

**PARENT HANDBOOK
2019-2020**



**LS&S
Preschool**

DBA; Little Saints and Scholars

Amie Pulley, Director

Sarah Tyree, Assistant Director

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Wylie, Texas 75098

972-442-6076

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Dear Parents,

Our goal at Little Saints and Scholars (LS&S Preschool) is to meet each child's social, intellectual, emotional, physical, and spiritual needs in a loving and caring atmosphere. We strive to foster self-esteem and individuality, while encouraging acceptance and respect for others.

Our classrooms are designed with children in mind. Research has shown that children need to follow their natural dispositions. They need to explore, wonder, question, create and play. The developmentally-appropriate curriculum at LS&S is theme based and encourages the child to explore and have fun while learning.

Our teachers are all experienced and trained in early childhood education. They were chosen for their professionalism and their ability to nurture and work well with children. We also provide continuing education to ensure that our staff is knowledgeable on the latest and most effective teaching strategies. All staff members are certified in CPR and first aid.

Our school is a non-profit corporation which is overseen by our board of directors. LS&S Preschool is a separate non-profit from Saint Anthony's Catholic Church. Our board consists of three members. All three members have had or have children in the program. Our board members serve at least one year terms.

We welcome families to become an integral part of their child's education. When parents and caregivers are actively involved in a child's education, everyone will benefit.

Thank you for choosing LS&S Preschool,

Amie Pulley, Director

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Mission Statement

We are an academically enriched Christian environment in which children are challenged, loved, and encouraged as individuals.

We can implement our mission statement daily by:

Providing a Christian and academically enriched environment using every moment to teach. All interactions, words, materials and time spent with a child is an opportunity to enhance their development.

Challenging each child to redefine their own expectations.

Showing God's love for each child through mutual respect, trust and genuine interest.

Encouraging children to celebrate accomplishments, differences and support continued development in all areas.

Curriculum

At LS&S Preschool, we believe that each child possesses specific talents that make them unique. It is their uniqueness, combined with educated teachers and a nurturing, loving environment that provide tools they need to be successful.

LS&S Preschool is a quality enrichment program for ages 18 months through 5 years. There are four major areas in the developmental growth of a child: intellectual, emotional, social, and physical. Our preschool curriculum is designed to help your child grow in all these areas.

In addition to the core curriculum, our center offers:

- Spanish Class
- Music Class
- Computer Lab / Library
- Weekly Mass and Bible Lessons
- Music Performances
- Enclosed Playground
- Numerous special events

We invite and encourage parents and caregivers to become an integral part of their education. You are welcome to visit the school at any time. Please sign in at the office and receive a visitor pass before entering the classroom.

Monthly calendars will be provided to highlight special events throughout each month.

Weekly lesson plans and schedules are posted outside each classroom so that you will know what your child is doing while in our care.

Program Operating Schedule and Policies

LS&S operates within a traditional nine-month school calendar. We do not offer before or after care. LS&S observes all Wylie ISD holidays.

I understand that:

- 1 Little Saints and Scholars Preschool (LS&S) operates Monday through Friday from 9AM until 2PM. September through May. Late pick up begins at 2:05 PM.
- 2 My child will be released only to persons I have officially authorized on the emergency information sheet. Children **MUST** be signed in/out each day they attend school.
- 3 LS&S cannot provide care for sick children. Please refer to the Parent Handbook pg. 16 for further information.
- 4 Medication will be administered with written parental permission and prescription direction by child's physician in accordance with MSR 746/3801 through 746/3809.
- 5 If my child becomes ill or is injured, I authorize LS&S to obtain emergency medical treatment and I hereby release said program and its agents from liability for action taken pursuant of this release.
- 6 I will be notified by phone, email, note, or in person regarding any emergency affecting my child. Notices regarding communicable disease occurrences will be posted, emailed, note sent home, or phone call for each child affected.
- 7 LS&S follows the Discipline and Guidance Policy as written in the Parent Handbook pg. 14 & 15 and outlined by MSR 746.2805.
- 8 LS&S uses a behavior referral form which documents incidents and engages discussion with parents before suspension or expulsion. Please see parent handbook pg.16 for specific suspension and expulsion practices.
- 9 Snack is provided for the two year old class. Snack will be goldfish and water. Lunch is provided by the parents. LS&S operates as a nut free school.
- 10 Enrolled children must have current Immunization records on file before the first day of school. Tuberculin testing is not required in Collin County to attend preschool.
- 11 Vision/Hearing screening is required for each child age four and older-MSR 746/629. Parents are responsible for these screenings and Doctor's statement of health.
- 12 The registration form, as well as all fees must be received in order to secure a space for your child. Please see pg. 5 of the Parent Handbook for detailed enrollment procedures. Notification of any and all policy changes will be made via a written statement and an email.
- 13 LS&S staff will not provide or apply insect repellent or sunscreen to a child while in our care.
- 14 LS&S will keep me informed of any special problems or situations which affect my child as they occur. Communication will be written, verbal, or electronic. Parents may also contact the Director at any time with concerns and/or questions.

- 15 I may participate in LS&S Preschool activities after signing in the office and receiving a visitor pass. I understand that my child is under the supervision of the school even while I participate in the operation. Siblings not enrolled will be under my care if the director invites siblings to participate.
- 16 A copy of the State of Texas Minimum Standard Rules for Child-Care Centers is available for review in the preschool office. The most recent Licensing Inspection report is posted in the preschool hall and can be viewed online.
- 17 Parents may contact the local licensing office at 214-583-4253 or go to their website at <https://hhs.texas.gov/>
- 18 LS&S emergency preparedness plan can be found inside each classroom and in the parent handbook pg. 19-21.
- 19 The parent handbook pg. 12 provides information regarding breastfeeding.
- 20 Texas law requires caregivers to report suspected child abuse or neglect to Texas Health and Human Services at 1-800-252-5400 or law enforcement. All employees receive annual training in August. An information sheet including warning signs and prevention techniques will be in the parent and teacher handbooks as well as information on how to obtain assistance if you are a victim. Links to additional information can be found under general information on the preschool's website. All suspected abuse will be reported to CPS. The Director has a list of outreach programs in the community for victims and their families.
- 21 Health checks will be administered to identify potential concerns about a child's health, including signs or symptoms of illness and injury. The procedures can be found in the parent handbook pg. 16.
- 22 The parent handbook pg. 27 outlines LS&S employee policy for protecting the children in our care from vaccine-preventable diseases.
- 23 I may visit LS&S at any time, unannounced. However, I must check in with the office and receive a visitor's pass.
- 24 LS&S is in a gang free zone as declared under the Texas Penal Code and Wylie PD. The information is posted outside the Director's office. Refer to the parent handbook pg. 26 for more information.

Admission Requirements and Enrollment

LS&S is licensed by Texas Health and Human Services.

Children must be eighteen months old as of September 1st of the current school year to enter our program. This is consistent with the public school placement law.

In house registration begins February 1 and opens to the public on February 15.

Classes are filled on a first-come, first-served basis. While we try to accommodate children in existing classes, no guarantees are made for class spots. Parents with children enrolled in the program may also register siblings during in house registration.

To attend LS&S, the following requirements must be met:

1. Enrollment forms must be completed and properly signed by the parent and physician. The enrollment fees must be paid prior to the date of admission.
2. A current record of immunizations and doctor's statement must be submitted prior to the first day of school.
3. A hearing and vision screening is required for any child ages 4 and up.

Registration is not complete until all state requirements are met.

If there is an increase in days attending after initial registration, an additional supply fee will be assessed.

Non-Discrimination Policy

LS&S serves the whole community and admits children of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally made available to our children.

Withdrawals

If you find it necessary to withdraw your child from our preschool, a 30 (thirty) day written notification and full payment for the month is required. Registration and supply fees are not refunded under any circumstance.

If there is no communication with LS&S regarding the child's absence, LS&S will withdraw the child from the program after 15 days.

Payment Information

A Registration fee of \$150.00 is due at the time of registration. A supply fee, depending on days of enrollment, is also due at the time of registration. Both fees are **NON REFUNDABLE UNDER ANY CIRCUMSTANCE**. These fees pay for supplies and in-house field trips for the year.

Tuition is based on nine months and is divided into nine equal payments, to be paid September through May. Tuition is the same amount for each school month, regardless of early dismissals, holidays, absences or inclement weather days. No adjustments will be made to monthly tuition due to bad weather closings or closings due to circumstances beyond our control. Monthly tuition is to be paid the first day of each month by check, money order, bill pay through your bank payable to LS & S Preschool, or through online invoicing. **Cash transactions are not preferred.** Please write your child's full name and the month of application in the memo portion of the check.

Tuition checks are to be deposited in the tuition box outside of the director's office or personally delivered to the director. **PLEASE DO NOT PUT THE CHECK IN YOUR CHILD'S FOLDER**. A late fee of \$25.00 will be assessed for payments received after 2:00 P.M. on the 10th of the month, including the months of September and January. A returned check fee of \$30.00 will be charged for all returned checks. Should we have a check returned for non-sufficient funds, a money order or cashier's check must be received by the office for the tuition amount plus the returned check fee the following business day. A statement will be generated only for those who are delinquent in their tuition payment.

LS&S is a nonprofit organization and depends on tuition, made on schedule, to meet our financial obligations.

We will provide tuition receipts upon request.

Release of Children

The safety of your child is paramount to us. Therefore, we follow strict guidelines to ensure the safety of everyone at LS&S.

All parents are expected to fill out the attendance sheet each day. Every morning, you must fill in your child's name, drop-off time, and indicate how you can be reached during school hours. At the end of the day, the person picking your child up will have to sign the sheet with first and last name and the time the child was picked up.

Authorization to Pick up a Child

Photo identification is required to release a child to someone other than the parent. A parent must inform LS&S of all persons authorized to pick up your child. This authorization is completed during online enrollment. Changes or additions to those authorized to pick up can be made online or in the LS&S office.

When a child is being picked up by someone other than the parent, the following steps will be enforced to protect your child:

1. The person picking up your child will be required to show his/her driver's license. We will photocopy the driver's license to help eliminate identification confusion for the teachers and the director. Children will be released only when the information matches the permission information provided by the parent.
2. The director or assistant director will walk the individual to the classroom and introduce the individual to the classroom teacher as an authorized pick-up.

If you will be routinely carpooling or having someone other than a parent picking up your child, you will need to inform the office in writing and give your permission, releasing us from all liabilities.

The doors open promptly at 1:45 PM for dismissal/pick-up. **All children not picked up by 2:05 PM will be taken to the office to wait for the arrival of his parents. A late pick-up fee of \$1.00 per minute (per child) will be assessed and charged to the parents.** If you know in advance that you will be running late, please telephone the director so she can assure your child that you are on your way. The child will remain with the director until you arrive.

Essentials

All children must bring a full-size backpack that can be suspended from a coat hook. The child's full name must be clearly written on it. The backpack should be able to hold a lunch box, a seasonal change of clothes in a gallon Ziploc bag (including top, bottom, underwear and socks), a coat during cold weather, a receiving size blanket for nap time, diapers/pull ups if needed, artwork and folder from school. We discourage toys in backpacks. All belongings should have the child's name written on them.

CAMPUS VISITOR

For the safety of the children, we ask that all visitors to the campus sign in at the office before entering the classroom. Visitors will be given a visitor tag to wear while in the building. We ask that visitors please return the tag and sign out when they are finished for the day. Visitors will be escorted by office personnel to the classroom.

TOILET TRAINING

1. ALL children entering the three-year-old class MUST be potty trained.
2. If a three- or four-year-old child does not have absolute control of his or her bladder/bowels during school hours, LS&S reserves the right to refuse participation in class until control is mastered.
3. Any child in the two-year-old classes that is not potty trained should be brought to school in disposable diapers or side Velcro pull-ups. It is the responsibility of the parent to provide spare diapers or pull-ups to be used during school hours.

FOOD

1. Please notify the teacher of any food allergies and how your child reacts to that food.
2. LS&S assumes no responsibility for the nutritional value of your child's lunch.
3. During LS&S operating hours, nut-free classrooms are provided. We have children with nut/peanut allergies. Do not send peanut butter or foods containing peanuts or other nuts since some of the reactions to these foods have serious implications. Soy butter is tasty, healthy, and an excellent alternative.
4. Include a drink box or thermos. Freezer packs added to the lunch box will help keep cold things cold.
5. Please do not send any food that requires heating. LS&S teachers cannot warm food.

6. Please keep in mind when sending your child's lunch that the teachers are helping many students prepare the contents of their lunches for consumption. Therefore, we ask that you do not send foods that require table time preparation.
7. All lunch contents are to be disposable. Include plastic forks, spoons, and napkins. Rubbermaid or Tupperware containers will be returned in your child's lunch box.
8. LS&S allows special treats for holidays or birthdays. Please notify the teacher in advance. A copy of all ingredients will need to be sent to the teacher to share with families for allergy awareness. Due to severe allergies, restrictions may apply to specific classrooms. See note below.
9. Uneaten food items will be returned in the lunch box.

BIRTHDAY PARTIES

1. There will be no "birthday parties" held at LS&S during school hours.
2. Parents may send cookies, cupcakes, brownies, etc. for a lunch treat. These will be served once the meal has been consumed. Cookies are favored treats since they are cleaner, less sweet, and generally easily eaten. Teachers need advanced notice of treats being brought on the premises to make accommodations or adjustments for students with food allergies.
3. THE TEACHERS WILL NOT PASS OUT PARTY INVITATIONS.

CLOTHING

1. Children should wear washable play clothes, free from complicated fastenings.
2. Dress your child in seasonally and outdoor appropriate clothing.
3. A season-appropriate change of clothing inside a gallon size Ziploc bag should be included in your child's backpack. Label all items and the Ziploc bag with your child's name. Don't forget to pack underwear and socks, as well.
4. Children in diapers should bring disposable diapers or side Velcro pull-ups daily, labeled with their name on the front of each item.
5. Closed toed shoes must be worn while at school.

REST TIME

1. Children in the two-year-old classrooms will have a daily scheduled rest period. All other classrooms will have a 10-15 minute rest period provided in the afternoon.
2. Each child is provided with a state-approved vinyl sleep mat, as required by law. These mats are owned by the preschool, disinfected daily and remain in the classroom.

TOYS

1. Toys should NOT be brought to school except on special days when the teacher request "show and share" items.

LS&S is NOT responsible for personal items lost or stolen from the classroom. Lost and found items are kept in the preschool office. Please write your child's name on all belongings.

Field Trips

Special "on site" field trips will be offered during the year. We will not leave the school for field trips

Transportation

LS&S will not transport children.

BREASTFEEDING

Human milk is the best source of milk for infants additionally; breastfeeding supports optimal health and development.

Providing a mother a place to sit and breastfeed her child helps to support this practice. If you have a child in the program and would like to provide breast milk for your child while in our care a comfortable place to sit will be available to you in the preschool office.

Communication

Daily class schedules are posted outside each classroom. All children will be provided with a folder containing a classroom calendar and any completed work. PLEASE remember to read through the folder daily for pertinent information.

Email is the fastest way to get information to you. As such, we ask that you keep your email address updated at the school. All teachers are given a school email address for your convenience. Please feel free to contact the teachers with any pertinent information that they may need regarding your child.

Another important form of communication from the office is REMIND. With remind, all personal information remains completely confidential. No one on the list will ever see your phone number, nor will you ever see theirs. The office uses this service to send quick reminders regarding the preschool such as special events, days the school is closed including days closed for inclement weather. A separate informational sheet with directions for signing up will be given once your child is registered.

In the case of absence or change in pick up, call the LS&S office at 972-442-6076.

Behavior, Guidance, and Discipline

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline are PROHIBITED:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom or closet with the door closed or isolation of any kind.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.
10. LS&S Preschool will use only positive methods of discipline and guidance that encourages self-esteem, self-control and self-direction. Such methods include:
 - a. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 - b. Reminding a child of behavior expectations daily by using clear, positive statements.
 - c. Redirecting the child's focus to a more desirable activity.
 - d. Offering alternative positive behaviors that conform to the desired reaction.
 - e. Using brief supervised separation of time-out from the group, (when appropriate) for the child's age and development, which is limited to no more than one minute per year of the child's age and then inviting the child to rejoin the group activity.

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding, and directed toward teaching the child acceptable behavior and self-control. Our discipline procedure is as follows:

1. Verbal warning.
2. Removal from the group (time out).
3. Removal from the room to the director's office.
4. Continued discipline problems will result in a conference with parents.
5. In case of violent behavior (biting, hitting, kicking or scratching), the child will be taken to the director, and the parents will be called.
6. If the situation doesn't improve, the child will be asked to leave the program (length of time to be determined by the director).

BITING is very serious and is unacceptable. If a child bites, LS&S will work with the family to develop a plan to correct the problem. However, if the problem is aggressive, breaks skin, does not abate within a reasonable amount of time, or diverts an inordinate amount of staff time away from other children and program implementation, LS&S Preschool will remove the child from the program until the biting is resolved.

Each student at LS&S Preschool is subject to suspension or dismissal from preschool for the willful violation of policies and procedures by the child or parent, as set out by LS&S Preschool and the Texas Department of Family and Protective Services.

Suspension and Expulsion Policy

LS&S will use a behavior referral form to notify you of any incident that could possibly warrant suspension or expulsion. The behavioral referral will be used for but is not limited to:

- Excessive biting or harming of another child or adult
- Behavior from an uncontrolled child that is harmful to themselves or others
- Verbal or physical abuse of any person or property by a child, parent, relative, friend

The referral will document date, time and number of times of incident along with a description of the incident and the action taken. A plan of action will be outlined after communication with parents has occurred.

Other reasons for expulsion and/or suspension have previously been outlined under guidance and discipline and withdrawal policies.

Health and Medication

Please notify LS&S office if your child has been exposed to or contracted a communicable disease. If signs of approaching illness such as: lethargy, abnormal breathing, uncontrolled diarrhea, vomiting, abnormal behavior and rash with fever are observed at school, parents will be contacted and asked to pick up the child. If your child is ill, please keep him or her at home until causative symptoms and fever are resolved. A fever is defined by the state as:

Oral- above 100 degrees
Rectal- above 102 degrees
Armpit – above 100 degrees

Children with fever, diarrhea or other symptoms of contagion will not be admitted. Children should not come to school with profuse nasal discharge, particularly that which is either green or yellow in color. Rashes should be evaluated by your child's physician if accompanied by any rise in body temperature. **A child MUST be fever free without medication for at least 24 hours before returning to class!** No adjustments to monthly tuition will be given due to sick days.

A visual or physical assessment of a child will be done to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

If your child was seen and diagnosed by a physician, please inform the school of the diagnoses and obtain a back to school clearance.

If your child has a medical condition that requires medication, the director or teacher assigned by the director, will administer the medication contingent upon a signed medication permission slip from the parent and kept in the child's folder. Any medications brought by the parent for the child must satisfy the following requirements:

1. Be in the original container labeled with the child's name.
2. The label must be dated, if a prescribed medication.
3. Include directions for administration and the means for administration, such as a measured medicine cup.
4. Include the name of the prescribing physician and the date of expiration of the medication.

Medication specific to a child's health as related to severe allergies (see Food Allergy Emergency Plan) or juvenile diabetes treatments are kept in the classroom backpacks and carried by the teacher at all times. During school hours these backpacks are kept out of the reach of children but with the class. After hours all backpacks are stored in a locked cabinet.

All medications must be dropped off in the office so that the appropriate forms will be filled out by the parents. The medications must have the child's name, expiration date, dosage, frequency and what it is for on the medication label.

Respiratory treatments will be given in the office by the director/assistant director only. All other medications or treatments will be kept in the office under lock and key and administered as prescribed.

If you medicate your child before school, please let us know what you gave, the dose, and the time you gave the medication. LS&S does not provide or apply sunscreen or insect repellent while children are in our care.

A child with asthma may require treatment while in our care. In addition to the medication permission sheet and medication and or inhaler, we will need specific instructions from you as to the protocol in treatment. If your child receives asthma treatment prior to coming to school, it is imperative that we are informed. The name of the medication, the dosage, and time of dosage should be shared with the director. If your child does not improve or gets worse while in school, you will be notified and asked to take appropriate actions for your child's health.

Food Allergy Emergency Plan

According to Texas Health and Human Services Minimum Standards, we must have a food allergy plan for each child with a known food allergy that has been diagnosed by a healthcare professional. The child's health care professional and parent must sign and date the plan. Each individualized plan prepared by the health care professional must include:

- 1- A list of each food the child is allergic to;
- 2- Possible symptoms if exposed to a food on the list; and
- 3- The steps to take if the child has an allergic reaction.

There is a form available through the LS&S office, or the healthcare professional is able to submit their own Food Allergy Emergency Plan, as long as it contains the mandatory information listed above.

Medical Procedures

A current medical release and immunization form signed and stamped by a physician must be on file for each child.

Hearing and Vision Screening

The State of Texas requires that each 4 & 5 year old have a hearing and vision screening. You may choose to have your child's physician perform this service for you. We must have a copy of the results for our files. If screenings are done elsewhere we must receive a copy of the actual screening results, not just the words "pass or fail."

Medical Emergency

In the event of a medical emergency, Wylie EMS will be summoned. If they evaluate your child and deem that further medical treatment is required, your child will be transported by EMS only. The hospital destination will be determined by the EMS unless you have indicated otherwise. We will be in communication with you throughout this event.

EMERGENCY PREPAREDNESS PLAN

All staff members of Little Saints and Scholars preschool are first aid and CPR certified. LS & S Preschool conducts monthly fire drills and tornado and lockdown drills every three months.

It is the responsibility of LS&S Preschool administrators to prepare plans whereby the facility, or parts thereof, can be evacuated quickly in the case of an emergency. Causes for evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, tornado, toxic fumes, electrical failure or structural failure. In an emergency, evacuation of the LS&S should proceed as rapidly and safely as possible.

Emergency evacuations are developed considering three scenarios of evacuation. Each child shall receive training concerning emergency evacuation procedures and will practice according to the above schedule.

There are four types of emergency responses we are required to address

TYPE	WHEN	WHERE
Evacuation	Immediate situation rendering inside of building unsafe; safety can be sought outdoors (example: fire)	Designated location outside of the operation
Relocation	Imminent situation rendering inside and outside of building unsafe (example: flooding)	Designated location away from the operation
Sheltering	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: tornado)	Designated location within the operation
Lock-Down	Immediate or imminent situation rendering partial areas of indoor space unsafe and leaving or exiting the operation unsafe (example: endangering person on premises or in area)	Designated location within the operation

In the event of an emergency procedure for:

Evacuation include:

1. Walk the children to a safe area. The safe area is the parking lot behind the church office. This area is shown in outline form in each classroom and on record with Wylie Fire Department.
2. Children will practice getting to this area each month during our mandated drill. A teacher will be in the front of the line and the back of the line. For those children with limited mobility, the specials teachers and assistant director will help carry the children to the designated safe area.
3. An alternate shelter will be the church office. The phone number for the office is 972-442-2765. The second alternate shelter will be the rectory which is located across Ballard Street at 401 North Ballard Avenue. The children will walk to this location. We will cross Ballard Street at the stop light.
4. Children will be accounted for by matching the children with the sign-in sheet. Teachers will hold up a green sign if all are accounted for. A red sign if not all the children are accounted for.

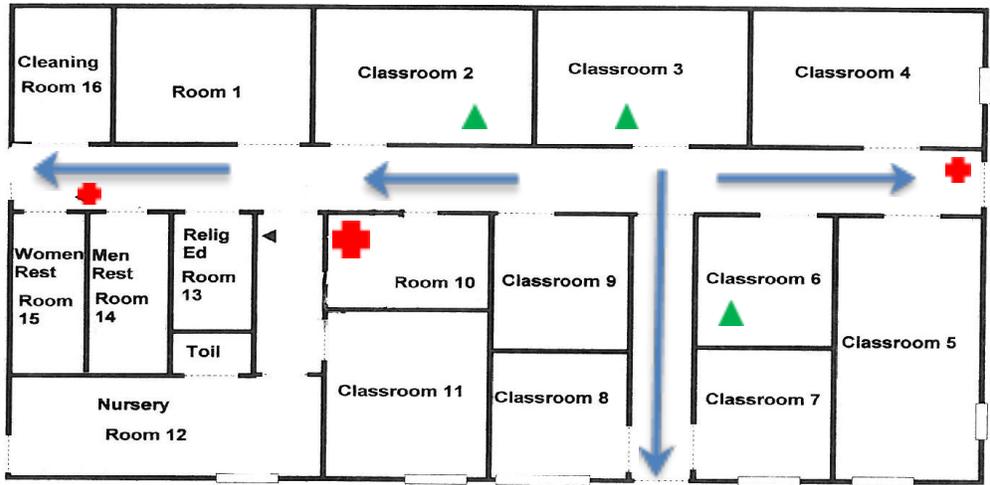
Communication includes:

1. Call 911
2. Call DFPS local representative to report the emergency

In the event of an emergency, all parents and guardians identified on the child's admission forms will be notified via email and text message through REMIND of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement. Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication

Essential documentation includes:

1. An emergency binder will have all emergency contact telephone numbers, information, and authorization for care for each child. The director is responsible for evacuating with this binder.
2. Children will be tracked using the daily sign in sheet. Teachers are responsible for maintaining this log and evacuating with this information along with the emergency backpack which is carried with the teachers at all times.



-  Fire Alarm Pull Station
-  Fire Extinguisher
-  Severe Weather Shelter

BUILDING EVACUATION FOR SAINT PAUL HALL

- **ACTIVATE** BUILDING FIRE ALARM OR CALL 911
- **ALERT** OTHERS IN YOUR AREA AND ASK IF THEY NEED ASSISTANCE
- **PROCEED** TO THE NEAREST EXIT
- **ASSEMBLE** OUTSIDE BUILDING IN DESIGNATED AREA
- **DO NOT RE-ENTER THE BUILDING** UNTIL CLEARED BY EMERGENCY PERSONNEL

AED and FIRST AID KIT LOCATED IN THE ATRIUM NEAR REAR EXIT



EVACUATION ASSEMBLY AREA

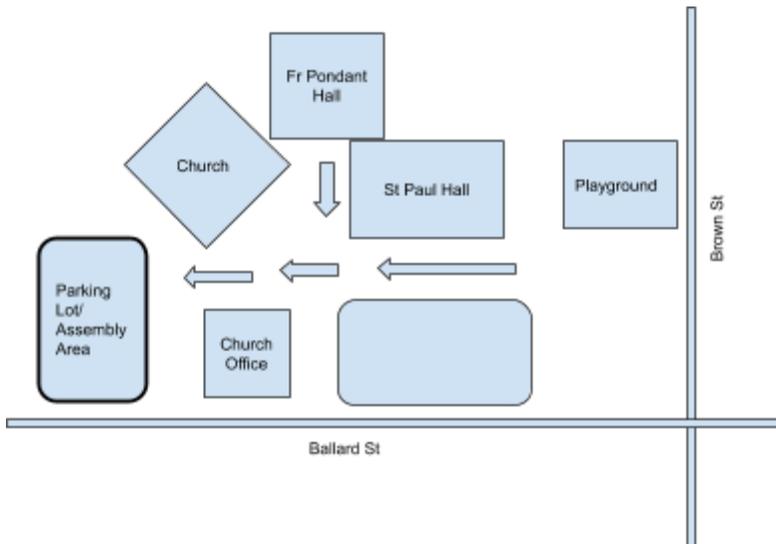
St. Anthony Catholic Church
 404 North Ballard, Wylie, TX 75098
 972-442-6076 / 972-442-2765

Emergency Numbers:

- Fire/Medical/Police - 911
- Poison Control 1-800-222-1222
- Facility Maintenance
214-704-8009
- Non Emergency Police
972-442-8170

Second Alternate Location:

St. Anthony Rectory
 401 N. Ballard, Wylie 75098



Safe Environment

LS&S Preschool employees are committed to the safety, welfare, and protection of all children and youth from abuse and harassment in any form, physical, mental or sexual.

LS&S Preschool has initiated a program to reduce the risk and liability of child abuse. Teachers are screened prior to working with children and are fingerprinted in compliance with Texas state mandates.

Teachers and Substitutes must satisfy the following requirements:

1. Complete an interview process
2. Have references checked.
3. Have a required criminal background check by the Texas Department of Family and Protective Services (licensing board).
4. Agree to and adhere to the code of conduct and policies and procedures of the program.
5. Comply with the fingerprinting policy.
6. Complete pre-service hours as defined by DFPS.
7. Complete required annual training hours as defined by DFPS.

All screening processes will remain confidential. The final decision as to whether an applicant will be permitted to work with children will be based on information from the criminal background history, interview, and reference checks.

LS&S Preschool adheres to the strict requirements in the Minimum Standards for Day Care Centers regarding the reporting of suspected child abuse. Annual training will be provided which will include warning signs that a child may be a victim of abuse and neglect. Posters for keeping children safe like the one on the next page are posted in the hallway and in the office. Free training of prevention techniques for child abuse and neglect can be found <http://www.helpandhope.org/index.html>. Texas State requires that all suspected abuse or neglect be reported by calling 1-800-252-5400.

Keeping Children Safe



Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call **1-800-252-5400** to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

Protecting Children

Shaken Baby Syndrome is the result of violently shaking young children. Injuries can include brain swelling and damage, subdural hemorrhaging, mental retardation and death. **NEVER SHAKE A BABY!**

Sudden Infant Death Syndrome, or SIDS, is the unexplained death of a sleeping baby. Always place infants to sleep on their backs on a firm surface, free from soft items such as quilts, pillows or toys.



Unsafe Children's Products

Recalls of unsafe consumer products, including children's products, are available. It is easy and free to find out. Just go to the United States Consumer Product Safety Commission web site at www.cpsc.gov or you may access the recall information at the Texas Department of Family and Protective Services web site at www.dfps.state.tx.us.

Keeping Children Healthy

Protect children from illness and disease:

- Wash your hands and children's hands often.
- Immunize children.
- Keep ill children at home.
- Learn CPR and First Aid.
- Make sure that children drink plenty of water.
- Discuss special-care needs with caregivers.
- Learn more about childhood diabetes, which impairs a body's ability to regulate blood sugar levels, and other medical conditions from your child's health-care provider.



Texas Department of Family and Protective Services
www.dfps.state.tx.us

* Texas Family Code, Title 5, The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship, Subtitle E, Protection of the Child, Chapter 261, Investigation of Report of Child Abuse or Neglect, Subchapter B, Report of Abuse or Neglect; Immunities

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Procedures for reporting child abuse or neglect

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.

What is Abuse? Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child

What is Neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
 - Name, age, and address of the child
 - Brief description of the child
 - Current injuries, medical problems, or behavioral problems
 - Parents names and names of siblings in the home

Will the person know I've reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. *Your identity is kept confidential.*

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

Inclement Weather and Lockdown Policies

Inclement Weather

LS&S will be closed if the Wylie School District cancels school due to weather. Should Wylie ISD declare a late opening due to bad weather, LS&S will not hold classes that day. The director of LS&S reserves the right to cancel school independently of Wylie ISD's decision. Parents will be contacted immediately if an unsafe condition arises when children are at school. Inclement weather days will not be made up.

When hazardous weather conditions exist you will receive a text on Remind as soon as Wylie ISD makes an announcement. You can also check the LS&S Preschool home page at www.lsspreschool.com for school closing announcements. You may also consider checking the Wylie ISD official website for up-to-the-minute closings and dismissals.

Emergency Closure

In case of an emergency situation that could cause LS&S Preschool to be closed, the LS&S Board will review the information and make a determination as to the appropriate course of action. Emergency situations could include but are not limited to illness, facility concerns, weather or other unplanned interruptions. Parents will be notified of an emergency closure by one of these means; phone calls, emails, remind notification or website posting. **Should an emergency situation cause a closure, tuition will not be refunded or adjusted.**

Lockdown

In the event of a "lockdown" by Wylie ISD or by the Wylie Police Department, LS&S will also lock down its facilities. For the safety of the children, parents will be UNABLE to pick up their child until the "all clear" is given by the Wylie Police Department. Children will be retained in St. Paul Hall.

Gang Free Zone

Under the Texas Penal Code, any area within 1000 feet of a child care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. The purpose of a gang free zone is to deter certain types of criminal activity in areas where children gather. LS&S Preschool was declared a Gang Free Zone by Sgt. Donna Valdepena of the Wylie PD on February 19, 2010. Please consult section 71.028 and 71.029 of the Texas Penal Code for more information.

Staff Immunization Requirements

LS&S encourages all staff members to get the flu vaccination, as the risk of flu is higher than the other vaccine-preventable diseases mentioned above. However, **LS&S does not require this vaccination.**

The risk of both whooping cough and chickenpox is very low and LS&S does not require staff members to get these vaccinations.

As always, staff members are encouraged to discuss risk factors with their private health care provider in making vaccination decisions. Should a staff member get any of the listed vaccinations, they are requested to bring a doctor's statement that shows the vaccination received and the date.

Grievance Procedure

Together we will keep the children's best interest and well being our first priority. If you should have a concern or question, address it appropriately and direct that concern to the appropriate person.

If, for any reason, you feel that communication between you and the LS&S staff has been broken, the following guidelines are available:

1. Most misunderstandings can be corrected successfully at the level at which they exist. If you are not happy with a staff member, you are to attempt to resolve your grievance with the staff member first.
2. If a satisfactory solution is not reached at the level it started, you may address the complaint to the director. It is our hope that any concerns you might have will be settled informally with everyone's cooperation.
3. If a satisfactory solution is still not reached, you may address your complaint to the Board. A list of the Board members can be provided.

Revision of Policies

The policies, as written in this parent handbook, are subject to revision as deemed necessary by Little Saints and Scholars Preschool or Texas Health and Human Services. Parents will be notified in writing of any changes made to policy.