



2023-2024 Preschool Operations Manual & Parent Handbook

# Table of Contents

<b>Promiseland Preschool Mission Statement</b> .....	<b>4</b>
<b>Non-Discrimination Policy</b> .....	<b>4</b>
<b>Preschool Policies</b> .....	<b>4</b>
<b>1. Hours of Operation</b> .....	<b>4</b>
<b>2. Contact information</b> .....	<b>4</b>
<b>3. Late Pick-up</b> .....	<b>4</b>
<b>4. Minimum Standards for Child-care Centers</b> .....	<b>5</b>
<b>5. Mandated Reporting of Suspected Child Abuse and Neglect</b> .....	<b>5</b>
<b>6. Parent Code of Conduct</b> .....	<b>6</b>
<b>7. Confidentiality</b> .....	<b>6</b>
<b>8. Parent’s Right to Immediate Access/Court Orders/Visitors</b> .....	<b>6</b>
<b>9. Tuition Payment Policy</b> .....	<b>6</b>
<b>10. Supply Fee and Extra Fees</b> .....	<b>7</b>
<b>11. Returned NSF Checks/EFT Drafts</b> .....	<b>7</b>
<b>12. Admission Requirements and Procedures</b> .....	<b>7</b>
<b>13. School’s Right to Refuse Admission</b> .....	<b>8</b>
<b>14. Sign in and Release of Students</b> .....	<b>8</b>
<b>15. Gang Free Zone</b> .....	<b>8</b>
<b>16. Cell Phone Use on Property</b> .....	<b>8</b>
<b>17. Illness/ Public Health Emergency and Exclusion Policy</b> .....	<b>9</b>
<b>18. Breastfeeding</b> .....	<b>10</b>
<b>19. Medications and Diagnosed Food Allergies</b> .....	<b>10</b>
<b>20. Parent Communication and Emergencies</b> .....	<b>10</b>
<b>21. Immunizations</b> .....	<b>11</b>
<b>22. Tuberculin Testing Requirements</b> .....	<b>11</b>
<b>23. Vision and Hearing for 4 year olds</b> .....	<b>11</b>
<b>24. Emergency Preparedness Plans</b> .....	<b>11</b>
<b>25. Inclement Weather/Emergency Closing</b> .....	<b>11</b>
<b>26. Discipline and Guidance/Behavior Policy</b> .....	<b>12</b>
<b>27. Suspension Policy</b> .....	<b>12</b>
<b>28. Biting</b> .....	<b>12</b>
<b>29. Nap Time</b> .....	<b>12</b>
<b>30. Toilet training</b> .....	<b>13</b>

31.	Lunches and Snacks- Promiseland Preschool is a Peanut-Free Facility .....	13
32.	Curriculum .....	13
33	Screen Time .....	14
34.	What to Bring and Wear to Preschool Each Day .....	14
35.	Bringing Toys to School .....	14
36.	Visiting and Volunteering at the Preschool.....	14
37.	Parking and Drop off/Pick Up Procedures. ....	15
38.	Morning Carline .....	15
39.	Stay and Play-After School Care .....	15
40.	Physical Activity .....	15
41.	Birthdays and Celebrations.....	16
42.	Transportation, Animals, Water Activities, Field trips .....	17
43.	Separation Anxiety.....	17
44.	Photo Release .....	17
45.	Graduation.....	17
46.	Cameras.....	17
47.	Weapons/Sex offenders .....	18
48.	Promiseland Preschool Staff/Contact Information.....	18
49.	Cares and Concerns .....	18

## **Promiseland Preschool Mission Statement**

Promiseland Preschool is a ministry of Christ Fellowship. Our mission is to provide a safe, nurturing, Christ filled environment for your child. It is our goal that each Promiseland child comes to realize that Jesus is Lord of all and, most importantly, that His unconditional love is for everyone. We hope to convey through everyday life experiences, classroom curriculum, play, music, art, and Bible stories that each child is a treasure from God and that He has a wonderful plan for their lives. It is our heart's desire to exalt Jesus in all that we do. We consider it a privilege to assist you in the education and nurturing of your child.

For information about Christ Fellowship and our beliefs visit <https://cfhome.org/im-new/what-we-believe/>.

## **Non-Discrimination Policy**

Promiseland Preschool does not discriminate on the basis of gender, race, color, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the preschool.

## **Preschool Policies**

Promiseland Preschool is licensed and regulated through the Texas Department of Health and Human services Child-care Licensing.

### **1. Hours of Operation**

Promiseland Preschool will run Monday through Friday in conjunction with the McKinney ISD calendar and their school holidays. The Preschool is licensed to open 9:00 am to 2:00 pm Monday through Friday. Our after school program, "Stay and Play" is by reservation only on the day(s) your child would normally attend preschool and goes from 2:00pm-4:00pm Monday –Thursday. For specific holiday or special event dates please see the school year calendar. Preschool starts the day after Labor Day and ends the third week in May. The preschool does not operate during the summer. Tours are by appointment during the summer. For safety, the doors to the preschool hallways are opened at 8:50am and are locked by 9:15am. Please ring the doorbell located at the entrance of the Promiseland doors for late drop-offs or dropping off belongings. Carline starts at 8:50am and ends at 9:10am.

### **2. Contact information.**

Christ Fellowship's main number is 972-547-7000. Your call will be directed to the preschool. The preschool administrative office and Stay and Play reservations number is 972-547-7095. The Director's office is 972-547-7021.

### **3. Late Pick-up**

Pick up time is at 2:00pm daily after preschool or 4:00pm if your child is registered for Stay and Play. Children picked up after 2:10 pm for preschool and after 4:10pm for stay and play are considered late and will be supervised in the preschool office.

All measurements of time are according to the clock located in the Preschool office.

A Late fee of \$10 will be charged for parents that pick up children from preschool later than 2:10pm and later than 4:10pm from stay and play.

Children's enrollment in the preschool could be suspended if the child is consistently picked up late. This will be determined after a meeting with the preschool director. It is the parent's responsibility to ensure that someone (a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Parents are required to sign their child in and out of care on the Procure App.

Parents must take home backpack, nap mat, lunchbox, and any paperwork or art in the child's cubby. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on church/preschool premises. The parent may not allow the child to wander through the hallways, bathrooms, other classrooms, or playground. If you

are going to be late, please call 972-547-7000 or 972-547-7095 so that the receptionist can relay a message to your child's teacher.

Please be respectful of pick-up times as to ensure our staff are able to clean their rooms and pick up their own children from school on time.

#### **4. Minimum Standards for Child-care Centers**

Promiseland Preschool is licensed and regulated by the Texas Department of Health and Human Services Child-care and follows the Texas Minimum Standards for Child-care Centers. If you have a need to file a complaint with the State you may do so by calling 800-582-6036. Parents can find a copy of the State Guidelines and Minimum Standards at <https://www.hhs.texas.gov/providers/protective-services-providers/child-care-regulation/minimum-standards> or in the Preschool office.

*For more information contact the local state licensing authority, The Collin County Advocacy Center, 550 East 15<sup>th</sup> Street Suite 120, Plano, TX 75074 or by phone 972-633-6600.*

Parents are welcome to view our compliance history with Child-care licensing at [www.dfps.state.tx.us/Child\\_Care/Search\\_Texas\\_Child\\_Care/ppFacilitySearchDayCare.asp](http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp)

Parents can also view a copy of the child-care centers recent licensing inspection report posted on the parent communication board outside of the director's office.

Employees are required to uphold the regulations and standards issued by the Texas Department of Health and Human Services Child-care Minimum Standards at all times. These regulations/standards are included as Part of the Parent Handbook as if they were written herein and it's the responsibility of the parent to read, understand and follow these regulations.

#### **5. Mandated Reporting of Suspected Child Abuse and Neglect**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. Promiseland Preschool staff are considered reporters under this law. The Promiseland Preschool staff are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. The Child Protective Services (CPS) Act is designed to protect the welfare and best intention of all children. Promiseland Staff receive annual training on recognizing and preventing child abuse and neglect, including sexual abuse, and will communicate awareness by trainings and information sent home.

Causes for reporting suspected child abuse or neglect include but are not limited to:

- Unusual bruising, marks, or cuts on the child's body.
- Severe verbal reprimands.
- Improper clothing relating to size, cleanliness, season.
- Transporting a child without appropriate child restraints. (car seats, boosters, seat belts, etc.)
- Dropping off or picking up a child while under the influence or appearing to be under the influence of illegal drugs or alcohol.
- Leaving a child unattended for any amount of time, including in a motor vehicle.
- Failure to attend to the special needs of a disabled child.
- Sending a sick child to school and is overmedicated to hide symptoms which would typically require the child to be kept at home until symptoms subside.
- Children who exhibit or communicate behaviors that are consistent with an abusive situation.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [helpandhope.org/find-help.html](http://helpandhope.org/find-help.html).

The statewide Abuse and Neglect Hotline phone number at 1-800-252-5400. This hotline is open 24 hours, 7 days a week. The online site to obtain assistance and intervention is [www.txabusehotline.org](http://www.txabusehotline.org).

## 6. Parent Code of Conduct

Promiseland Preschool requires the parents of enrolled children at all times to behave in a Christ-like manner consistent with the policies of Christ Fellowship which include decency, courtesy, and respect. Parents who violate the Parent Code of Conduct will not be permitted on the church or preschool property thereafter. The preschool cannot have a child at the school whose parent has prohibited access.

- Swearing/Cursing - No parent or adult is allowed to use inappropriate language on church/preschool property at any time. At no time shall inappropriate language be directed toward a child or staff member.
- No threats or confrontational interactions with employees or other parents of any kind will be tolerated. Parents must be responsible for and in control of their behavior at all times. It is expected that disagreements will be handled in a calm and respectful manner.
- Physical/verbal punishment of your child or other children on church/preschool property is prohibited.
- Smoking, vaping, or consumption of alcohol/illegal substances is prohibited on church/preschool property.
- Violations of the confidentiality policy as it applies to all children, families, and employees associated with Promiseland Preschool and Christ Fellowship.
- Cell phone usage - Please end all cell calls prior to entering the preschool area so staff can properly communicate with you.

## 7. Confidentiality

Within Promiseland Preschool, confidential, and sensitive information will only be shared with preschool staff who have a "need to know" to most appropriately and safely care for your child. Confidential and sensitive information about preschool staff, other parents, and/or children will not be shared with other parents as Promiseland Preschool strives to protect everyone's right of privacy. Employees at Promiseland Preschool are prohibited from discussing anything about another child with you.

## 8. Parent's Right to Immediate Access/Court Orders/Visitors

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Promiseland Preschool. In cases where the child is the subject of a court order, Promiseland Preschool must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders will be followed unless the custodial parent(s) requests a more liberal variation of the order in writing.

In the absence of a court order on file with Promiseland Preschool, both parents shall be afforded equal access to their child as stipulated by law. Promiseland Preschool cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason.

If a situation arises where one parent does not want the other parent to have access to a child, Promiseland Preschool suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Promiseland Preschool staff will contact the local police should a conflict arise.

Visitors are asked to schedule an appointment with the preschool director and are allowed in the preschool at the director's discretion. Promiseland Preschool staff will accompany visitors at all times.

## 9. Tuition Payment Policy

Based on the annual budget, tuition fees are based on the number of scheduled days for your child's class and spread over nine equal payments. Holidays, vacation days, and teacher workdays are not counted in these scheduled days.

Tuition is due on the 10<sup>th</sup> of each month and late fees of \$10 are assessed at 2:15 p.m. on the 15<sup>th</sup> calendar day of each month. If tuition payments are consistently late a meeting with the director will be scheduled to discuss payment arrangements. Tuition is required on the due date even if your child is absent due to an extended vacation to keep his/her enrollment current. Promiseland Preschool does not offer discounts for tuition that is paid in full at the beginning of the school year.

A 10% discount is given to children enrolled in an 18mo, 2's or 3's combo class. A 10% family discount is given to each child when 2 or more siblings are enrolled. Any child will only receive one discount – discounts may not be combined.

If a child is withdrawn from our program for any reason, the tuition for that month and supply fees are non-refundable. There is no exception to this policy.

Promiseland Preschool is a school year program, September-May. If you need to drop from the program mid-year, we require notification to avoid being responsible for the next month's tuition. There are no tuition modifications due to families taking vacations and missing school during any given month.

There will not be make-up days for any emergency closings. If a closing is required for an extended length of time (2 weeks or longer), a maximum of 2 weeks tuition will be credited towards the next month that the preschool is able to open. Tuition will not be charged for months that the preschool is not in operation.

#### Tuition Express Auto Payments

The preferred payment for tuition is by EFT auto draft operated through Tuition Express. Tuition and supply fee payments are processed through Tuition Express. Authorization forms for Tuition Express are available and need to be turned into the Promiseland desk. If you choose not to use this method, tuition can be paid by cash or check (made out to Christ Fellowship) at the Promiseland desk. Tuition Express Auto-payments are processed on the 10<sup>th</sup> of each month.

For tax purposes, please contact the preschool for the tax id number and yearly tuition invoice. Parents are required to inform the Preschool office to whom all billing and/or correspondence are to be addressed.

### **10. Supply Fee and Extra Fees**

A non-refundable annual enrollment fee of \$125 is due at the time of enrollment each calendar year. This fee must be paid by cash or check at the Promiseland desk. Please make sure your name and check number are pre-printed on your checks. Include your child's name on the memo line.

A non-refundable yearly supply fee is also due once per calendar year and is due by Meet the Teacher payable by cash, check or EFT auto draft. The supply fee covers all art supplies, curriculum needs, paper, plastic, crafts, books, and partyware that are needed throughout the year.

There may be incidental fees that are asked for during the year for special events, room mom requests, seasonal parties, or photo opportunities.

### **11. Returned NSF Checks/EFT Drafts**

Accounts with returned checks for any reason will be assessed a \$30 fee to cover collection and banking costs. After two returned checks parents will be asked to pay with cashier's check or money order. There are no exceptions to this rule.

### **12. Admission Requirements and Procedures**

Admission to Promiseland Preschool is based upon a first-come first-served basis. Current families and Christ Fellowship attenders will have the chance to re-enroll their child each January before enrollment is open to the public. The office will keep a waiting list in the event a class becomes full. To enroll for Promiseland Preschool, families must complete the following:

- Signed enrollment form with check for enrollment fees shown below.
- Guided tour with Preschool Director or Office Manager and acknowledgement that you received this handbook.
- Current immunization record and signed physicians release from certified medical professional. Currently Collin County does not require Tuberculin (TB) testing.

- For doctor diagnosed food allergies, your child must have a physician signed Food Allergy Emergency Care Plan per each food allergy which includes the food the child is allergic to, possible symptoms if exposed to that food, and steps to take if child has an allergic reaction.
- Fill out Online Admission Information and other forms as required by Child-care Regulation.
- Enrollment is not complete until all Child-care regulation requirements are met for your child's file.

### **13. School's Right to Refuse Admission**

Promiseland Preschool reserves the right to refuse admission to any child at any time with or without cause. Possible reasons for refusal of admission include but are not limited to:

- The need to maintain compliance with Licensing Regulations
- Staff deems the child too ill to attend or the child's physical, developmental, or emotional needs are unable to be met by the staff.
- Domestic situations that present a safety risk to the child, staff, or other children enrolled if the child were present at the preschool.
- Parents' failure to provide completed up to date records and returned documentation in a timely fashion.

### **14. Sign in and Release of Students**

Children must be signed in and out daily on Parent Procure app by the custodial parent or adult person approved by the parent(s). Once that child is signed in, the Promiseland Preschool teacher is accountable for the child's care. When a parent is in the preschool building and visiting their child's class for a special activity or at dismissal time, the preschool staff is still held accountable for the supervision of that child UNLESS the parent has signed the child out for the day. It is understood that the PARENT is responsible for their child's care once they have signed their child out. Even if the parent and child remain in the classroom or on the Christ Fellowship property, the teacher is no longer accountable for the child's care if the child has been signed out.

Authorized adults must be listed on the registration forms to pick up a child and must bring a picture ID. Children will not be released to a minor aged under 18. If a parent is unable to pick up a child, they may authorize another legal adult to pick up. Parents must call the preschool office regarding any pick up changes. Authorized adults must be listed on the enrollment form to pick up and the authorized adult must bring a picture ID. Please understand that the safety of the children is our highest concern.

*Persons who are on the Texas Sex Offender Registry may not be in the Promiseland 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.*

### **15. Gang Free Zone**

All child-care centers are required to designate a gang-free zone that is within 1000 feet of the center. Gang activity within this area is prohibited. Gang related or criminal activities or engaging in organized criminal activity within 1000 feet of the preschool is a violation of the law and is therefore subject to increased penalty. The goal of the zone is to deter certain types of criminal activity in areas where children gather.

### **16. Cell Phone Use on Property**

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Parents are asked to refrain from using cell phones, calling, or texting preschool staff during the school day, or when driving on Christ Fellowship property during drop off, pick up and in the morning carline. In addition, we ask that cell phones are turned off while in the building for Preschool events and conferences. This is to keep the children the priority and keep them safe.



## 17. Illness/ Public Health Emergency and Exclusion Policy

Children who are ill should not attend preschool. If your child is ill, we request that you notify the school not only of the absence but also of the nature of the illness. This information will only be shared with staff on a “need to know” basis. If your child has a doctor diagnosed communicable disease, we ask that you share the diagnosis with the school director, so that parents of the children in the school may be notified that a communicable disease is present. Only communicable disease information will be shared. Promiseland Preschool observes the standards set by the Texas Department of Health and Human Services for ill children. The standards for exclusion are:

- Illness or injury that prevents the child from participating in childcare activities, ***including outdoor play***.
- The illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children.
- Oral temperature of 101 or a infrared-temporal thermometer reading of 100.
- Green or colored discharge from nose, ears, or persistent cough.
- Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, 1 bout of diarrhea, two or more vomiting episodes in 24 hours.
- Symptoms that are consistent with the COVID-19 diagnosis.

Promiseland Preschool employees will do a visual check of the children upon arrival. If a teacher or director notices anything unusual they are required to point this out to the parents at that time.

If your child has an accident overnight, please notify the teacher or director when dropping off so that we can assist in watching the child for side effects. Promiseland teachers may complete an “Incident Report” to document these situations.

If a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision. Parents must pick up their children within 30 minutes of notification. In the event of a severe illness, or if a parent is unable to pick up the child within a reasonable amount of time, Promiseland Preschool may call an ambulance at the parent’s expense.

If a child is sent home sick from our program, they may not return until the child is symptom free **and fever free without fever reducing medication for 24 hours**. Children excluded from the school for a communicable disease or lab confirmed case of COVID-19 may be readmitted after the 5 day self-quarantine period or what CDC recommends at that time.

### Community Outbreak/Public Health Emergency

During health emergencies if the preschool chooses to remain open, it will operate in accordance with applicable state rules, including Texas Department of Health and Human services Commission ( TDHSC) emergency rules and CDC recommended Protocol. Promiseland preschool will follow the McKinney ISD closing and reopening dates as they determine the most appropriate plan and actions. Federal and state protocol health protocols may include the following:

- Social Distancing Strategies.
- Enhanced cleaning and sanitizing methods.
- Enhanced health and hygiene procedures.
- Modified drop off and pick up procedures.
- Screening and wellness checks upon arrival.
- Action plan if a child or adult gets sick during the preschool day and guidelines for returning.
- Required Health and safety training related to the emergency for all staff.

No list of restrictions or practices can remove 100% of the risk of exposure. Parents play a crucial role in keeping children and staff safe by practicing all safe and healthy recommended guidelines at home and consulting with their health care provider as needed.

## 18. Breastfeeding

Breastfeeding mothers are welcome to breast feed their child(ren) or provide breast milk for their child while they are in our care. There are two comfortably furnished nursing mother's rooms located in rooms 141 and 142.

## 19. Medications and Diagnosed Food Allergies

Please inform your physician that your child is in a part day preschool and that you prefer to give medications at home, in the morning and evening. Promiseland Preschool will not administer medications to your child with the exception of an Epinephrine Auto Injector (EPI-PEN), a breathing treatment, or other emergency medication.

1. **Epinephrine Auto Injectors and breathing treatments will only be accepted if it is in the original box with the pharmacy label attached.** Injectors must be accompanied by the medication form from Promiseland preschool that the parent has filled out with instructions and signed. If your child has a diagnosed food allergy, a physician and parent signed Food Allergy Action Plan must be provided to the preschool. A list of children with diagnosed food allergies will be posted in each classroom. Epinephrine auto injectors will be kept in the director's office.
2. Medication will not be given by preschool staff at school. This includes antibiotics, cough drops, cold medicine, or pain reliever.
3. Parents may provide non-prescription diaper cream that is unexpired and in the original container.
4. **Sunscreen or Insect Repellent** - If a parent chooses to use sunscreen or insect repellent, it must be administered by the parent before the child comes to school for the day. Teachers cannot put sunscreen, insect repellent, or other lotions on a child.
5. **Allergies**- If your child has a "doctor diagnosed food allergy" and they are under a physician's care for that allergy (they have an epi -pen and/or Benadryl for treatment) they are required to have a Food Allergy Emergency Care Plan on file. This emergency care plan must be signed by a physician. If your child has a food sensitivity or reaction to a certain food (may break out in a rash or itch) but the allergy has not diagnosed by a physician, please notify the preschool office.

## 20. Parent Communication and Emergencies

Open communication with parents is very important to children's success. Promiseland Preschool has multiple ways of communicating. Parents will learn of news in our preschool through school email notifications, preschool monthly newsletter, written memos sent home with your child, social media site, smart phone notification, or verbal communication with the child's teacher. In the event of a medical injury or emergency requiring immediate professional care, the staff will call 911; follow the Preschool emergency preparedness plan, giving location and nature of emergency. A director or staff member will accompany any child that is taken by ambulance if possible and will stay with the child until their parent arrives. As appropriate, the CPR certified staff member will administer CPR or first aide measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency contacts will be notified. **All children must have an emergency release person on file in case of such an emergency.**

In case of a minor injury or accident, the staff will administer basic first aid. All injuries or illness not requiring immediate parental attention will be documented and reported by the caregiver who witnessed the incident and given to parents to sign when the child is picked up at the end of the day.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 800-222-1222.

## 21. Immunizations

Each child enrolled in or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth to 17 years of age. Vaccine requirements by age can be found at [https://www.dshs.texas.gov/sites/default/files/LIDS-Immunize-VIS/6-15-2023-2024-Minimum-Requirements-Child-Care-and-Pre-K\\_02-2023-Bilingual.pdf](https://www.dshs.texas.gov/sites/default/files/LIDS-Immunize-VIS/6-15-2023-2024-Minimum-Requirements-Child-Care-and-Pre-K_02-2023-Bilingual.pdf) Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission. Students enrolling in the center must have these records turned in to the Preschool by the first day of school each year. It is a parent's responsibility to ensure that your child's immunizations are current. Immunization waivers and a notarized affidavit must be provided from the state if your child is on a delayed immunization schedule, or a parent chooses exemption due to reasons of conscience. Information concerning immunization exemptions can be found at <http://www.dshs.texas.gov/immunize/school/exemptions.aspx>

## 22. Tuberculin Testing Requirements

Based on local health department guidelines, proof of TB testing is not required to be enrolled in our program.

## 23. Vision and Hearing for 4-year-olds

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children aged 4 as of September 1. Parents may bring in screening proof from their local pediatrician. Promiseland Preschool will schedule an annual screening for 4-year-old children for a nominal fee that will be charged to your preschool statement. This is a requirement for continued attendance in the program.

## 24. Emergency Preparedness Plans

Promiseland Preschool performs fire drills monthly, severe weather and sheltering in place/lockdown drills quarterly. Emergency routes are posted in each classroom. Emergency Preparedness Plans for tornado/bad weather, communicable disease outbreak, accidents, illness, explosions, fire, bomb threats, off-site evacuations and lock-down procedures are also available in the Preschool office for parents to preview at any time. Each Promiseland Preschool staff member has reviewed each of these plans yearly during staff orientations.

Christ Fellowship is equipped with a fire sprinkler system and required inspections are performed annually.

In the event of an emergency evacuation, all Promiseland Preschool staff will follow the emergency preparedness plan. **A copy of this plan is available to view in the preschool office if requested and parents are encouraged to read this information carefully.** All staff and children will remain away from the building until the threat of danger has passed or cleared by local authorities. If Promiseland Preschool should need to evacuate, the staff will evacuate children across the church parking lot to The Oxford Grand, 2851 Orchid Drive, McKinney TX 75072 phone 469-513-1593. Children will walk with the class and staff on the south sidewalk and walk into the Oxford Grand parking lot area. The children will remain at this location until parents have been contacted by the preschool staff to pick up their children. All staff carries parent contact information and the daily sign in sheets for each child.

Communication with parents and authorities will be made by cell phones and texting via the Parent Procure app. Parents can call the main Christ Fellowship number at 972-547-7000 to get more information during an emergency.

## 25. Inclement Weather/Emergency Closing

If the McKinney Independent School District shuts down for bad weather or community pandemic, the preschool and church will close as well. If MISD has a delayed opening, our center will be CLOSED for the day. If MISD closes mid-day due to bad weather, we will contact parents and close within 30 minutes of said announcement. Parents are expected to stay tuned to local channels to stay informed of preschool and MISD closings. There will be no make-up days for bad weather closings. Promiseland Preschool will communicate school closings through the Procure app.

**Emergency Closure**-In case of an emergency situation such as a pandemic, local or state disaster declaration, facility concerns, or weather that could cause the preschool or church building to close, parents will be notified by one of these means: phone calls, emails, letters home, or web site posting. Tuition will not be refunded or reduced. There will be no make-up days for any emergency closings. If the closing is required for an extended length of time, tuition that has been collected for the current month will be credited towards the next month that the preschool is allowed to open. Tuition will not be charged for months that the preschool is not in operation.

## **26. Behavior Management Policy**

All staff members are trained in positive guidance methods of behavior management that encourages self-esteem, self-control and self-direction. Positive methods include praise and encouragement of good behavior, daily reminders of expectations and redirecting behavior using positive statements.

Our approach focuses on the social, emotional, and cognitive developmental stages of each child. Giving children understandable guidelines and expectations helps to redirect their behavior to develop self-control of their actions and encourages acceptable behavior. The teacher will observe and document any recurring behavioral challenges and communicate to parents these concerns to formulate a cooperative behavioral plan.

Conferences will be scheduled with the classroom teacher or director to discuss behavior that is disruptive and not solved by using the above techniques. If, after putting alternative behavior plans into place, the disruptive behavior continues, Promiseland Preschool reserves the right to dismiss that child if we cannot meet the needs, he/she has. A child whose presence or behavior creates a danger or safety risk to others or to themselves in the classroom or who requires an inordinate amount of a teacher's time may be asked to withdraw.

## **27. Suspension Policy**

In the event of disruptive behavior, emotional, physical, or intellectual needs beyond the expertise of the classroom teachers or in case of physical or safety threats to other classroom children, the preschool reserves the right to remove the child temporarily or permanently from the preschool in any situation where these conditions are applicable. To guarantee a child's safety, we reserve the right to dismiss a child who repeatedly puts themselves in danger, such as running out of a classroom, running off the playground or away from a teacher. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed/or while securing any appropriate support services. Promiseland Preschool will make reasonable accommodations to its practices and procedures but is not required by law to alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

## **28. Biting**

Biting is a common issue in early childhood development. The best way to deal with biting is consistency between teachers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. The preschool will work with the parent when biting becomes a problem with their child and will make every effort to help solve the issue. Chronic biting may require that a child be suspended from enrollment for a period of time (days, weeks) until the biting has abated. We do reserve the right to dismiss a child that continues to bite others if we cannot meet his/her needs and are unable to solve the issue.

## **29. Rest Time**

As required by childcare licensing, children will have a supervised rest time as appropriate for their age and physical needs if they are in our care for five hours or more. Parents are responsible for providing a nap mat labeled with their name for 18 mo., 2 and 3-year-olds. Nap mats must be a size that can be contained in the child's bin without being so large as to touch another child's mat. Nap mats must be taken home daily. All vinyl nap mats need to be covered with a pillowcase or blanket. PreK (4-year-olds) do not need nap mat and can bring a beach towel for their rest time. Children are not required to sleep but are expected to do the following:

1. Be able to remain on their own nap mat during rest time.
2. Be able to quietly control their bodies and voices during rest time.

If a child is not able to rest quietly on their nap mats and consequently keeps other children from resting, parents may be asked to pick up their child after lunch and before the rest time.

### **30. Toilet training**

Although we will respect a parent's wishes to assist in toilet training, we ask that you pack extra clothes, underwear, shoes, and socks for those that are toilet training. We will take regular toilet breaks throughout the day and try our best to accommodate the needs of the child. Changing tables are available for the 18-month-old and 2-year-old classes for diaper changes. The 18 month and 2's teachers will work with the parents as the child indicates readiness for toilet training.

All children enrolled in our three-year-old program and older must be completely potty trained (no training pants or pull-ups) and independent in the restroom. We do not have facilities for changing diapers at this age.

A child who is fully potty trained in underwear can do the following:

1. Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words "I have to go potty" BEFORE they have to go.
2. Be able to pull down their underwear and pants and get them back up without assistance.
3. Be able to wipe themselves after using the toilet.
4. Be able to get off the potty by themselves.
5. Be able to wash and dry hands.

A conference will be schedule if a child is showing that they are not fully potty trained.

### **31. Lunches and Snacks- Promiseland Preschool is a Peanut-Free Facility**

Parents are responsible for bringing children's lunches and snacks daily. We do not heat up or refrigerate lunches. Children should receive at least 1/3 of their daily nutritional requirements while in our care. Parents are asked to bring lunches in lunchboxes and snacks in a separate labeled package, baggie, or container. Our licensing guidelines require that we monitor what children eat while they attend preschool each day. Parents are also encouraged to refrain from bringing sugary foods for lunch and snacks. Teachers will encourage your child to eat his healthy lunchbox choices but will not force a child to eat. All food the parent includes in the lunchbox will be offered to your child at lunch time. All food that is not eaten will be sent home. Since Promiseland Preschool is a PEANUT-FREE center please do not include any peanut or peanut butter products in your child's lunchbox. If you are sending a sandwich that contains a peanut alternative such as soy butter, please mark the sandwich bag "peanut-free" so that there is no question whether it is safe to serve it in the classroom. Teachers will encourage good manners and independence at snack time and lunch time and ask a blessing before the children eat.

Drinking water will be made available at snack time, lunchtime, and after active play. Promiseland Preschool requires that each child brings a labeled water bottle to school daily.

Parents are required to notify the class teacher ahead of time if they are bringing in a shared class treat. Parents will be notified via email when treats and other food is being brought in.

### **32. Curriculum**

Promiseland Preschool incorporates theme based Christian curriculum consisting of Bible memory verses, Bible stories and Bible teaching. The curriculum director designs and incorporates all age-appropriate activities for the preschool using our weekly themes, centers, art projects and educational video resources. We also introduce and teach alphabet and phonemic awareness, colors, shapes, numbers and writing for age-appropriate children.

Our Pre-K classes follow the Texas PreK guidelines which emphasize science, social studies, math, and language in the classroom. Children are involved both with hands-on experiences and activity plans include both child and teacher directed activities. Pre-K classes may use IPADS for academic enhancement and teaching opportunities. IPAD use is supervised by the teachers and only educational apps are made available for the students' use. Daily schedules are posted in each classroom. All classes attend weekly music and movement classes. 3's and Pre-K attend chapel twice a month. Outside play is offered daily for 30 minutes or based on the weather.

### 33. Activities for children in care with special care needs

If a child in our care has special care needs, the preschool will follow reasonable accommodations recommended by the child's health care professional or a qualified professional with the local school district or early childhood intervention program to plan activities for their needs. The activity plans will utilize as recommended any adaptive equipment that has been provided for use at Promiseland Preschool. If a child receives early intervention services (ECI) or special educational services from a qualified service provider, that provider can continue to render those services to that enrolled child at Promiseland preschool with parent request and approval. All activities include children with and without special care needs.

### 34. Screen Time

Promiseland Preschool adheres to all following licensing requirements regarding screen time activities:

- No more than one hour daily of screen time.
- Screen viewing is related to our educational goals and curriculum.
- Screens are not viewed during snack, lunch, rest, or nap time.
- Screen time does not include any advertising or violence.
- Children under two years old will not have screen time during the preschool day.

### 35. What to Bring and Wear to Preschool Each Day

- Diapers, pull-ups and wipes for children in our 18-month-old and 2-year-old classes that are not toilet trained.
- At least one extra change of clothes per child, **clearly marked with the child's name**, including underwear, shoes, and socks for **all age groups**.
- Nap Mat (including blanket and pillow if desired). Nap mats that roll up with a pillow and blanket attached are preferred. Please **label your child's nap mat**. PreK (4-year-olds) should bring a beach towel in place of a nap mat.
- All vinyl nap mats must have a cover such as a blanket, fitted crib sheet, king sized pillowcase, or towel.
- Labeled lunchbox and snack and a labeled water bottle.
- **Tote bag with handles or a backpack that can hold a school sized pocket folder and lunchbox.**
- Shoes must be worn in the preschool at all times, including during naptime. Sneakers are the shoe of choice, no open toe shoes, flip flops, sandals, crocs etc. as they can be hazardous on the playground and in PE class. Please think safety when dressing your child for school.
- Please dress your children in play clothes that are appropriate for the season. Coats must be provided in the winter months.
- We use washable crayons, markers, and paint, when possible, but clothing may get stained.
- Children are required to always have one seasonably and size appropriate complete change of clothing at preschool, including shoes and socks.
- All clothing must be clearly labeled including hats, gloves, scarves, boots, coats, and sweaters.

### 36. Bringing Toys to School

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings or valuable items from home. This includes any jewelry which can often break apart and be considered a safety hazard. Two exceptions to bringing toys are plush toy animals for use during naptime and items for Show and Tell purposes. You will be notified by your child's teacher when the class has Show and Tell. A child may not bring or use any type of toys that explode or shoot things such as caps, BB guns, or darts. It is the parent's responsibility to enforce this policy with their children. Promiseland Preschool is not responsible for lost, stolen, or broken valuables.

### 37. Visiting and Volunteering at the Preschool

Promiseland parents are welcome to visit the center during the day at the discretion of the director. Please keep in mind that by doing so we ask that you not interrupt your child's classroom but observe from outside. Parents visiting the school will be supervised during the visit due to the state background check policy. All volunteers must submit to a state/federal

criminal background check if they are going to volunteer in the preschool on a regular basis. All visitors and volunteers must sign in and out at the Promiseland desk area and be escorted into the Promiseland area.

Building access may be limited if the preschool is following state and local guidelines due to a public health emergency.

Persons who are on the Texas Sex Offender Registry may not be in the Promiseland children's area, attend school functions, or participate in school events during the school hours.

### **38. Parking and Drop off/Pick Up Procedures**

\*Morning drop off can be through carline in your car or by walking into the building.

\*Pick Up is by walk in only. Carline is not offered at pick up time.

Parents may park in the south parking lots closest to the main doors. Please note that it is against the law if a child is knowingly or intentionally left in a motor vehicle. Persons who leave their children in cars put themselves at risk of being reported to the police. You must bring all siblings into the church building when you drop off or pick up your child. **You may not park against curbs painted red that are designed fire lanes.** Bring your child in through the main church doors only. All other church entrance doors remain locked throughout the preschool day.

### **39. Morning Carline**

Morning only carline is offered at the south side of the building starting the second week of preschool. Once your car is placed in Park, staff will assist your child out of their car seat on the passenger side only beginning at 8:50 am. Staff will use umbrellas in rainy weather. **Children need to be seated in their car seat** and not standing or leaning out the window. If your child is seated on the driver's side of the vehicle, it is the parent's responsibility to escort the child across to the staff in the carline, even during inclement weather. We retain the right to cancel carline for the day if there is lightning or the weather becomes dangerous for children and staff. Carline will stop promptly at 9:10am. Please have your child's backpack, nap mat, and lunch readily available for the staff to take with your child as they help them out of the car. If your child is crying or refusing to exit the car, please pull forward, park your car, and escort your child into the building.

### **40. Stay and Play-After School Care**

**Monday-Thursday** preschoolers can have extended stay until 4:00pm for Stay and Play. Children are signed out of their classroom by their classroom teacher and then brought to and are cared for by preschool staff in a Promiseland classroom after the preschool day is over at 2:00pm. All Promiseland staff that teach in Stay and Play have had state background checks and FBI fingerprints. Children will be offered activities such as Christian videos, outside time, snack, and craft projects. **Parents must call ahead** to reserve a spot for their child for that day as spaces are limited, 972-547-7095. Children attend only on the days that they are enrolled for preschool. The cost is \$15 a day and is payable to Christ Fellowship. Parents provided snacks are required each time the child attends stay and play. Children must be picked up by 4:00pm, at 4:10pm a \$10 late fee will be assessed.

*If DHHS requires the preschool to follow Covid policies anytime during the preschool year ( see Appendix 111) stay and play may be cancelled.*

### **41. Physical Activity**

Promiseland Preschool strongly believes and supports the need for physical activity each day. Promiseland Preschool will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor

skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Outdoor play on our two playgrounds is a regular part of our daily routine. All preschool children will participate in a minimum of 30 minutes of moderate to vigorous active play each day. Please do not request that your child stay indoors. *Per the Texas Department of Health and Human Services, children too sick to go outside should not be at school.* **For the safety of children, closed toed shoes are highly recommended. Children may not wear flip flops due to the danger these shoes may cause on the playground.**

During the preschool hours of 9:00am-2:00pm children will only be allowed to play on the west, enclosed Promiseland playground and playground structures designated for children ages 18 Mo. -5. The playground is checked daily for ants, wasp's nests, trash, or any equipment repair and surfacing that is needed. They will be provided with play space in the enclosed playground area. Children will take their water bottles outside during outdoor play so they will have easy access to water when needed.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When temperatures and weather conditions indicated on the weather bug app inhibits outside play, classroom teachers have physical activity plans in place including music and movement using videos, hallway relays, active games and floor stretching.

Opportunities for active play may overlap with outdoor play when the weather permits.

### **Hot Temperatures**

When the temperature or heat index rises to 95 degrees outdoor recess or activities will be limited to 10 minutes.

When the temperature or heat index rises to 100, no outside recess or activities will occur. The preschool follows the Weatherbug app to determine the local temperatures and weather conditions in McKinney Texas.

### **Cold Temperatures**

During times of excessive cold weather, the following precautions will be taken:

When the temperature or wind chill is at or below 40 degrees based on the weather bug app temperatures in McKinney, no outdoor recess or activities will be permitted.

## **42. Birthdays and Celebrations**

We know that children enjoy celebrating their birthdays and special events with their classmates. You are welcome to bring in birthday treats for the entire class and those will be offered to the class after lunch or nap time. Parents must let teachers know at least 2 days in advance what the treat will be brought in and what day.

If advance notice is not given, the treat will not be given at school but can be sent home with the children at the end of the day.

Please, no balloons, party hats, or goody bags. Please adhere to our peanut-free policy with respect to all food brought into the classroom. Teachers will communicate allergy alerts to parents when a shared birthday snack is provided.

A few commonly brought birthday items are:

Mini cupcakes, brownie bites, donut holes, small cookies, pre-packaged treats.



If your child's birthday falls outside of the preschool calendar, please talk with their teacher to set aside a special day to celebrate.

If you want to bring birthday party invitations for a non-school birthday party, we ask that parents hand deliver their invitations to the child's teacher and she will place them in the children's folders for the entire class. **If the entire class is not invited, the parent will need to deliver the invitations to those invited families outside of preschool.**

We will notify parents of special classroom and holiday celebrations as they come up during the year. Our main focus is your child's security, so we will be handling these internally. Parents as always will be welcome to attend. If a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for the day.

#### **43. Transportation, Animals, Water Activities, Field trips**

Promiseland Preschool will not offer transportation to any offsite activities or take any offsite field trips. If we have splash/water activities, parents will be notified in advance. Animals are prohibited from being in or outside the school during the preschool day unless they have proper veterinarian paperwork with advance notice that adheres to Child-care licensing standards. All field trips are brought to the preschool for the children to enjoy.

#### **44. Separation Anxiety**

Separation Anxiety can occur at any time during the preschool ages. Our staff is trained to deal with these situations, and we do understand that this is difficult for parents. Our staff will work with each child to the best of their ability to see that any situations are resolved. We ask for your patience during this process as it can take a few weeks for children to adjust to preschool and sometimes longer. It is best for parents to confidently tell an anxious child upon arrival that after the child's things have been put away, the parent will kiss, hug, and say goodbye to the child. The parents will not go into the classroom. This will prepare the child for your departure. Prolonged goodbyes can often cause children to feel more insecure and this makes separating more difficult. The classroom teacher will comfort and assist the child through the anxious time. You are welcome to remain in the lobby area until you feel comfortable leaving your child.

#### **45. Photo Release**

In the registration forms, you granted permission to Christ Fellowship and Promiseland Preschool to use photographic images containing your and/or your children's photograph/likeness for various purposes such as promotional materials, bulletin boards, newsletters, Facebook, Instagram, video productions, advertising, etc. as well as Promiseland's website. This release will remain in effect until the parent furnishes written notice reversing the decision. If a parent chooses to take pictures at a classroom event held at the preschool, they may only photograph their child. Please note that during certain parent events such as Pre-K graduations, Christmas programs, Moments with moms, Donut with dads, photographs may be taken. If you wish for your child to not be photographed, you can choose to remove them from these events.

#### **46. Graduation**

Each May we will honor our Pre-K students during a class graduation ceremony. This will involve school provided caps and tassels and short program in our Backyard Theater.

#### **47. Cameras**

Christ Fellowship has closed circuit security cameras in all classrooms and hallways. A monitor is located in our Promiseland lobby and preschool offices for parents and preschool staff to view. Parents may request to view previous footage from the Center Director as needed. The privacy of the children is very important to us. For this reason, the cameras are not available over the Internet.

#### **48. Weapons/Sex offenders**

Possession of firearms or other weapons are prohibited in the Promiseland Preschool area. Persons who are on the Texas Sex Offender Registry may not be in the Promiseland Preschool children's area, attend school functions, or participate in school events during the school hours. The parent must make arrangements for an alternate person to drop off and pick up the child, should this be the case. Promiseland Preschool is a smoke-free and drug facility.

#### **49. Promiseland Preschool Staff/Contact Information**

Employees of Promiseland Preschool are required by the state to have full background and criminal history checks and FBI fingerprinting before they are hired into our center. The director and Executive Ministry pastor interview candidates. They may be asked to submit to drug and alcohol testing as well as random testing during the year. In addition, they will be certified in CPR and First Aid. For the safety of all of our children, Christ Fellowship also runs background checks on all church employees and Promiseland volunteers. Each of our Promiseland preschool staff attains 24 hours of required training in early childcare as mandated by the State of Texas Department of Regulatory Services. Employees are required to uphold regulations and standards issued by the Texas Department of Health and Human Services Child-care minimum standards at all times.

Our management team consists of individuals that love the Lord and felt called into the ministry of young children. Feel free to contact them at any time if you have questions or concerns. Their names and expertise are listed below.

**David Klippert-Rowe** serves as the Executive Ministry Pastor and oversees the Promiseland Preschool Ministry. His position entails overseeing the management team, finances, and state standards for the center. If a parent has an issue that has not been resolved by the director, please contact him at 972-547-7000 or [dklippertrowe@cflhome.org](mailto:dklippertrowe@cflhome.org).

**Karen Roam** serves as the director of Promiseland Preschool. She is responsible for directly working with the teaching staff, parents, curriculum needs, purchasing, day-to-day operations, and compliance with the State Minimum Standards. Karen can be contacted at [kroam@cflhome.org](mailto:kroam@cflhome.org) or at 972-547-7021.

**Wendy Durant** serves as the office manager for the preschool. She is responsible for managing the enrollment and registration procedures, wait lists, tuition, and online tuition collection at the Promiseland desk. Wendy can be reached at [wduyant@cflhome.org](mailto:wduyant@cflhome.org) or leave a message at the Promiseland desk, 972-547-7095.

**Debbie Hartin** serves as our curriculum director for the preschool. She is responsible for implementing and overseeing curriculum needs and executing weekly staff planning meetings. Debbie can be contacted at [dhartin@cflhome.org](mailto:dhartin@cflhome.org).

#### **50. Cares and Concerns**

We know that you are entrusting us with the most valuable treasure the Lord has given you, your child. We strive to serve our preschool families with our absolute best and share the love of Jesus each day with your little ones. Promiseland Preschool wants to hear from you regarding your experience with our preschool. If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Preschool Director. Parents call us directly at the main church number, 972-547-7000, or email us with concerns at [kroam@cflhome.org](mailto:kroam@cflhome.org). Parent conferences are encouraged and can be scheduled during preschool hours by contacting us.

## **Parents Rights**

Senate Bill 1098 from the 88<sup>th</sup> Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available;
  - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

### **Required Notifications**

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

### **Helpful Tips**

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.