



Dear Parents,

Welcome to StoneWater Preschool. It is our sincere desire that your association with our program will be a happy, comforting and rewarding experience for both you and your child.

Our mission is to partner with parents to provide a faith-filled, safe, exceptionally-loving environment that equips children to learn, grow, and become all that God created them to be. It is our goal to partner with parents by providing age-appropriate learning in a loving, Christian environment. By working together, we can equip your child with a solid foundation both spiritually, emotionally, socially and developmentally.

Your children are a blessing to us! StoneWater Preschool Staff is thankful for your willingness to share your child with us. We hope that you find comfort in knowing that your child is in the care of a loving, professional Christian staff while you are away for the day. We thank you for giving us the opportunity to contribute to the early development of your child.

Please do not hesitate to contact us at any time if we can be of assistance to you.

All for Him,

Paige Taylor
SWC Preschool Godley -Director

2 Peter 3:18

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever”

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***Some of the guidelines are subject to governmental restrictions listed under COVID 19 policies. We will resume regular activities and protocols listed as governmental restrictions are lightened up over time. (EX: parent visits, special holidays, pick up and drop off procedures etc).

Our Mission

StoneWater Preschool is a ministry of StoneWater Church. We are a weekday program for children ages 12 months to 5 years (or the year prior to kindergarten). We offer a well-rounded curriculum with a Biblical Worldview. Reading and early phonics instruction is of high value. We strive to provide a safe and nurturing environment that promotes spiritual foundations, social, emotional and academic development of the child. We are committed to providing Biblically based, developmentally appropriate experiences, which will allow each child to progress in these areas at his/her own level of ability while guiding them in a positive manner.

Our Curriculum

Our teaching staff is dedicated to making SWC Preschool program a positive learning experience for preschoolers. Our classrooms for older children are arranged into play/learning centers. Children are able to make choices and participate in small-group activities.

We have a well-planned curriculum that provides a teaching topic each month. The activities are organized around these topics using learning centers that may include art, dramatic play, music, science/nature, fine motor skills, listening skills, cognitive skills, puppets, finger plays, rhymes and group time. The daily schedule also includes both active and quiet indoor activities and playground time.

We use a variety of teaching methods to reach each child and their unique needs. We are currently using Bob Jones University. These are all Biblically Integrated and researched based curriculum. The hands-on approaches and recognition of national standards for early childhood will help us meet your child academically, socially & emotionally.

Nondiscriminatory Policy Statement

StoneWater Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

GODLEY CAMPUS

OFFICE HOURS

Monday – Friday 8:30 a.m. – 3:30 p.m.

MAILING ADDRESS

Attention: StoneWater Preschool

12656 FM 2331 Godley, Tx 76044

WEBSITE

www.preschool.stonewaterchurch.com

CONTACTS

Paige Taylor-SWC Preschool Director Godley 817-579-1410

paige.taylor@stonewaterchurch.com

Brooklynn Carroll- SWC Preschool Director Granbury 817-579-1410

brooklynn.carroll@stonewaterchurch.com

PROGRAM TOURS

The SWC Preschool Office conducts program tours every Monday through Thursday morning when our program is in session at 10:00 a.m. This gives you an opportunity to meet us and see the program while it is operating. Please call a SWC Preschool Office to schedule a tour. 817-579-1410

PROGRAM DAYS

August–May (See calendar for specific start and end dates.)

Monday -Friday 7:00am-5:30 pm

EXTENDED CARE

The preschool offers morning and afternoon extended care. For more information and pricing, please contact the SWC Preschool Office.

REGISTRATION OVERVIEW

Re-enrollment of current students begins in March for the next school year. (For example, we will begin the registration process for the 2023-2024 school year on March 1st 2023.) Open registration for the public will begin mid March, 2023.

Registration priority is as follows:

- Currently enrolled students and their siblings
- Children of StoneWater Church Staff
- Open registration for the public on a first come first served basis

We will place a child's application on a class waitlist when a class has filled. A registration fee will not be collected for children on the waitlist until they secure a permanent class spot.

Registration Process for Returning Students

Returning students have to re-register each year and pay the registration fees. An application packet will be sent home with all current students in March. An application must be completed and returned on the specified re-registration dates. Additional registration packets will be available by request in the SWC Preschool office for siblings who are allowed to register at this time. Applications received after the re-registration dates will be considered on a first-come, first-served basis. SWC Preschool reserves the right to refuse admittance to the program or to ask for the removal of a child or children from the program at its sole discretion.

REGISTRATION FORMS

The following forms must be completed and turned in to the SWC Preschool office prior to the first day of attendance:

- Registration/Admission Application
- Health Requirements (Health Statement section to be signed by pediatrician)
- Vision/Hearing Screening for students that are 4 years old or older
- Immunization Records (current)
- Discipline and Guidance Policy Form
- All About Me Form

Students cannot start class until all records/forms are complete and in the SWC Preschool office.

HEALTH FORMS

If immunizations are deferred for reasons of conscience or medical contradictions, a notarized affidavit is required before the child can start school. SWC Preschool will accept only an original, notarized affidavit, which may be found at immunizetexas.com.

Unvaccinated children may be required to stay at home in the event of an epidemic or other health emergency as determined by the Texas Commissioner of Health.

SWC Godley Preschool TUITION/FEEES 2023-2024 School Year

A non-refundable registration fee (\$25) and the yearly supply fee (\$75) is collected at the time of registration. These fees will be collected each school year to hold your child's spot.

TUITION RATES For your convenience, you have the option of either paying the annual tuition in full or paying with the monthly installment plan. On the installment plan, we have divided the annual tuition into equal monthly payments to be paid out over the school year. You may pay your tuition in full, in advance if you choose. You will pay for the whole month regardless of school holidays due to the breakdown of tuition into equal monthly payments.

Fall/Spring 2023-2024 Monthly RATES

2 Days/Week (8:30-3:30)

TODDLERS (12 MONTHS-23 MONTHS):	\$385	
2 YEAR OLDS:	\$345	
3 & 4 YEAR OLDS:	\$315	
Extended Day (7:00-8:30am)		\$45 per month
Extended Day (3:30-5:30pm)		\$45 per month
Both Morning/Afternoon		\$65 per month

Only Full Time Infant Care Available

3 Days/Week (8:30-3:30)

Only Full Time Infant Care Available		
TODDLERS (12 MONTHS-23 MONTHS):	\$540	
2 YEAR OLDS:	\$520	
3 & 4 YEAR OLDS:	\$470	
Extended Day (7:00-8:30am)		\$55 per month
Extended Day (3:30-5:30pm)		\$55 per month
Both Morning/Afternoon		\$85 per month

4 Days/Week(8:30-3:30)

Only Full Time Infant Care Available		
TODDLERS (12 MONTHS-23 MONTHS):	\$720	
2 YEAR OLDS:	\$690	
3 YEAR OLDS-PRE-K:	\$625	
Extended Day (7:00-8:30am) and		\$65 per month
Extended Day (3:30-5:30pm)		\$65 per month
Both Morning/Afternoon		\$100 per month

5 Days/Week (8:30-3:30)

INFANTS (6 WEEKS-11 MONTHS):	\$960	*Granbury only for infants
TODDLERS (12 MONTHS-23 MONTHS):	\$900	
2 YEAR OLDS:	\$860	
3 YEAR OLDS-PRE-K:	\$780	
Extended Day (7:00-8:30am) and		\$75 per month
Extended Day (3:30-5:30pm)		\$75 per month
Both Morning/Afternoon		\$120 per month

*** 10% Sibling Discount for 2nd and 3rd Child

****Discount will be applied to the oldest siblings first

*****10% Military and First Responder Discount

The full payment amount is expected for all children enrolled whether present or not. Please keep in mind that you are paying for the space reserved for your child in a classroom, not for your child's attendance. Thus, to hold that space, payment must be made regardless of attendance.

TUITION PAYMENT SCHEDULE The 10-month installment plan has been designed to allow you to spread out your tuition payments. The payment due dates do not correlate with the amount of days the program is in session during the designated month. The tuition has been divided over a 10.5 month period for convenience.

TUITION PAYMENTS

All tuition will be paid through BrightWheel unless otherwise agreed upon. You may use a credit/debit/or checking account to have your tuition automatically withdrawn. A late charge of \$25 will be assessed for payments received after 10 days of the due date on the invoice. If you are paying through the BrightWheel app on your own, we ask that the payment be made by the last day of the month for that month's tuition. If you pay after 10 days into the next month, a late charge will be applied.

WITHDRAWAL FROM THE SWC Preschool PROGRAM

If a parent or guardian finds it necessary for a child to be withdrawn, written notice must be received and on file in the office. The registration fee and supply fees are not refundable. If you have paid the year in full we will refund only the full months left in the school year. So for example, if you withdraw on March 15th, we would only refund April and May.

*Please see COVID19 guidelines in our parent handbook in regards to tuition.

If it is necessary to withdraw a child from a class at any time during the school year, the parent must notify the preschool office in writing (we cannot accept a verbal notification) at least one month before the withdrawal date. You will need to e-mail the Program Director. If you e-mail your request, you will receive a return e-mail acknowledgement stating that we received your request. If you do not receive this return e-mail, then our office did not receive your request and you need to re-send. **We require a 30-day paid notification of withdrawal.**

Registration and supply fees are nonrefundable. Any refund of monthly tuition is given only after the one-month paid notification has been met and any past-due balance has been paid.

For the safety of all children attending SWC Preschool, where our staff has reason to believe any circumstances impacting your child's presence at SWC Preschool may result in, lead to, or otherwise expose other children or SWC Preschool staff to harm of any nature, SWC Preschool, in its sole discretion, may dismiss your child from the program immediately.

Other examples of expulsion would include patterns of behavior relating but not limited to vulgarity, biting, patterns of poor behavior hitting, uncooperative parents and non-pay.

LATE PAYMENT FEES A late fee of \$25 will be assessed after the 10th day past your account due date, on any account with an outstanding balance. A late fee will be charged and assessed to your account unless prior arrangements are made with the Program Director.

A continual problem of late tuition payments and/or NSF returned checks could result in your child's dismissal from the program.

RETURN CHECK FEES

A \$35 fee will be assessed for any insufficient fund checks. If an account has had two returned checks, that account will then be asked to pay by cash or money order.

DELINQUENT ACCOUNTS

An account that is more than 30 days delinquent will result in withdrawal of the child/children, unless appropriate arrangements are made with the Program Director.

ATTENDANCE

CALLING IN AN ABSENCE

SWC Preschool monitors children's absences.

We request parents to notify the Preschool Office as soon as possible if they believe their child has contracted a communicable disease after attending SWC Preschool.

To call in absences, please call the SWC Preschool phone line at

817-579-1410.

When a child will be absent, please call phone # before 8:30 a.m. and leave a message regarding the absence. Please leave the following information on the recording:

- Parent's name
- Child's name and classroom
- Reason for absence

(If you are calling for a child who is ill, please leave a detailed message regarding symptoms and the date the symptoms began.)

We will attempt to contact you if you have not contacted us with the above information. If we are unable to contact you, there will be a "hold" placed on your child's attendance. A hold means you must visit with the director prior to your child being allowed back in the classroom.

HEALTH/ILLNESS **Please see special section regarding COVID 19 procedures**

GUIDELINES FOR SCHOOL ATTENDANCE

The SWC Preschool requires parents NOT to send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection of the other children and teachers.

Parents must inform the Preschool Director if their child was given any type of medication prior to coming to school (including allergy, cold or cough medicine).

Families are encouraged to be considerate of other students and staff by not bringing ill siblings into the hallways and classrooms during drop-off and pickup times.

****** Children 4 and over MUST have a vision and hearing test results on file prior to admission. If a child turns 4 during the school year they must be tested during their wellness check and documentation needs to be provided to the school.***

Please note that the following guidelines have been adopted by SWC Preschool and they will be strictly enforced.

Please do not bring your child to school when any of the following symptoms exist:

- Fever (must be free of fever (100° or more) for 24 hours without the aid of fever-reducing medicine unless a doctor releases them sooner to return, we will need a doctors note)
- Vomiting and/or diarrhea (must be free of vomiting and /or diarrhea for 24 hours unless a doctor releases them sooner to return, we will need a doctors note)
- Any symptoms of childhood diseases
- Chicken pox – all sores must be completely scabbed over and dry underneath
- Common cold – from onset through one week
- Sore throat
- Cloudy, green or excessive runny nose
- Persistent cough or croup
- Skin rash of any kind
- Difficult or rapid breathing
- Draining wound
- Any skin infection – boils, ringworm, impetigo, thrush, hand-foot-and-mouth disease
- Conjunctivitis or other eye discharge (All eye infections are contagious. The child must be on medication for 24 hours before returning to school.)
- Any communicable disease
- Head lice (must be nit free)

SWC Preschool may find it necessary to modify the illness policies during flu or other similar related outbreaks.

In some cases, a note from the doctor must be submitted prior to a child's returning to school from an illness. It is always prudent to obtain a note from the doctor and bring to the director upon your child's return to school.

We also ask that any open wounds, large scrapes or cuts be properly covered with a bandage. We require all open wounds to remain covered while the child is in attendance at SWC Preschool.

Children cannot be kept in their classroom while their class is outside on the playground. If a child is too sick to go outside, he/she should be kept at home.

Upon arrival, teachers will visually check for any sign of illness as they greet the children. If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is at the discretion of the Preschool Director to make the determination to send a child home due to illness. It is also at the discretion of the director to request receipt of a medical release letter from the child's physician prior to child's being readmitted to class. You may e-mail the directors at:

granburyps@stonewaterchurch.com (Granbury)

godleyps@stonewaterchurch.com (Godley)

ILLNESS AT SCHOOL

When children are sick, they want their parents, and it can become a very stressful time for them. It is very important that you keep the SWC Preschool updated with current contact numbers. Please notify the office if you need to update any information. Also, be sure to designate on the Brightwheel software all numbers you can be reached during the day.

In a non-life-threatening illness or accident, our first attempt will be to contact the parents. If we are unable to contact the parents, we will start contacting people on your emergency contact list. Please make all of your emergency contact people aware they may be called and expected to pick up your child in case of an illness or accident.

Please Note: A continual problem of not being able to reach a parent when a child is sick or hurt could result in the child's being withdrawn from the program.

ACCIDENTS

Either the Preschool Director or staff person in charge will render first aid to an injured child and then determine whether the parent should be contacted.

All accidents at SWC Preschool are required to be reported on an Incident Report form. This form is completed by the staff member who witnessed the incident. If a form has been completed on your child, the classroom teacher will review the form and ask for your signature. A copy of this form will be filed in your child's medical records in the SWC Preschool Office.

Your child's Classroom Teacher will inform you at pickup time if any minor accidents, bumps or scrapes have occurred while your child was at school. She will make you aware of how the incident occurred, what first aid was rendered, and any notable visible signs.

MEDICAL EMERGENCY PLAN

In a serious or life-threatening emergency, the designated staff member will contact 9-1-1. SWC Preschool will contact the parents to instruct them to either come to school or the hospital. If a child is taken to the hospital via ambulance, a designated staff member will accompany the child to the hospital until parents arrive.

EMERGENCY CONTACT

On the application section labeled "Emergency Contact," please list a person we can contact in case of an emergency. Each person you list should be someone with whom you are comfortable picking up your child from school, only if we are unable to contact you.

MEDICAL RESTRICTIONS

It is the parent's responsibility to check with the Preschool Director regarding any allergy or health limitation that could affect your child's classroom placement. This also applies to any changes that occur prior to or during the school year. Student's special health needs such as allergies or chronic illnesses (including, but not limited to, asthma, hearing or vision impairments, various allergies, feeding needs, neuromuscular conditions, seizures, diabetes, urinary or other ongoing health problems) must be properly disclosed and documented on required forms. Documentation will then be reviewed by Program Director. In regard to health issues, the school reserves the right to make the final determination regarding acceptance.

ALLERGIES

We face a growing number of children dealing with food allergies and specifically potentially life-threatening peanut and tree-nut allergies. Nut items would include, but are not limited to, the following: Brazil nuts, almonds, cashews, pistachios, walnuts, peanuts, pecans, hazelnuts, coconut products, coconut milk, almond milk and any type of nut butter (including soy or sunflower, which has the appearance of nut butter). Please check the ingredient label, if it states "may contain nuts,". We will inform you if your child has another child in their class with these types of allergies.

*****We may ask you to refrain from packing items with nuts in your child's lunch if this is the case.**

If your child has severe reactions to insect bites, please let us know.

MEDICATION POLICIES

SWC Preschool policy is to dispense medication to a child only in an extreme emergency. **Teachers are never allowed to administer any kind of medication (including vitamins, cough drops, and other over-the-counter drugs).** Only the school director or appointed director is permitted to administer medication to a child—and ONLY with the proper releases. Parents who have children with severe medical concerns should complete a **Parent/Physician Request for Administration of Medication by School Personnel** so emergency medication can be kept at school.

Do not send any medication to school in your child's backpack! This includes prescription diaper ointments. **Do not add any medication to your child's drinking cup and then**

bring it to school! Please refrain from placing "gummy" vitamins in your child's lunch. This is for the safety of your child and the other children in the program.

Teachers are allowed to apply rash ointment and sunscreen if permission was given on your child's admission forms. If needed, we prefer the parent to apply these prior to school. Your teacher can store sunscreen, diaper cream and insect repellent for child in a safe place, please do not leave products in your child's backpack. If we supply sunscreen we will use Aveno products. We will use AD diaper cream. Please provide bug spray for your child.

EMERGENCY MEDICATION KEPT AT SWC Preschool

If your child has a known history of serious illness that requires immediate medication:

- **A Parent/Physician Request for Administration of Medication by School Personnel** must be completed and turned in for all medication. This form gives us specific written information about what to do in case of an emergency. Please contact the SWC Preschool office to request this form.
 - ➤ **Bring the form and the medication to the director in the Office on or before the first day of school.** It will be kept locked in the Preschool Office. Please provide the appropriate dropper or dosage cup.
 - ➤ Prescription medications will only be administered if they are in the original, labeled bottle from the prescribing pharmacy which lists the date of expiration, the doctor's name, and the phone number. The pharmacy label must identify the child for whom the medication is requested. Prescription medication requests that do not coincide with the printed dosage on the pharmacy label of the prescription bottle must be clarified on the completed physician form. If it is an antibiotic that can be taken morning and night, please refrain from asking us to administer these types of medications.
- Over-the-counter medications will not be given unless the child's parent/guardian provides the medication in the original container. They must be accompanied by the signed **Parent/Physician Request for Administration of Medication by School Personnel**. Your doctor must be specific in the dosing instructions on his form.
 - ➤ Verify that the medication will not expire during the school year.
 - ➤ Only the School Director, or designated office staff are permitted to administer medication to a child.
 - ➤ The medication is accessible to the Preschool staff only during the preschool hours, for the child to whom the medication belongs. (If you are at church for another function or event, you will need to coordinate medication storage with the appropriate department and follow their procedures; other departments do not have access to our medications.)
 - ➤ **All medications are required to be picked up by a parent on the last day of school. Any medications left after the last day will be discarded.**

July 17, 2020

COVID 19 Guidelines

I am sending you this letter to touch base with you about our plans for reopening in August! Even though these are uncertain times, we are super excited to love and teach your children! We are working diligently to make sure that we keep everyone safe, healthy and that we are putting the children first. Our first day of class is still scheduled for Monday, August 10th! Please read all the way through. These guidelines will be added to our parent handbook as well.

Our preschool is licensed with the state of Texas under Child Care Licensing. We have put together some recommendations that we are going to follow in order to keep everyone as safe as possible. This letter is to inform you about the guidelines we will follow so that you are aware of the changes, but also to address any of your questions or concerns.

Please read the following and don't hesitate to ask questions. We are here to serve you and make you feel as comfortable as possible!

Positive Covid19 Cases:

- If you are aware that you or your child have been directly exposed to the Covid19 virus outside of the home, we kindly ask you self-quarantine to protect all in care. Exceptions to this would be front line essential workers that are wearing appropriate PPE equipment to perform job duties.
- If your child (or persons living in the child's home) have a positive Covid19 test- you will need to stay home. Your child not return until a doctor releases them to return to school. We will need documentation for re-admittance.
- If we see a case of Covid19 within a classroom (staff or child test positive), our plan is to close that "classroom" down and relocate the children to a different room for several days for sanitation. The child and/or the staff member will not be allowed to return until a doctor releases them. We will need documentation for re-admittance.
- Tuition—We typically ask for a one month (30 day) paid notice to pull your child from preschool. This will still apply for any reasons other than COVID 19 related issues.
- If you feel at any point during the school year that your child needs to stay home due to Covid19, we will ask for a 2 week paid notice (vs the 30 days for other reasons). So basically a half/month tuition will be due if you decided to pull your child due to COVID19 related issues. Depending on the day you pulled your child and what payment had been made will determine your reimbursement or charge.

***Example:** If you decided to pull your child October 1st and had not paid any October payments, you will need to pay half of that months tuition. If you had paid for October already, we would reimburse you for half of the months tuition.

Mask: We will not make the children wear masks! Should parents decide that their child(ren) should wear a mask, that is fine. We will leave that up to you to decide. We will also do our best to have them keep it on. Staff members will be wearing mask or shields as feasible for learning and to limit exposure. Please know that we understand that this may seem like a lot of work, but we want to make sure that the children are safe and healthy. That is our number one priority. We also want to protect the families we serve along with myself and other staff that use the building. There may be changes made to this plan throughout the year and possibly even within the next few weeks or months.

GENERAL INFORMATION AND POLICIES

Our SWC Preschool staff considers it a privilege to teach your children.

- Each of our teachers has a personal relationship with Jesus Christ and considers teaching a ministry.
- All staff members are required to complete staff development training every year.
- Preschool staff is also trained every year on identifying suspected Child Abuse/neglect and mandated reporting responsibilities.
- All staff undergoes a criminal background check.

Your child's room is staffed with a Lead Teacher and classroom teachers (based upon age of children and number of students). As a parent, your main contact will be the Classroom Lead Teacher. She is responsible for greeting the parents and children as they arrive and leave. She will be the one with whom you communicate the most.

PARENT NOTIFICATION AND POLICY CHANGES

When a policy changes, SWC Preschool parents will be notified in writing.

CURRENT INFORMATION

It is extremely important we are able to contact the parents in case of an emergency. Therefore, it is the responsibility of the parents to notify the office of any changes in current information provided on the child's application. Please contact us immediately with any updates (e.g., address, phone numbers, pediatrician, allergies, etc.). Most of the changes can be made via Brightwheel Software.

NURSING ROOMS

SWC Preschool has a nursing room located in the Auditorium of the church called the mothers room. This is for your convenience and comfort during the preschool hours. As a parent, you have the right to breastfeed and/or provide breast milk for your child while in our care.

PETS

Pets are not permitted on the premises at any time. This allows us to maintain a safe, healthy environment for all of our children and staff.

CLASS ROSTER

This list is for personal use only and not for solicitation purposes. A classroom roster is available upon request from the SWC Preschool Office. This roster will include the names, phone numbers and addresses of the children in your child's class.

HOLIDAYS

Holidays and any other days off during the school year are listed on the Preschool Calendar. The SWC Preschool monthly newsletter will also include a calendar listing any days off or special events.

SPECIAL OCCASIONS AND CELEBRATIONS

The children will celebrate certain holidays and special occasions in class. The classroom teachers will notify parents in advance of the plans for these events. A sign-up sheet may be made available for parents to bring items.

Parents will be invited to some of the celebrations. Check with your teacher.

We will have special school-wide events during the year in which all groups will participate (Pajama Day, Donuts with Dads/Moms, Easter, Christmas and Special Bible Character Days). The dates for these special days will be communicated throughout the year.

We may schedule classroom parties and special event days on alternating class days for those that have children attending only one or two days a week. If your child attends only a few days a week, we may allow him or her to attend certain special events if they fall on the day your child does not attend. You will be asked by the teacher to bring your child during the time of the event. We ask that you remain in the classroom and pick your child up as soon as the party is over.

FIELD TRIPS

SWC Preschool does *not* take field trips, and children will not be transported from the center unless there is an emergency.

WATER PLAY AND SPRINKLER ACTIVITY

Classes participate in supervised water play as part of the curriculum. SWC Preschool will have a Splash Day during the year including sprinklers and other water activities. Your admission form states whether or not you would like your child to participate in Splash Days.

PARENT CLASSROOM VISITATIONS

Parents are welcome to visit our school and observe their child's class at any time. We do ask, as a courtesy, that you call the office to arrange a time 24 hours in advance. If you wish to visit your child's classroom, you must check in at the SWC Preschool office first. The first few weeks of school are a very sensitive time while children are adjusting and adapting to their classroom environment. With this in mind, we ask that parents refrain from visiting the classroom during the first month of school.

Parents who visit the classroom may only observe. Parents may not disrupt or distract the children or interrupt the teacher during the observation. Please keep in mind that a visit from parents can be quite confusing for some younger children after the day has begun. At these impressionable ages, children may see a parent arrive and assume it's time to go home, disrupting their entire day.

Parents will have the opportunity to participate in special events throughout the year (Donuts with Dads, Mother's Day Tea, Christmas parties, etc.) You will be invited to participate in these activities by your child's teacher, who will send out invitations to these special events.

SECURITY

We take your child's safety very seriously.

Each parent (guardian) will be given a code to enter the building. All exterior doors will remain locked during the preschool operating hours. There are video surveillance cameras located in every room of the preschool.

GANG-FREE ZONE

The Texas Penal Code indicates that any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

WEAPONS

Firearms, hunting knives, bows and arrows, and other weapons of any kind are prohibited on the premises.

COURT ORDERS

If SWC Preschool is notified of a court order impacting registered children, SWC Preschool staff will adhere to that court order **without exception**. However, SWC Preschool cannot adhere to any court orders that it does not receive. Please provide the office with a copy of any court orders pertaining to children in our care. For court orders, do not assume the court will notify us in a timely manner of its order. It is your responsibility to notify the office of any order impacting your child.

INCLEMENT WEATHER/SWC Preschool CLOSINGS

In the event of inclement weather (or other weather-related events), we will send a text and email notification as soon as it has been determined we will be closed or delayed in opening for the day.
Call 817-579-1410 for the office number.

We will also update our StoneWater Preschool Facebook pages with the weather information.

On inclement weather days when SWC Preschool is in session, we ask our parents to closely monitor the weather throughout the day. If you hear that local public school districts are closing early, then you need to pick up your child from SWC Preschool early. If you are uncertain whether we are closing early, you may call the school office; Teachers are unable to make personal phone calls notifying parents of an early closing.

No credits or makeup days will be given for any emergency-related closings.

POWER OUTAGES

In the event of an extended power outage during the SWC Preschool day, we may determine to contact parents for immediate pickup.

EMERGENCY DRILLS

SWC Preschool will conduct periodic fire, tornado and lockdown drills. Our staff will be trained for each of these emergency situations each year.

EMERGENCY PREPAREDNESS PLAN

In the event of an emergency, evacuation or re-location our first responsibility is to move the children to a designated safe area known to all employees, caregivers, parents and volunteers.

If the SWC Preschool Director or security officials find it necessary for preschool staff and students to evacuate the building and surrounding area due to a dangerous situation, all children will be transported to the emergency evacuation site within walking distance. Our remote evacuation site will be texted or e-mailed during a time of emergency. Signs will be posted on school doors instructing you where to go. Teachers will have all contact numbers with them.

Any student who may need assistance or have a special needs will be personally carried or escorted by a SWC Preschool staff member or teacher during an emergency evacuation. Children under 24 months will be evacuated holding a preschool ringed transition rope and then transferred to an 8 seat buggy and/or transition crib. All other children will be lined up and escorted out of the building. Head counts will be monitored and class rosters are

located in the emergency bags behind each classroom door. Once to safe location, teacher will hold up a green or red card to show that they have all children in care.

In the event of building evacuation. Children will be relocated by staff vehicles to the local Godley volunteer fire department.

The address is: 200 S Main St, Godley, TX 76044

In the event of a lockdown, children will stay in their current classroom. When relocating the staff will take the following items with us:

1. Parent and Emergency Contact Numbers
2. Authorization for emergency care
3. Attendance Records

We will communicate with local authorities, parents and licensing by using a cell phone or evacuation phone. Parent alert text message if available.

If you need to contact us during an Emergency, please call: 817-579-1410

Teachers will place a doorstop behind each door and blinds will be pulled down to cover outside and interior windows. If children are in the restroom, they will be escorted to the closest classroom and go into lockdown. If they are outside and lockdown occurs and there is a risk inside, they need to move further away from the building or to the movie theater located behind the school immediately. We will continue to provide the best care possible by making children comfortable, consoling them and providing food/water and quiet activities while we wait for safe premises or parents to arrive. When you arrive to our off-site shelter, we will bring your child to you so that we have a safe check out system. Parents will be noted on a list or cell phone as items are available for recording information. During a lock-down WE WILL NOT RELEASE CHILDREN. Once the lock-down is released, we will release your children to you safely.

ARRIVAL AND DEPARTURE

PARKING AND ENTERING Please be cautious in the parking areas. The use of cellphones is highly discouraged while entering and exiting the parking lots.

Please be aware it is considered neglect to leave a child unattended in a car. If a family needs assistance with drop-off or pickup, please contact the office for assistance. Due to the ages of the children in our program, we do not offer curbside drop-off or pickup. Therefore, a parent or guardian must walk a child to his or her classroom.

Please do not park in the loading/drop-off zones or in the handicapped parking unless you have a handicapped parking permit.

ARRIVAL

We open the main doors to the Children's Building at 7:00 a.m. for early care drop off. Parents are to walk children to their morning care classroom door and check them in.

The teacher will be at the classroom door to greet the children until **8:30 a.m.** At **8:40 a.m.** the teachers will go into the classroom, close the door, and begin the class day. After 8:40 a.m., it is very important for all classroom teachers to be in the classroom, devoting their time and full attention to the children.

Classroom activities begin promptly at 8:30 a.m. Children who arrive late may miss activities and can be a disruption to their class. We will ask you to sign in at either the first- or second-floor security desks before proceeding to your child's class.

Please understand that if you arrive **after 8:40 a.m.**, the teacher will already be in session with the class. Please have your child enter the room quietly. Another teacher will welcome the child and direct him or her to join the class. Please do not enter the room at this time; it can be very disruptive to the children in the classroom. If you have an issue or concern that you need to discuss with the teacher and you have arrived after **8:40 a.m.**, either leave a note for them to call you at their earliest convenience or come by the SWC Preschool Office and we will relay the message.

For privacy purposes, the school teachers have been instructed not to discuss any personal issues about a child at the door with parents or in front of a child. If a Classroom Teacher needs to discuss any issues with a child's parents, they will either set up a conference time or phone the parents at home.

CHECKING IN CHILDREN

We need your help for the safety of the children. Your cooperation is greatly appreciated. Thank you for partnering with us to keep each child safe here at SWC Preschool.

When you arrive at your child's classroom in the morning, please:

- **Complete the check in process at the Computer Kiosk.** If someone other than the child's parents will be picking the child up on that day that information must be provided to the teacher and/or director.
- **Sign in your children on a sign-in kiosk/sign-out kiosk.**
- **Remove infants from their car seat or any other type of resting device and personally hand them to the teacher.**

RELEASE OF CHILDREN

Children will be released only to their parents. Parents have the option of completing the section on the original Preschool Application giving an authorized person permission to pick up the child. This gives authorization by the parents for certain other people to pick up their child on a continual basis. Parents must inform the school of any

changes to those individuals authorized to pick up their child, including providing any related documentation such as custody agreements and court orders, if applicable. In such event, SWC Preschool assumes no liability if a child is released to an individual, including a parent, who was previously authorized to pick up a child, but pursuant to custody agreement or court order is no longer permitted to do so.

Parents must inform the teacher and/or director if anyone other than the child's parents will be picking up their child that day (unless the person is pre-authorized to pick up). Remind that person that we will ask for their drivers license copy and placed on file.

We will not release children unless we have received prior consent from a parent.

Help! Please try not to call in the last 30 minutes of a school day to inform us that someone else will be picking up your child that afternoon. To avoid last-minute confusion, please do this at sign-in in the morning. If circumstances change during the day, please call us at your earliest convenience. Please leave a callback number where we can reach you to verify the information. Remember that this is for your child's safety. We will need an email or text to allow someone that is not on your child's pickup list to pick up with last minute information.

DEPARTURE/PICK UP TIME

Pick up time can be a very confusing time at the classroom door. At this time, the teachers main responsibility is to ensure each child leaves with the appropriate parent or guardian. For this reason, we ask parents to refrain from entering into the classroom. The teachers will be at the door ready to greet you and call your child to the door.

For the security of the children, we ask when you arrive at your child's classroom in the afternoon, please:

- Wait outside if the door is closed. The teacher will open the door once class is finished.
- **Sign your child out at the Brightwheel Software Kiosk.**

Once a parent or other authorized person has signed the child out, he or she is then solely responsible for the supervision of the child.

LATE PICKUP

If you have multiple children to pick up, we suggest that you begin early so that the last child can be picked up by 3:30 p.m.

A \$5 late pickup fee is charged for each child picked up after 3:35 p.m, and \$1.00 charge for every minute after 3:35 p.m. For aftercare it will be the same: \$5 after 5:35 and \$1.00 a minute charge after that. The fee will be assessed and a statement will be e-mailed to you. Late pickup fees should be paid within one week of the occurrence.

Please contact the SWC Preschool Office when you know you will be arriving late. This allows us to notify your child's classroom teachers. Please understand this does not relieve you of a late fee.

LEAVING YOUR CHILD

This can be an anxious time for some children *and some parents, too*. We have found it is best if you say your goodbyes at the classroom door, not inside the room. It is less stressful on the child if you make your goodbyes brief and cheerful.

At 8:30 a.m., the class day is beginning. The teachers are engaging the children in activities as others arrive. For this reason, we ask parents not to enter the classroom, but remain at the door. This allows our teachers to have each child's full attention from the start of the day. Please, refrain from peeking in the door after you have dropped off your child and said your goodbyes. Not only can this be a distraction to the class as a whole, but it can also upset your child all over again if he/she sees you. If you are concerned about how your child is doing after drop-off or during the day, please call or come by the school office, and we will gladly check on your child. (Please see "Separation Anxiety" section.)

CLASSROOM INFORMATION

LUNCHES/SNACKS

Each student is to bring a LABELED water bottle or sippy cup with water in it every day. These cups should contain only water and will be used throughout the day.

It is important for each child to bring a well-balanced, nutritious lunch to school since parents are responsible for meeting their child's daily nutritional requirements. All lunches must be ready to eat. No microwaves are available.

We will follow guidelines from (CACFP) Nutrition guidelines:
<https://www.fns.usda.gov/cacfp/meals-and-snacks>

For 12-17 month olds:

- Lunch should contain finger foods that your child can feed themselves. We will not have the manpower to give children older than 1 year bottles or baby food. The teacher's role is to help them open lunch supplies, and set them up for feeding, safety and cleanliness. Water only please. No sugary drinks are allowed.
- **Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, hard candy, large fruit chunks, large cheese chunks, etc.)**
- LABEL! Please make sure all food items and cups are labeled.

For children in classes older than 18 months old:

- Each child needs to bring a lunch to school each day. We suggest the lunch consist of primarily finger foods that can be served with little assistance.
- **Cut up all foods that could be a choking hazard (examples: uncut grapes, uncut hot dogs, hard candy, large fruit chunks, large cheese chunks, etc.)**
- Pack any utensils needed (e.g., fork, spoon). NO knives are permitted (including plastic).
- The water your child brings to school will be served at every snack, mealtime and after active play.
- LABEL! Please be sure your child's name is on his/her lunchbox, cup and all other containers.
- We are unable to heat or refrigerate lunches.
- No carbonated/sugary drinks.

BACKPACKS/NAP MATS

Your child will need a nap-mat and blanket for naptime as well as a backpack to carry items to and from school.

- For new students a napmat is requested. It is a plastic blue/red nap mat that can be found at Wal-Mart or Amazon for under \$10-\$20. This will move up throughout the years to each class your child attends. A small blanket and "lovey" is ok for younger students. The items should not be too bulky (they need to fit in the child's cubby holder).
- Make sure your child's backpack and nap mat are clearly marked with their name.
- Additional diapers/Pull-Ups should also be included, if applicable.

Important: Please check your child's backpack **daily** for information from the school and empty papers and projects out of their backpack daily.

CLOTHING

Here are some items to consider when preparing for school:

- If your child can use the bathroom on his/her own, we request that you dress your child in clothing that will allow him/her to go to the restroom with little assistance from the teacher.
- Select clothing free of complicated fastenings.
- Washable play clothes are recommended for school days. We have a lot of fun at school, so please keep the dress clothes at home.
- Remember your child may be painting at school. We do use washable paint, but stains can happen.
- Pack a complete change of clothing (labeled with the child's name), and include underwear and socks in his/her bag every day. Please remember that accidents are

not always potty-training related. In case of an accident, your child will be changed and the soiled items will be bagged and sent home.

- For all students' safety, shoes must be worn at all times at school. Children are required to wear tennis shoes or other similar closed-toe, rubber-soled shoes. Sandals, clogs, crocs, flip-flops and jellies make it very difficult for a child to play safely; therefore, they are strongly discouraged. We want all children to be able to run and play in shoes that are comfortable. Velcro-fastened shoes are great for little ones.
- Children love to go outside. Our classes generally go outside every day—even in the cool weather. Remember to pack a jacket or coat during cooler weather.
- Again, please **LABEL** all items.

PLAYGROUND/OUTDOOR TIME

All ages will go outside during the school day, weather permitting. Our playground areas are enclosed and gated.

REST TIME

In late morning or early afternoon, all classes will have a rest time. After a busy day, preschoolers need this time. For the older classes, the duration of the rest time is around 45 minutes to 1 hour. Do not ask your child's teacher to keep your child awake. If rest time is stressful for a student, the teacher may consult with parents and decide together to have their child picked up prior to naptime.

Nap blankets must be taken home each week for washing.

Please do not send a special "blanket" or "lovey" to school that is irreplaceable. As much as we try to prevent it, items can be misplaced or go home with another child. We do not want your family to have a sleepless night over a lost item.

Safe Sleep Guidelines: Please be advised children under 12 months must have a safe sleep guideline form signed provided by Child Care Licensing. Children 12 -18 months are considered infants and may have blanket on their nap mat. The sleep guideline must be signed by caregiver and parent. 12-18 month students cannot have pacifier attachments (examples: clips or soft animals).

TOILET TRAINING

We want to support your child in his/her toilet training. However, **we request that your child be successful at home (with no accidents) for a minimum of two consecutive weeks prior to attempting potty training at school.** Please communicate with your child's teacher after this time period so she can assist with the process at school.

A student is considered completely toilet trained when he/she is able to:

- Communicate the need to the teacher
- Pull down and pull up his/her own pants

➤ Anticipate the urge to use the toilet, and control the urge until he/she gets to the toilet

For health and sanitary reasons, if you are potty training and your child continues to have accidents at school (two accidents within a one-week period), we may ask that your child wear a diaper or a Pull-Up at school until he/she is more confident in using the bathroom.

It is very common for a child who has recently been potty trained at home to have accidents at school. As frustrating as it can be, this is a very common and natural occurrence we see frequently in the preschool. Often, a child will forget since there are many distractions at school. Or the child just doesn't want to be pulled away from active play with friends to go to the bathroom. So, be patient; it will happen.

****3 Year olds will not be able to move up to the 3 year old class until fully potty trained.**

DIAPERING

Pack all disposable diapers, wipes, diaper ointments (over-the-counter) and other items that your child will need during the school day. Be sure to label all items with your child's name. You can bring extra diapers/wipes and we can store them in our cabinets so that you don't have to pack extra diapers and wipes everyday. We will let you know when the supply is getting low.

NOTE: It will be assumed that any diaper ointment or creams (non-prescription) in your diaper bag may be used on your child. Therefore, please remove any items you do not want used on your child from your diaper bag. We *cannot* apply prescription ointment unless prior approval has been given.

PERSONAL TOYS

We recommend you leave your child's toys at home or in the car except for a naptime security item. Other children find it difficult to understand why the child who brought a toy to class does not have to share his/her toy.

Play guns and weapons of any kind are not allowed at school.

We cannot be responsible for any personal toys, special blankets or irreplaceable items that could get lost, so please refrain from bringing these to school.

SOLICITATION

It is at request of StoneWater Church to not allow the distribution of advertising flyers (examples: for sample sales, camps, etc.). Selling personal items in the Children's Ministry Building or in the check in area is not permitted. Refrain from placing any

kind of advertising in the classroom bins or on the classroom check-in tables. These types of items will be removed immediately.

CHILDREN'S BIRTHDAYS

We love to celebrate birthdays here at school. Please check with your classroom teacher in advance about how she plans to celebrate children's birthdays. Some classes will allow you to bring birthday treats and celebrate individual birthdays while other classes celebrate birthdays with one big class party. Check also with the teacher regarding specific allergies in the classroom.

If you are having a party outside of school and want to send invitations home with the children from school, please make sure **all** children in the class are included.

Balloons and candles are prohibited at SWC Preschool. Sorry ☺

COMMUNICATION

Parents are encouraged and welcome to discuss any issues or concerns with either the teachers and school director. You are highly encouraged to contact either person as soon as a concern arises regarding your child. You are welcome to either schedule a meeting or request a return phone call. Please consider e-mailing if it is after school hours. Teachers may be kind enough to share their personal cell phone, but keep in mind they have families too.

COMMUNICATION WITH PARENTS

We use several different forms of communication to relay important information to our SWC Preschool families. Take time to do the following so you can stay informed:

- Paper daily reports are sent home in the child's backpack each day for twos and younger.
- Read all information that is sent home with your child each day.
- Check the whiteboard outside of your child's classroom. We will post some notices there.
- Read the monthly e-mailed newsletter sent from the SWC Preschool Office.

SWC Preschool OFFICE /State Licensing Office

Please do not hesitate to come by the office if you have any questions, concerns or suggestions. .

*Parents reserve the right to see the most recent licensing inspection report which is posted in the check in area of the preschool

*Parents may review the state of Texas licensing Minimum Standards on the licensing website: <https://www.dfps.state.tx.us>

If you wish to contact the licensing office you may contact them at 817-321-8604 and address 1501 Circle Drive Ste 310 Fort Worth, Tx 76119

PARENT/TEACHER COMMUNICATION

If you need to talk to your child's classroom teacher, please coordinate a conference time (telephone or personal). For your privacy, the teachers have been instructed *not* to discuss any sensitive issues or concerns at the classroom door. This is for your privacy so that others, including your child, will not overhear.

Our teachers are not allowed to receive personal calls or texts from parents during the school day. This allows them to have their complete focus on the classroom. If you have a concern, please contact the office. We will be happy to pass on a message or check on your child.

NEWSLETTERS

Please read the newsletters and other information sent home from school. They contain important information, upcoming events and classroom information.

- **Preschool e-Newsletter** – The office publishes an e-newsletter monthly and it will be e-mailed on or about the first day of the month. This is our primary communication tool about upcoming events/fundraisers/school pictures etc. Please let us know if you are not receiving the e-newsletter.
- **Class Newsletter**- Teachers may choose but are not required to send out a weekly class newsletters.

SPECIAL CONCERNS

Children enrolled in the program must be able to participate in the normally planned activities for their age group. This includes participation in indoor and outdoor activities, learning activities and social interaction appropriate for their age group. The safety and the welfare of the class will have priority over an individual situation. SWC Preschool reserves the right to determine if the program is not able to provide adequate care for a child.

SEPARATION ANXIETY

It is common for some children to experience sadness and crying due to separation from their parents, but most will calm down after a few weeks. Most children may cry for just a few minutes and then settle into their classroom routine. For heavy crying that continues for an extended period of time (30 minutes or more), the teacher will contact a parent to discuss the situation. We might ask you to come and pick up your child. In some cases, we will ask parents to gradually ease their child into the

program by bringing the child for initially short periods of time, and then work up to a full day. We have found that in most cases, this method has worked the best.

If your child is crying when you leave him or her at the door, we ask that you not stay at the classroom doorway. A glimpse of you will only make the crying last longer.

If you are concerned about your child's crying, we suggest you come to the SWC Preschool Office and ask one of us to check on your child. You may also call the office at any time, and we will be happy to check on him/her.

BITING AND HITTING Policy (SWC Preschool)

Many preschoolers will go through a stage of biting or hitting. They might bite or hit because they are frustrated, because their gums hurt or sometimes even by accident. Please understand that this can be a common occurrence among younger children. Some children use this behavior as a means of communication. Biting/hitting and aggressive behaviors can be harmful to other children and staff. Our biting/hitting policy has been developed with both considerations kept in mind. Our goal is to help identify what is causing the behavior and resolve those issues. If the issue cannot be resolved, this policy serves to protect the children that are being bitten and/or injured. When these occurrences occur, it is a requirement that both parents be notified (the child that bit/hit and the child that is biting/hitting). However, neither child's name is released to the other parent.

For the child that is bitten/hit:

1. First aid is given. The bite is cleaned with soap and water and covered with a bandage if the skin is broken.
2. Parents are notified at pick-up in the child's folder with an incident report kept on file at the Preschool. Please return the signed notice upon arrival on the next day.

For the child that bit/hit:

1. Teacher will firmly tell the child "NO, we do not bite/hit" and show deep empathy and compassion towards the child that was injured.
2. The teacher will remove the child away from the other children for a break or 1 minute of time out per year of age.
3. Parents will be notified at pick up in the child's folder with an incident report.

If biting/hitting becomes a pattern of behavior/excessive:

1. If a child bites/hits 3 times within a one-week period in which the skin of another child or staff member is broken or the bite/hit leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how we can work together to prevent future occurrences.
2. If the child again inflicts 3 bites/hits within a one-week period, the child will be suspended for two days.

3. If the child once again inflicts 3 bites/hits within a one-week period of time, the parents will be asked to make other childcare arrangements outside of SWC Preschool.
4. If a child bites/hits twice within a 4 hour period at preschool, the parent will be asked to pick up their child for the remainder of the day.

******If a young child pushes another child and does not injure the child, this is not considered a "hit". Sometimes children will push to get their way and it does not cause injury. This is a common occurrence as children establish their independence. A "hit" is an aggressive action, not a typical push that is common amongst young children until they can fully develop verbal communication. The teacher will define an aggressive behavior vs. typical toddler/preschooler behavior.

*******Some examples of aggressive behavior that would also follow the policy above would include but not be limited to:

Choking, tripping, slapping, spitting, pushing so hard a child falls, pinching, scratching, hair pulling, head banging.

An Accident/Incident Report is written for all involved children. Parents will sign this report and be given a copy. The office monitors and retains a copy in the children's files. We will never release the name of the child who is biting or hitting. This is kept confidential to the best of our abilities.

DISCIPLINE

In all classrooms, positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction will be used. The methods will be appropriate to the child's level of understanding, individualized and consistent for each child. Classroom rules will be made clear to the children. Children thrive when they know that they have boundaries and limits. When a child does not follow these guidelines, he/she will be reminded and redirected. Multiple reminders may result in time away from an activity.

In situations where repeated means of discipline have been tried and the child is still uncooperative or uncontrollable, the parents will become involved in an effort to work together to correct the inappropriate behavior. We always attempt to work with the child and his/her parents when a problem arises, but we must also consider what is best for the classroom as a whole. The safety and welfare of the class will be a priority over any individual situation. Please remember that we do not have a 1:1 student-to-teacher ratio in any classroom. Each child deserves the same amount of attention from a teacher.

Please note: Dismissal of a child from the program at any time for disruptive behavior by child or family is at the discretion of the SWC Preschool Director. If tuition for that month of the dismissal has already been paid, the school reserves the right to not issue a refund. Please understand, that we are a tuition based school, so that spot may not be

able to be immediately filled and we are dependent on tuition to keep our staff paid/program running.

EARLY INTERVENTION

Early intervention can be a vital tool in assisting children with possible learning differences. It is during the early years that a trained specialist can assess and assist a child with certain special learning needs. SWC Preschool reserves the right to make the request to a parent to arrange for his or her child to be evaluated by either a public or private specialized service. We reserve the right to terminate enrollment if a parent refuses to arrange for an evaluation or if it is determined that our program is not able to meet the needs of the child while providing a quality experience for both the child and other children in the program.

We will occasionally give parents and staff training guides and newsletters that bring awareness to our school community regarding abuse prevention, techniques and warning signs.

The leadership of the church and preschool will work with our local Child Advocacy Center to stay informed on changes to abuse and neglect practices.

REPORTING OF SUSPECTED CHILD ABUSE

As child care professionals, the staff at SWC Preschool is required by law to report any suspected abuse or neglect of a child to the Texas Department of Family & Protective Services. Our staff is required to receive a minimum of one hour of training each year on prevention, recognition and reporting child abuse.

Any person having cause to believe a child's mental or physical health or welfare has been adversely affected by abuse or neglect is mandated by law to report such concerns to the Texas Department of Protective and Regulatory Services. For more information or to make a confidential report:

Child Abuse Hotline: 1-800-252-5400

Parents that suspect abuse or neglect inside the school or outside the school should report ANY signs to DFPS immediately. You may visit the DFPS web-site for more information: <https://www.dfps.state.tx.us>

Child ABUSE

Child abuse is defined as doing or failing to do something that results in harm or risk of harm to a child. There are four types of abuse: physical, sexual, emotional and neglect. While physical abuse may be the most visible, other types of abuse leave deep and lasting emotional scars. Early intervention is key to helping abused children heal.

Physical Abuse

Physical abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations.
- Fear of going home or seeing parents
- Lack of reaction to pain
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
 - Lack of personal cleanliness
 - Torn or dirty clothing
 - Stealing or begging for food
 - Child unattended for long periods of time
 - Need for glasses, dental care, or other medical attention

Sexual Abuse

Sexual abuse includes fondling a child's genitals, penetration, incest, rape, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking

- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling and rejecting treatment for a child. **Suspect Emotional Abuse When You See:**

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- A caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Thank you for acknowledging this handbook. It is written for the sole purpose of protecting the children we care for and you have entrusted to us.

All for Him,

Brooklynn Carroll
SWC Preschool Director's Granbury
817-579-1410
granburyps@stonewaterchurch.com

Paige Taylor
SWC Preschool Director Godley
817-579-1410
godleyps@stonewaterchurch.com

Godley Campus Preschool

Emergency Preparedness Plan (EPP)

Emergency Procedures and Guidelines

INTRODUCTION

The Emergency Preparedness Plan (EPP) for StoneWater Preschool is designed with the goal of incident prevention as well as preserving the lives and resources entrusted to us. There are a multitude of unique and challenging ministry needs, meeting locations and assembly times that were considered in the development of the EPP's. These procedures cover several potential events. They cannot, however, cover every situation. The SWC Director's of Preschool are tasked with the responsibility to review and revise the EPP's once a year, or as needed due to changing circumstances to ensure safety and security for all the children and staff.

The horse is made ready for the day
of battle, but the victory belongs
to the Lord.

- Proverbs 21:31

By this we know love, that he laid down his life for us, and we ought to lay down our lives for the brothers. But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him? Little children, let us not love in word or talk but in deed and in truth.

- 1 John 3:16-18

EMERGENCY CONTACT INFORMATION

1. Police/Fire: **Dial 911** Godley Fire Dept: (817) 389-2510
or James Woodard (Chief) (817) 389-3539
2. SWC Preschool Walkie Talkie: #7
Preschool Director: Lindsey Smith: (817) 657-8586
3. Pastor on Site: Micah Smith: (817) 300-8467
4. Social Media Notifications to: Lindsey Smith
5. Severe Weather: <http://www.srh.noaa.gov/fwd/> or other local weather stations
6. Poison Control: 1-800-222-1222
7. Electric/Water: City of Godley – (817) 389-3539
(or 911 depending on the emergency)
8. Health Inspector: Miley Smith (817)965-3312

COMMAND INFORMATION

Designated person to direct and implement emergency procedures:

Paige Taylor (or director on duty) or Micah Smith(Pastor on site). They will carry the responsibility of contacting the above emergency numbers in case of any emergency. They will carry out the plans below to effectively communicate with staff/children/caregivers/parents on campus at the time of emergency. Each teacher will have emergency contact #'s for each child (and first aid kits) in their black backpack and on their classroom clipboard that will need to be carried with them anytime they leave their classroom. Teachers are also responsible for carrying their walkie-talkie and personal cell phones are allowed in times of emergencies. Each teacher will be responsible for reuniting and checking off their students on their clipboard (who picked up) as lockdown/emergency situations are lifted. Staff should do their best to stay calm in all situations for the benefit of the students and people in the emergency.

EMERGENCY PREPAREDNESS PLANS OVERVIEW

1. Shelter in place vs. Evacuation

- a. Shelter in Place
 - Tornado
 - Move away from windows
 - Move to the center of building
- b. Evacuation
 - Bomb Threat
 - Fire

2. Active Shooter

- a. Avoid, Deny, Defend
- b. Requires potentially both shelter in place and/or evacuation.
 - Depends upon:
 - Where you are
 - Where the shooter is
 - If the shooter is not in close proximity, avoid by evacuating the building.
 - If you cannot evacuate, deny the shooter access to your location (e.g. classroom).
 - If the shooter gains access to your area and is in close proximity, defend yourself.

Emergency Action Plans Quick Overview (Continued)

3. Evacuation Procedures in major emergency situations.

- a. Little Campers/Preschool- Showbiz Movie Theater Porch
- b. Camp Stepping Stone/Preschool- Showbiz Movie Theater

- c. Wildwoods/Preschool- Showbiz Movie Theater
- d. Things to consider:
 - Contact other church staff to help the Preschool if they are available. Communicate this via church staff meetings/cell phone.
- e. As you are evacuating:
 - Do NOT congregate in the parking lot.
 - Watch for cars/first responders as you move through the parking lot.
 - Watch for secondary shooters/explosives.
 - If an active shooter situation, come out with your hands up.
- f. Be flexible- you may be asked to keep moving or be redirected due to unforeseen variables.

EVACUATION RALLY POINTS

For fire drills/building evacuations, students and staff will gather at the back of the building (behind the house and playground area). Please see specifics on fire drill/fire evacuations in the following pages.

******There is not a local business close by that would be feasible to keep children safe off site. In a major evacuation (such as a gas leak in the area) we would load children in our personal vehicles and transport them to the local Godley Fire Department. Staff would ensure that each child was accounted for via their class roster and emergency bags that contain parent/emergency contact information. The director in charge would coordinate the safety of each child/staff member in the case of re-location.

Godley Fire Department Address: 200 South Main Godley, TX 76044

CHILDRENS/PRESCHOOL EVACUATION ROUTES

- These are located in each room

ACTIVE SHOOTER RESPONSE PLAN

Purpose: This Active Shooter Response Plan provides instructions and guidance to effectively address the response of *StoneWater Preschool* to an Active Shooter incident.

Preparedness: An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Pre-Incident Planning: Active shooter incidents often begin and conclude quickly, leaving childcare employees little to no time to coordinate response procedures with law enforcement and employees. Facility readiness requires that directors develop and exercise response plans that apply general preparedness and response protocols to specific types of emergencies and facility capabilities (including security resources). We coordinate a lot of our training with our local police department. Training and exercising the plan is key, allowing our team to identify gaps, correct weaknesses, and validate our plans. This is always scary for some children and adults. We do our best to practice our plans with a positive attitude and staying calm for the children. We use terms like "there is a stinky skunk in the building" rather than over sharing unnecessary information with the students.

ACTIVE SHOOTER RESPONSE PLAN (CONTINUED)

General Information:

Avoid Deny Defend (ADD)

During an act of violence (e.g. robbery, hostage situation, active shooter):

- **AVOID** starts with your state of mind.
 - o Pay attention to your surroundings.
 - o Have an exit plan *before* an act of violence occurs.
 - o Move away from the source of the threat as quickly as possible.

- o The more distance and barriers between you and the threat, the better.
- **DENY** when getting away is difficult or maybe even impossible.
 - o Keep distance between you and the source.
 - o Create barriers to prevent or slow down a threat from getting to you.
 - o Turn the lights off.
 - o Remain out of sight and quiet by hiding behind large objects and silence your phone.
- **DEFEND** because you have the right to protect yourself.
 - o If you cannot avoid or deny be prepared to defend yourself.
 - o Be aggressive and committed to your actions.
 - o Do not fight fairly. THIS IS ABOUT SURVIVAL.

Call 911 when you are in a safe area.

When law enforcement arrives, **SHOW YOUR HANDS AND FOLLOW COMMANDS.**

For more information go to: <http://www.avoiddenydefend.org>.

ACTIVE SHOOTER RESPONSE PLAN (CONTINUED)

SWC Preschool Active Shooter Action Plan

The following are general actions to be taken when an active shooter incident occurs at SWC Preschool. Please keep in mind that there are a multitude of unique and challenging ministry needs, meeting locations and assembly times that were considered in the development of this plan. While these procedures cover several potential circumstances, they cannot cover every situation.

- I. Police (if present)
 - a. Police are tasked with the primary responsibility to eliminate the threat.
 - b. Director in Charge should dial 911 dispatch via cell phone for EMS and further police support.
 - c. Be advised: civilians and off-duty police who are carrying a gun may be present and may engage the shooter as well.

FIRE EMERGENCY RESPONSE PLAN

Evacuation Process for Fire and Fire Drills:

- I. **SWC Preschool**
 - a. We will communicate via walkie talkies/cell phone to preschool staff that we are evacuating due to fire to rally points. If it is a drill we will still communicate with church staff members if the main fire alarm is used. We will not pull the main fire alarm every time. We will several times a year so that children get used to the sound in case of real emergencies. Otherwise we will sound an alarm through the walkie talkie system. ANYTIME the fire alarm goes off we will GET OUT of the building. We will not question whether or not the alarm is real.
 - b. Direct evacuation and ensure it is executed quickly and thoroughly.
 - c. In case of real fire/or fire drills we will go to the back of the building behind the house and playground areas.
 - d. Teachers will need to bring their black bags that have a red/green card inside. They will hold up the green card once

they perform a face to clipboard account of every child in class. If they are missing a student they will hold up a red card.

e. Black bags will contain emergency contacts of students. If children need to be picked up, one teacher will watch the children of each age group while another teacher calls the emergency contacts.

WEATHER EMERGENCY RESPONSE PLAN-

"SHELTER IN PLACE"

1. In the event of a weather emergency, such as a tornado or severe storm, we will "Shelter in Place".
2. Preschool Directors will initiate the "Shelter in Place" procedures as necessary.
3. **Move away from windows and doors** and towards the safe spot located on your emergency evacuation map in your classrooms.
4. Headcounts should be performed when leaving, and when arriving at the rally point, **and** any point along the way when your group is stopped and it is safe to perform. Please have your clipboard for attendance and your black backpacks. (First Aid kits/emergency #'s inside bags).
5. Protect yourself from broken glass and debris by closing perimeter room doors and hiding under tables. Nap mats are good for placing over children's heads(if easily available). Have them sit criss-cross applesauce and remain calm. Pray, sing songs and help them to not be scared. Remind them that God is in control and HE will protect them.
6. Remain in place until it is unsafe, or you are given further direction by SWC Preschool Directors, security teams or emergency responders.

HAZMAT EMERGENCY RESPONSE PLAN

1. In the event of a HAZMAT emergency that occurs **OUTSIDE**, follow the

"Shelter in Place" procedures as mentioned above in the bad weather emergency.

2. In the event of a HAZMAT emergency that occurs **INSIDE**, follow the "Evacuation Procedures" for SWC Preschool .
3. SWC Preschool Director will inform staff via walkie talkie/or face to face.

BOMB THREAT RESPONSE PLAN

Do not touch or tamper with any suspicious objects or packages.

Do NOT use a radio or cellphone within at least 100 feet of the threat!

Bomb threats are most commonly received via phone, but are also made in person, via email, written note, or other means. Every bomb threat is unique and should be handled in the context of the facility or environment in which it occurs. Law enforcement will be in the best position to determine the credibility of the threat. Follow these procedures:

- Remain calm.
- Call 911
- For threats made via phone:
 - Keep the caller on the line as long as possible. Be polite and show interest to keep them talking.
 - **DO NOT HANG UP**, even if the caller does.
 - If possible, signal or pass a note to other staff/volunteers to listen and help notify authorities.
 - Write down as much information as possible—caller ID number, exact wording of threat, type of voice or behavior, etc.—that will aid investigators.
 - Record the call, if possible.
- For threats made via email or written note:
 - Notify Police.
- For threats made in person:
 - Attempt to obtain identifying information from the person making the threat.

- Gain as much information as possible regarding the bomb (location, appearance, size, type of explosive, etc.)
- Notify Police

BOMB THREAT RESPONSE PLAN (CONTINUED)

- Be available for interviews with facility supervisors, and/or law enforcement.
- Follow authorities' instructions and/or law enforcement will assess the situation and provide guidance regarding facility lock-down, search, and/or evacuation.
- If evacuation is deemed necessary, reference the evacuation procedures in this document.
 - a. Beware of secondary explosive devices and threats.
 - b. Do NOT reenter buildings until emergency personnel declare it safe.

MEDICAL EMERGENCY

- Medical emergencies include any time someone suffers a physical ailment that requires medical attention.
- Page the Director via walkie-talkie or send a 2nd teacher to get their attention immediately. If walkie talkie doesn't work/teachers have permission to use their cell phones in an emergency.
 - Follow First Aid/CPR training methods. Stay with the person and assist as needed until the emergency is relieved or medical professionals take control and no longer need your assistance.
- If the medical emergency is severe, call 911. Don't call for director first, call 911 and send someone else to get/call the director.
- Be prepared to assist medical/security personnel as necessary.
- **First Aid kit** locations:
 - Preschool Office

- o Black backpacks for basic first aid (such as a bandaid/ointment)

EVACUATION PROCEDURES

I. SWC Preschool

- a. For the infant areas, please follow the steps below to prepare your room for evacuation:
 - i. All infants enrolled are 12 months and walking (we will carry infants that are not as ready to walk on their own).
 - ii. Clear floor areas quickly and line students up.
 - iii. Room Leader: Ensure you have an accurate headcount and room clipboard as well as your black backpacks that contain First Aid kits and emergency contacts.
- b. You will hear either instructions to evacuate or be notified of a false alarm.
- c. **Parents cannot check-out children during this time!** These are emergency procedures. Explain to the parents they are welcome to assist as directed, but do not allow this to interfere with preparing the room to evacuate or the evacuation itself. Call for help if needed.
- d. ***If you see smoke, sparks or flames exit the room immediately!***
- e. Once directed to evacuate, proceed out of rooms to closest exit doors and proceed to **Children Rally Point**, located on evacuation map.
 - i. *If hazards render the Childrens Rally Point unsafe, proceed to safe rally area as directed by SWC Preschool Director(s).*
 - 1. *DO NOT stage in any parking lot, as emergency responder vehicles may be speeding through.*
- f. If pathway to main doors is impeded by debris or hazards, use any alternate doors available.

- g. *Anticipate parents wanting to take their children. Recruit parents to assist in evacuation, but you cannot allow a child to be checked out until "All Clear" is given by Emergency Management Official. This may require some time to establish.*
- f. A SWC Preschool leader for the area can also confirm parent/child match, and the parent may stay with their child. Report any parent that takes up a child and removes them from SWC Preschool supervision to the Preschool Director immediately.
- g. Once you reach your safe rally point, perform a headcount and report status to Preschool Director.
- h. Headcount should be performed when leaving, and when arriving at the rally point, **and** any point along the way when your group is stopped and it is safe to perform.

2. Special Needs/Medical Needs:

- i. Immediately inform your Director/persons in charge of any child/staff needing special assistance.
- ii. Children with hearing, mental or visual impairments who will need special assistance need to be communicated to person (s) in charge immediately. In 2 teacher classrooms, one teacher will assist with the child that needs special attention while the other teacher focuses on the safety of the whole group. For one teacher classrooms (such as prek). One teacher will assist the special needs student while the other teacher focuses on the headcount of the whole. The director will need to be cognizant of these children and appoint other adults that may be available to help those groups that needs special assistance.

3. Wildwoods/Large Group Areas

- a. When in the Large Group area, please follow the steps below to prepare for evacuation:
 - i. Turn off music, video, etc. (keep mic on for leader communication).
 - ii. Leader announces emergency drill evacuation procedures to everyone.

- iii. Teachers: Ensure you have an accurate headcount and room clipboard/black backpack. No child is ever left alone in a room or hall.
- iv. Assemble children in single file line and exit primary exit door(s).
- v. Consider children with special needs.
- vi. **Parents cannot check-out children during this time!**
These are emergency procedures. Explain to the parents they are welcome to assist as directed, but do not allow this to interfere with preparing the room to evacuate or the evacuation itself. Call for help if needed.
- vii. ***If you see smoke, sparks or flames exit the room immediately!***
- viii. Once directed to evacuate, proceed out of rooms to closest exit doors and proceed to **Children Rally Point**, located on evacuation map.
 - 1. *If hazards render the Children Rally Point unsafe, proceed to safe rally area as directed SWC Preschool Director.*
 - 2. *DO NOT stage in any parking lot, as emergency responder vehicles may be speeding through.*
- xii. If pathway to main exit doors is impeded by debris or hazards, use
- vi. Headcount should be performed before/during and after arriving at the rally point, **and** any point along the way when your group is stopped *and it is safe to perform.*

Thank you for your cooperation and partnership with us! We continue to make improvements to support the best practices for your child! Please don't hesitate to contact us if you have any questions or concerns about this handbook.

All for HIM--Paige Taylor (Preschool Director).