially if your child has difficulty separating), give your child a hug, assure your child that you will be back, and then leave quickly. We recommend that you not linger or prolong the goodbye.
- Encourage your child to be independent. Upon arrival, allow them to put their lunch, snack and water in the appropriate containers, wash their own hands and then find a table activity in which to engage.

### **Arrival**

**Children should be dropped off in their classroom no earlier than 9:15AM.**

Teachers use the time before 9:15AM for preparation. We ask that those families arriving earlier than 9:15 wait in the foyer until the classrooms open.

Children are escorted to the classroom by a parent each day. *Each child is to wash their hands when they enter the classroom.* The children should be encouraged to

place snack and water bottles in the appropriate baskets independently. Lunch boxes and other items should be placed in the child's cubbie. **All children must be signed in and out each day electronically by a parent or caregiver.**

An optional "curb-side" drop-off is available starting the second full week of school. The children may be dropped-off in the circular drive with a staff member who will assist the child out of their car and will walk them to their classroom. Students who are escorted to class by staff will be signed in by staff. Curb-side drop-off will occur daily from 9:10AM to 9:25AM or until there are no more cars in the car line. More detailed information will be shared at parent orientation.

We highly discourage late drop offs because this disrupts the classroom. In addition, the child arriving late usually has difficulty adjusting to the day's school routine.

## **Dismissal**

Children should be picked up no later than 2:00PM. Children are dismissed from the classroom and are to be picked up by a parent or caregiver at the classroom door. **Any changes to pick-up must be in writing and or emailed through Hi-Mama before the start of the school day. If an emergency situation arises, and you will be late picking up your child from school, please call the school cell at 512-289-6885 as soon as possible to make proper arrangements.**

In the event that a child is picked up after 2:05PM, a late pick-up charge of \$10/family plus \$1/minute after 10 minutes will be assessed. After 2:30PM, the child will be escorted to the church office.

## **Parent Supervision**

Parents are responsible for the supervision and safety of their children before and after school. This includes while in our building and on our church property. Emmaus ECEP assumes responsibility for the child when the parent has electronically signed the child in and the child arrives in the classroom and until the parent signs the child out at the end of the day and the child has left the classroom.



## **Inclement Weather/School Closings**

Emmaus ECEP follows the Lake Travis ISD bad weather schedule. In the event that Lake Travis ISD closes due to bad weather, Emmaus ECEP will also be closed.

If Lake Travis ISD has a delayed start, Emmaus ECEP will open ½ hour after LTISD elementary schools. If the delay is after 11am, Emmaus ECEP will be closed for that day. Parents will be notified by email and text for confirmation of late starts or closings.

In the event that the school must close due to an emergency situation, a school email and text will be sent to inform parents.



## **Student Absences**

Please use Hi Mama to notify the school if your child will be absent from school. **There is no refund of tuition or make-ups for days that a child misses due to, but not limited to, illness, school holiday(s), vacations, parent/teacher visit days, teacher in-service days or school closures due to inclement weather or emergency situations.**

## **Discipline and Guidance**

We use the Conscious Discipline model in our approach to classroom guidance. It is an emotional intelligence program based on current brain research, child development information, and best educational practices that teaches children how to positively react or respond to situations. Everyday life events are used as teachable moments and guide children to develop self-control, self-regulation, and conflict resolution skills to boost self-esteem and foster positive relationships and

social skills. Conscious Discipline is specifically designed to teach helpfulness (pro-social skills), cooperation, empathy, and problem solving while utilizing tools for anger management, impulse control, and assertiveness.

Conscious Discipline promotes a positive relationship-based community in the classroom. As we develop our “school family,” students will learn about physical and emotional safety, trust, and problem solving.

In our classrooms, students learn through:

- Creating a School Family
- Cultivating higher order thinking skills through brain smart activities
- Class meetings
- The 7 Basic Skills of Conscious Discipline
- The Safe Place
- Meaningful classroom jobs
- Instant replay center
- Celebration station
- We care center
- Friends and family board

The following discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, or biting of a child
- Hitting a child with a hand or object
- Putting anything in or on a child’s mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for a child’s age

# Health and Safety Policies

## Illness



Every effort to prevent the spread of disease is made by the ECEP staff. This includes frequent hand washing by children and teachers. Care is taken to disinfect diaper changing areas after each change.

The following guidelines are set by the Texas Department of Family & Protective Services in order to protect your child as well as others from contagious illness. While we regret the inconvenience caused by strict adherence to these guidelines, our concern for all the children dictates a conservative approach when dealing with health matters.

If a child becomes ill:

1. The parent will be notified immediately and is expected to pick up their child within 30 minutes of being called.
2. In the event a parent cannot be reached after a period of time, a person listed on the child's emergency contact list will be notified and asked to come for the child.
3. The child will either be at the Director's desk or the parish office until picked up.

A child will be sent home if any of the following symptoms are seen:

- Fever over 100.4
- Pink eye with discharge
- Vomiting
- 2 diarrheas over the course of 2 hours
- Head lice or nits
- Rashes with fever
- **Any other condition the Director deems necessary** for the well-being of the child and the other students.

**If a child has been ill and must stay indoors, it is required that the child be kept at home until he/she is able to participate fully in all of the daily activities**

**of the program. No child is allowed to stay in the office or with another class during this time.**

**If your child's physician diagnosis your child with a contagious disease or illness, please notify the school immediately.**

## **Medications**

Medications will not be administered at Emmaus ECEP. If a child needs medication, the parent must return to the program and administer the medication.

If you wish for your child to have sunscreen or insect repellent, it must be applied by the parents prior to the child arriving at the program.

## **Immunizations**

Children in our program are required to have the most updated shot records on file by the first day of school.

**Any time your child receives an immunization, please give a copy of the record to ECEP as soon as possible for your child's file.**

Children who are in the Pre-K 4 class are also required to have hearing and vision screenings on file. For your convenience, Emmaus ECEP offers on-sight hearing and vision screenings in the fall of every school year.

At this time, the state of Texas does not require TB tests for children in Travis County.

Please visit [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize) for current immunization requirements for Texas child care centers.

## **Field Trips**

Emmaus ECEP does not participate in off campus field trips or transport children to events outside of the Emmaus Catholic Church grounds.

## **Emergencies**

The following steps have been put into place for emergency purposes:

In the event of a medical emergency, a child's emergency care card (orange form) will be activated.

1. Parents are notified in the order listed on your emergency care card.
2. If parents cannot be reached, ECEP will contact the individuals listed on your child's emergency information card.
3. If no one can be reached, the child's physician will be called to determine what action should be taken.
4. If the emergency requires immediate medical attention, EMS will be called to transport the child to the nearest medical facility.

## **Tornado**

In the event of a tornado, staff will escort all children to our tornado evacuation site in the Parish Life Center (multi-use room A) located off the main foyer entrance. Drills are practiced four times a year.

## **Fire**

In the event of a fire, Emmaus ECEP staff will evacuate children from the classrooms using our primary or secondary routes (see classroom maps) to our main evacuation site which is the front entrance of the church. In the event that the front of the church is not safe, the staff will go to our secondary evacuation location which is the labyrinth next to the pastoral center. Drills are practiced monthly.

## **Lock Down**

In addition to fire and tornado drills, Texas Minimum Standards requires that we practice lock down drills four times a year. We practice two types of lock-down scenarios with the children: a "stay-in place" drill where we resume activities but remain in our classrooms with the doors locked and an "intruder on campus" drill where we secure the children in the classrooms out of visual sight.

In the event we need to evacuate the campus, ECEP will relocate to Lakeway Christian Church.

## **Release of Child to Authorized Persons**

All children in our program are only released to parents or guardians listed on enrollment paperwork. If someone other than the normal caregiver is picking up the child, that person must be listed on the child's list of authorized people to pick up the child **AND** the parent will need to fill out a blue change of pick-up form or email staff through Hi Mama. **All pick up changes must be made in writing before the start of the school day.** All pick-up persons are asked to bring in their driver's license and sign-out with the Director when picking up a child for the first time. In the event of an emergency, the center will use your child's "orange" Emergency Care Card for pick-up.

## **Child Abuse**

We are required, under the Texas Family Code, Section 34.01, to report any suspected cases of child abuse to the Department of Human Services Protective Services office and a local or state law enforcement agency.

## **Clothing**

Children need to be sent to school in clothing that allows them to move freely and easily both inside the classroom and outside on the playground. Clothing should be simple to allow the child to manage alone. Belts, complicated straps and snaps are discouraged. Preschoolers are very active, so please do not send them in their "Sunday Best."

Well fitted, closed toed, rubber soled shoes are required. Crocs, sandals, flip-flops, and cowboy boots are not allowed. A change of clothes in a labeled zip-lock bag (including underwear and socks) are to be left at school at all times. Please be sure to label all items with your child's name.

Outdoor play is an essential part of our curriculum and essential for the children's health. Children will go out every day unless it is raining, the temperature is below 40° (or chill factor below 40°) or over 95° (or heat index of 95°). Please be sure

that your child is dressed appropriately for the day with coats, hats, and mittens for cold days or have sunscreen applied on sunny days.

Please do not send backpacks to school. We suggest a small bag to carry home items daily.

## **Food Guidelines**

Parents are responsible for sending a nutritious snack, lunch, and a water bottle for their child **every day**. We ask that food items reflect selections from the nutrition pyramid (fresh fruits and vegetables, healthy whole grains, low-fat dairy, and lean proteins).

All soda, cookies, chips, candy, and food with high sugar, high salt, high saturated fats or foods with less than 1 gram of fiber are not allowed in our program. Please send low fat milk or water **ONLY** for snack and lunch. Fast food and lunch-ables are also not permitted. If any of these items are sent to school our staff will not serve them to your child. To help foster independence and self-reliance, children are encouraged to be involved in getting and preparing their own snack and lunch. Please send your child's food in easy to open containers. Please be sure to pack at least one ice pack in your child's lunch to keep items cool and fresh. Milk and yogurt must be placed in the classroom refrigerator. Please let your child's teacher know if you need assistance with this.

**Due to the risk of choking, we ask all children 24-36 months of age to bring grapes, olives, cherry tomatoes, and other similarly sized items cut up into quarter pieces only. Hot dogs must be cut length-wise into sticks. Please no hard nuts.**

Fresh cut fruit cups, fruit-kabobs, or all natural frozen fruit bars are permitted for special birthday celebrations. The classroom teacher must know if a birthday snack is coming **one week** in advance to post in the classroom for other parents to see. **If there is a food allergy in the classroom, that food is not permitted at anytime into the classroom for birthdays. Food allergy information will be communicated to each classroom at the beginning of the school year.**

Due to possible allergic reactions, our students are not allowed to exchange food with other students, teachers, or parents. Your child is asked to eat what he/she brings to school each day and not to accept food from anyone else.

## **Severe Allergy Plan of Action (Food, Insect, or Environmental)**

If a child has a severe allergy, parents are asked to submit a letter from their child's doctor **prior to starting our program** that states:

1. Child's name,
2. Name of allergy,
3. Plan of action recommended
4. Letter must be signed by a doctor and on letterhead.

This information will be used to create a personal allergy plan of action for the child. Allergy action plans are posted in the child's classroom for staff to use when needed.

### **Water Activities**

Each classroom is equipped with a sensory table and sometimes there is water play. In the winter we will have a "Winter Wonderland" day where we play with ice and snow in water tables and small pools. In the spring we will have a "Splash Day" where the children will use sprinklers, water toys, water tables and small pools. Parents are notified at least one week in advance of Winter Wonderland and Splash Day. Water table play in the classrooms is posted on the weekly development plans posted on the classroom information boards. The children will be supervised at all times during these events.

### **Staff Providing Childcare**

We are aware that from time to time our preschool parents may ask our staff to provide childcare for their children. Emmaus ECEP does not refer, recommend, or endorse any employee, and shall not be held harmless in any situation, where an employee may independently provide care outside of their regular work schedule on or off the Emmaus campus. Moreover, staff members are not acting as agents of the preschool when providing care for Emmaus ECEP families. Please be advised that our program policy is:

- Teachers may not babysit children within their own classrooms
- Staff are not allowed to transport students to or from Emmaus ECEP
- Emmaus ECEP may not be used for extended care



## **Pesticides**

As part of our commitment to provide your child with a safe, pest-free learning environment, the preschool applies quarterly pesticides to help manage insects, weeds or pathogens. Pesticide applications on the church property are made only by trained and licensed Texas Department of Agriculture technicians. Should you have any questions about our pest management program or wish to be notified in advance of pesticide applications, you may contact the preschool office at 512-261-8500 EXT 305.

## **Animals**

Parents will be notified **one week** in advance if animals are to be brought into the classroom. Animals will have proof of vaccines, be up to date on all vaccines, and be approved by the Director before coming on campus.

# **Communication and Involvement**

## **Parent Communication**



Teachers communicate daily with the parents on Hi Mama about the day's activities and any special or unusual events concerning their child.

Emmaus ECEP strives to be a “green” school with our communications to parents. We send email communications whenever possible. We also use a text reminder system called Remind for emergencies and to send home reminders about important events happening on campus. More detailed information will be shared about our communication systems at parent orientation. Please be sure that the Director has the most current email and cell phone number for every adult listed on the child's paperwork and emergency care card.

Teachers primarily communicate with an application called “Hi-Mama.” This program allows parents to access information from the convenience of their cell phone through the use of an app. School email communications come in the form of a newsletter from a program called S'mores. In addition, we also ask parents to

check your child's folder in the classroom **daily** for classroom and program information.

In addition to these routine forms of communication, Emmaus ECEP has two parent- teacher visit days established on our school calendar. Fall parent/teacher visits are held for the 2's and 3's classes. The 4's classes have a parent teacher visit in the spring. There is no school on the parent teacher visit days. Parents can also make an appointment to visit with their child's teacher **before or after** school.

If you have any concerns, questions, comments, or suggestions about the programs, policies, procedures, staff or structure, please feel free to email the Director at [preschool@emmausparish.org](mailto:preschool@emmausparish.org) or call the ECEP office at 512-261-8500 EXT 305 or call the main cell phone number at 512-289-6885.

## **Parent Involvement/ Visitation**

Parents are welcome to visit the classroom at any time during the school year. You are always welcome to observe your child for any length of time from the classroom window of the main breezeway.

In order to ensure safety of our students we do lock our classroom doors at 9:30am each day. If you need to pick-up early, we encourage you to call ahead or email through Hi Mama to let your child's teacher know. For the safety of the classrooms, our staff will not allow anyone into the classrooms if staff do not recognize them.

If a parent plans to volunteer in the classroom, the Texas State Minimum Standards states that volunteers must complete a criminal history check and attend an Emmaus ECEP Volunteer Orientation. Parents are also asked to complete an Ethics in Ministry class by the Diocese of Austin. Classes are held monthly in the Austin diocese. Each family is encouraged to sign-up at parent orientation for at least one volunteer opportunity. Each family is asked to volunteer with at least one school event each school year.



# **Tuition Policy**

## **Program Enrollment**

Registration takes place annually in February for currently enrolled families and Emmaus parishioners for the following program year. Parents of students currently enrolled will receive a form to fill out for registration for the next school year for their children and siblings entering the program. Priority is given first to currently enrolled families and their siblings, then to parish families. Registration is done on a first come first served basis for all classrooms. Open registration begins in March for the Lake Travis community and spots are filled based on availability.

Registration is a two-step process. The first step is the completion of the annual registration form and a non-refundable registration fee of \$150.00. Families submit these items to the Director in February.

Step two of registration is the completion of the enrollment packet and the \$200.00 supply fee submitted to the Director by May 1<sup>st</sup>. All enrollment paperwork (including doctor's statement, shot records, and supply fees) are due at this time to secure your enrollment in the program for the following school year.

Failure to complete this two-step enrollment process can impact your placement into the program for the following school year.

The supply fee is non-refundable after August 1.

## **Tuition**

Tuition is due by the first day of each month. Tuition received after the tenth of the month is considered late and will be charged a \$35.00 late fee.

Tuition Rates for 2018-19 school year:

2 day a week:	\$260.00 a month
3 day a week:	\$335.00 a month
4 day a week:	\$435.00 a month

Payments may be made by check, money order, or cash and should be left in the payment box in the foyer of the Parish Life Center. Payments should be made payable to Emmaus ECEP. Tuition is for space reserved for the child, not for periods of attendance. Payments are also accepted by credit card through an electronic payment system that can be set-up through the parish office.

**There is no refund of tuition or make-up days for days that a child misses due to, but not limited to, illness, school holiday(s), vacations, parent/teacher visit days, teacher in-service days or school closures due to inclement weather or emergency situations.**

## **Returned Checks**

The fee for a returned check is \$15.00. Parents are notified when a check is returned. Payment arrangements must be made. If a second check is returned, all future payments must be made in cash or with a money order. After 30 days of no payment, parents are notified that their child's enrollment is dropped unless payment arrangements are made. Failure to resolve the issue results in losing eligibility for a spot in the upcoming school year.

## **General Policies**

### **Birthdays**



Birthdays are celebrated in our program! If you wish to celebrate your child's birthday with a healthy snack, please inform the teacher at least one week in advance. We ask that treats be fresh fruit cups, frozen fruit bars, or fruit kabobs. We welcome non-food treats as well!

Birthday invitations may only be sent out in the classroom if all students are invited. **For safety reasons, balloons and candles are not allowed in the classroom.**

## **Parent Pointers**

1. Please label **all** items brought to school with your child's name.
2. Please refrain from bringing any valuable items to school.
3. Weapons and weapon-like toys are not permitted.
4. A small sturdy bag is encouraged for each child to hold notes, artwork, and lunch boxes. **Backpacks are not allowed.** Please be sure to label everything.
5. **Please refrain from bringing toys from home.** We will have periodic show-n-tells throughout the year for your child to share.
6. Books and items related to classroom topics are always welcome, to share with the class

## **Withdrawing from Our Program**

### **Parent Initiated Withdraw**

If you need to withdraw your child from our program, a 30-day written notice must be turned into the Director. You will be responsible for all fees due through the end of the 30 days whether or not your child attends class.

### **Program Initiated Withdraw**

Should a situation arise where a family is asked to leave our program, the Director will submit in writing a transition plan for a smooth departure from our program. The following list are possible reasons for withdrawal initiated by the program:

- Parent threatens physical or intimidating actions towards staff members,
- Parent fails to pay or is habitually late with payments,
- Parent is verbally abusive to staff,
- Child does not adjust to program within a reasonable amount of time

## **For Your Information**

### **Gang Free Zone**

Under Texas Penal Code, Emmaus Early Childhood Education Program and any area within 1000 feet of Emmaus Early Childhood Education Program is a gang-free zone.

## **Infant Feeding Room Available**

Any mother on our campus during program hours has a right to nurse or bottle feed her infant child. For your convenience, we offer room 105A (the church nursery) or the upstairs foyer as a comfortable place for you to nurse during program hours (Monday to Friday 9:15AM-2:00PM).

## **Lake Travis Bright Horizons Ministry**

Our Monday classes have the privilege of visiting and participating in activities with the Bright Horizons Ministry. Bright Horizons is an Alzheimer's ministry that meets here on the Emmaus campus. The participants and the volunteers engage with the children and staff in the Great Hall adjacent to the preschool. Some of the activities that we partake in include: sing-a-longs, story times, guest shows/performances (ex: Bonzo the Clown and the petting zoo), lunch buddies, morning greeters, etc. We have also had the privilege of hiding Easter eggs for them, bringing them valentines, and doing special crafts with them (painting pumpkins)! When we visit with our friends in Bright Horizons the children are supervised by ECEP staff at all times. Bright Horizon volunteers are EIM certified.

## **Emmaus Nursery**

During the school year the church will occasionally have a program or prayer group that require the use of the church nursery (room 105A) which is adjacent to the Zebra room (room 105B). We love to see our nursery friends. When the nursery is in use, the nursery has designated time that they use both the bathroom and the playground separately from our ECEP children while the ECEP program is open. Nursery staff are CPR and EIM trained.

## **Emmaus ECEP Policy Changes**

In the event that a policy changes with Emmaus ECEP program, parents will be notified in writing by the Director.

## **Policy Questions or Concerns**

If for any reason you have a question or concern about Emmaus ECEP policies, please call our main phone number # 512-261-8500 ext. 305 or the program cell

phone #512-289-6885. You can also email the Director of the program at [preschool@emmausparish.org](mailto:preschool@emmausparish.org) .

**The following information is provided for your convenience:**

**Texas Department of Family and Protective Services – Child Care Licensing**  
1400 Summit Drive Suite 100  
Austin, Texas 78728

**DFPS Child Abuse Hotline**  
1-800-252-5400

**DFPS website:**  
[dfps.state.tx.us](http://dfps.state.tx.us)

**Information about Texas minimum standards for child care centers, fire inspections, gas inspections, sanitation inspections, liability insurance, or our most recent childcare licensing inspection report are available for you to view upon request to the Director.**

**I, \_\_\_\_\_ parent of \_\_\_\_\_**

Acknowledge that I have received The Emmaus Early Childhood Education Program Parent Handbook for the 2018-2019 school year.

In this document I have been given written operational policies for:

- \*discipline and guidance
- \*withdraw from program
- \*emergency plans
- \*procedures for parents to discuss concerns with the director
- \*procedures for how to participate in operation activities
- \*procedures for release of children
- \*illness and exclusion criteria
- \*medication procedures
- \*immunization requirements
- \*meals and food practices
- \*procedures for visiting the center
- \*policies for hiring ECEP staff for childcare outside of ECEP program hours
- \*procedures for how to contact child care licensing, DFPS, Child Abuse Hotline, and the DFPS website.

I also acknowledge I am responsible for reading, understanding, and abiding by the procedures contained in this document in its entirety.

I am also responsible for sharing this document with any individuals who drop-off or pick- up my child from school

Signature of Parent or Legal Guardian\_\_\_\_\_

Date: \_\_\_\_\_